Project # T-8-P-1

AFA

STATE

APPLICATION FOR FEDERAL ASSISTANCE			Version 9/03
1. TYPE OF SUBMISSION:		2. DATE SUBMITTED	Applicant Identifier T- 8 - P
Application	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier 04012302
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- 8 - P
XNon-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	Organizational Unit: Department: Illinois Department of Natural Resources
Organizational DUNS: 617554506	Division: Office of Resource Conservation
Address: Street: One Natural Resources Way	Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: Paul
City: Springfield	Middle Name: Edward
County: Sangamon	Last Name: Vehlow
State: Illinois Zip Code: 62702	Suffix:
Country: USA	Email: Pvehlow@dnrmail.state.il.us
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 37-1349602	Phone Number (give area code) (217)782 -2602 / Fax Number (give area code) (217)785 -2438
8. TYPE OF APPLICATION: A, C	7. TYPE OF APPLICANT: (See back of form for Application Types) State Government
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)	Other (specify):
Other (specify):	9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634 Planning	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Reality Policy & Procedure Manual Amendment 2
Other (specify):	
12. AREAS AFFECTED BY PROJECT: *Statewide*	
13. PROPOSED PROJECT Start Date: 06/01/04 Ending Date: 12/31/07	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 20 b. Project: 1- 20

APPROVED Robert Bryant U.S. Fish and Wildlife Service Date: 12-26-06

15. ESTIMATED FUNDING:

a. Federal	$	34,750	.00
b. Applicant	$		.00
c. State	$	11,583	.00
d. Local	$		.00
e. Other	$		.00
f. Program Income	$		.00
g. TOTAL	$	46,333	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. X — THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 01/15/04

b. No. ☐ — PROGRAM IS NOT COVERED BY E. O. 12372

☐ — OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. X No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative

Prefix Mr. First Name: Paul	Middle Name: Edward
Last Name: Vehlow	Suffix:
b. Title: Federal Aid Coordinator	c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us	Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative Paul Vehlow per	e. Date Signed: 12/15/06

EFFECTIVE 12-26-06

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Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

Don McFall
Scott Schmitz
Computer

PRINTED ON 15-Dec-06

GRANT PROPOSAL BUDGET ILLINOIS/DEPT OF NATURAL RESOURCES
BUDGET INFORMATION --NON-CONSTRUCTION PROGRAMS **PROJECT NO. T-8-P**

PROJECT NAME: Reality Policy and Procedure Manual **Amendment #1**

EFFECTIVES DATES: June 8, 2004 - December 31, 2006 2007

SEGMENTS	1	1-Revised	Total	Revised Totals
OBJECT CLASS CATEGORIES:				
SALARIES & WAGES	$26,156	**$36,613**	$26,156	**$36,613**
FRINGE BENEFITS	$0	**$0**	$0	**$0**
TRAVEL	$500	**$500**	$500	**$500**
EQUIPMENT($5,000.+)	$0	**$0**	$0	**$0**
SUPPLIES/COMMODITIES	$50	**$50**	$50	**$50**
CONTRACTUAL	$200	**$200**	$200	**$200**
TOTAL DIRECT CHARGES	$26,906	**$37,363**	$26,906	**$37,363**
INDIRECT CHARGES	$6,094	**$8,970**	$6,094	**$8,970**
TOTALS	$33,000	**$46,333**	$33,000	**$46,333**
FEDERAL SHARE @ 75%	$24,750	**$34,750**		
STATE SHARE @ 25%	$8,250	**$11,583**		

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 24.5% is on personal services only.
Note 3: The $24,750 is out of the SWG'04 monies and the $10,000 is out of the SWG '06 monies.

OFFICE OF REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Proposal **Amendment ~~#1~~ #2**

PROJECT NUMBER: T-8-P-1

PROJECT TITLE: Realty Policy & Procedure Manual

PURPOSE:

~~The IDNR currently owns, manages and leases over 450,000 acres of land at 349 sites. Currently there is no Policy & Procedure Manual stating the process of how we acquire these lands.~~

~~The IDNR has 18 sites statewide with federal interest, federal grants were used for these acquisitions. We need to track and flag the parcels within the sites that have federal interest. We need a manual that will provide instructions on buying sites for habitat restoration, wildlife management and hunting/fishing opportunities.~~

~~The IDNR will provide drafts to the U.S. Fish & Wildlife Service so we have continuity and joint agreement. As we study other states procedure manuals, we will be sure that, when easements, licenses and additions are granted on sites with federal aid grants, we are in compliance.~~

~~The proposal is eligible for a State Wildlife Grant (SWG) implementation grant. The purpose of the project is to create a tool (the procedural manual) that will help carry out the State's Comprehensive Wildlife Conservation Strategy (CWCS) when it is completed.~~

~~Based on the Services's review of December 2002 (John Saxhaug and Lois Lawson) the manual will establish guidelines for IDNR to follow when acquiring land. Due to budget cuts and staff reduction in the last 15 months within the Illinois Department of Natural Resources, the Manual could not be completed as previously stated in Tom Flattery's (Office Director for Office of Realty and Environmental Planning) February 5, 2003 letter. The Manual is to be produced by **December 31, 2006**.~~

In December 2002, the U. S. Fish and Wildlife Service (USFWS) cited an audit finding in the Illinois Department of Natural Resources (DNR), Division of Realty. The DNR currently owns, manages or leases more than 450,000 acres of land at 349 sites. The audit finding was that the Division needed to develop a Policy and Procedure Manual to not only address how land is acquired, but to show how the federal interest in tracked and flagged on the 18 sites statewide that have been purchased with the assistance of federal grant dollars.

Preparation of the Policy and Procedure Manual was started April 1, 2005. The draft was completed in July of 2005 and revised in accordance with USFWS recommendations in November of 2005. The USFWS gave DNR final approval of the manual December 16, 2005.

Shortly after the manual was approved, the federal relocation regulations were revised. The DNR Division of Realty is applying for a grant to update the Policy and Procedure Manual to include the current federal relocation requirements. The Manual will be updated by a contractual person hired by DNR.

The proposal is eligible for a Stat ildlife Grant (SWIG) implementati rant. The purpose of the project in to update a tool (the Policy and Procedure Manual) that helps carry out the State's Comprehensive Wildlife Conservation Strategy (CWSC). The Manual will be updated by December 31, 2007.

NEED:

The IDNR needs to ~~develop~~ **update** and maintain ~~a~~ **its** Policy and Procedures Manual and to contract an experienced, retired employee from the Office of Realty & Environmental Planning to ~~produce~~ **update** the manual. This manual will help meet the objectives of the Comprehensive Wildlife Conservation Management Plan, in the area of the Federal Aid Owned & Leased Property, by establishing a policy & procedure ~~by which~~ **that** all IDNR staff will ~~know how to respond~~ **follow**. ~~Examples, like property transfer or development using Federal Grants.~~ **For example, staff will know how to respond when there is a proposal to transfer or develop lands acquired with federal grants.**

OBJECTIVES:

Between **June 8, 2004 and December 31, ~~2006~~ 2007** the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property. **Between June 8, 2004 and December 31, 2007 the IDNR will complete and update its Policy and Procedure Manual.**

EXPECTED RESULTS OR BENEFITS:

The **updated** Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft **updated** Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The **updated** manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $		**Match**			
One Administrator	~~$24,000.00~~	**$34,000**	~~$2,978.00~~	**$2,613.0**	~~$26,978.00~~	**$36,613.00**
Travel	$500.00		0.00		$500.00	
Contractual (Printing)	$200.00		0.00		$200.00	
Commodities	$50.00		0.00		$50.00	
Ind@~~19.54%~~ **24.5%**			~~$5,272.00~~	**$8,970.0**	~~$5,272.00~~	**$8,970.00**
TOTAL	~~$24,750.00~~	**$34,750 +**	~~$8,250.00~~	**$11,583.0**	~~$33,000.00~~	**$46,333.00**

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

GRANT PROPOSAL SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Application for Federal Assistance (Standard Form 424)
2. Grant Proposal - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. Illinois Clearinghouse Response per Federal Executive Order 12372
5. NEPA Compliance Checklist
6. U. S. Department of Interior, Part E: Certification Regarding Lobbying

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM

PHASE I: COMPLETED BY STATE

(See Phase I Instructions for completing this form)
For federal assistance programs administered by the USFWS (Division of Federal Assistance.)

State: Illinois **Agency:** Department of Natural Resources

Grant Program(s): State Wildlife Grant

Grant Proposal (GP), Grant Agreement (GA), GP Amendment, GA Amendment (Circle all that apply)

Title and Number (add amendment no.): Realty Policy and Procedure Manual T-08-P-1

I. Species/Critical Habitat: List species or critical habitat (or attach list) that are and/or may be present within the action area.

There are no listed species and/or critical habitat that are and/or may be affected by this project. This is a planning and coordination project that will not involve field work or habitat alteration..

II. Description of Proposed Action: Describe the action(s) in sufficient detail so that the potential effects of the action can be identified and fully evaluated.

This project will develop a realty policy and procedure manual to be used by staff of the Illinois Department of Natural Resources to assure compliance with all regulations pertaining to acquisition, development, and use of lands purchased with Federal Aid funds.

III. Description of Effects: Describe the effects, including beneficial, of the project actions on Species/Critical Habitat.

There are no effects - adverse, beneficial, or otherwise.

IV. Recommended Determination(s) of Effect(s): For all species and critical habitat identified in Section I, mark (X) the appropriate determinations.

A. Listed, Proposed and Candidate Species

_X_ *a) "No Effect"*
List species for which this recommendation is applicable (or attach list):

___ b) *"May Affect, but is Not Likely to Adversely Affect"*
List species for which this recommendation is applicable (or attach list):

___c) *"May Affect, and is Likely to Adversely Affect"*
List species for which this recommendation is applicable (or attach list):

B. Designated and Proposed Critical Habitat

_X_ *a)* *"No Effect"* to Critical Habitat
List critical habitat(s) for which the recommendation is applicable.

___ b) *"May Affect, but is not likely to Adversely Affect"*
List critical habitat(s) for which the recommendation is applied.

___c) *"May Affect, and is Likely to Adversely Affect"*
List critical habitat(s) for which the recommendation is applied.

State Signatures:

Prepared by:

Name/Title: Joseph A. Kath, Endangered Species Project Manager

Signature: Joseph A. Kath Date: December 12, 2006

Telephone No. (217)782-6384 email: Joe.Kath@illinois.gov

Reviewed by:

Name/Title: Paul Vehlow, Fed. Aid Coordinator

Signature: Paul Vehlow gpm Date: 12/15/06

Telephone No. (217)782-2602 email: Paul.Vehlow@illinois.gov

O:/Forms/PhaseISec705309.pdf
PhaseI-Instructions050307

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM
PHASE II: COMPLETED BY U.S. FISH AND WILDLIFE SERVICE

State/Grant No: IL T-8-P Amendment #2
Activity: revise the IL DNR realty manual

Check the box, if the information on the Phase I form is adequate:
✓ List of Species ___ Description of Proposed Action ✓ Description of Effects

I. Federal Assistance Determination: Determination of the effects of the proposed action on endangered, threatened, proposed, and candidate species and their proposed or designated critical habitat. When the determination(s) below is/are different than the State recommended determination(s) on the Phase I form, an explanation for the difference must be provided in Section II below.

A. Listed Species/Critical Habitat (for each category, list species, attach list or reference Phase I form)

✓ a) *"No Effect"*

___ b) *"May Affect, but is Not Likely to Adversely Affect"*

___ c) *"May Affect, and is Likely to Adversely Affect"* (Formal consultation with ESO is required)

B. Proposed Species/Proposed Critical Habitat (for each category, list species, attach list or reference Phase I form)

✓ a) *"No Effect"*

___ b) *"May Affect, but is Not Likely to Adversely Affect"*

___ c) *"May Affect, and is Likely to Adversely Affect"* (Formal consultation with ESO is required)

C. Candidate Species (for each category, list species, attach list or reference Phase I form)

✓ a) *"No Effect"*

___ b) *"May Affect, but is Not Likely to Adversely Affect"*

___ c) *"May Affect, and is Likely to Adversely Affect"* (Formal consultation with ESO is required)

Federal Aid Specialist: [signature] Date: December 28, 2006

Federal Aid Chief: Robert C Bryant Date: 12-26-06
Robert Bryant

II. Explanation of non-concurrence: For each determination that differs from the Phase I form, provide rationale for the non-concurrence.

Amendment 2 extends proj + adds funds to revise a realty manual developed in 2005.

NEPA COMPLIANCE CHECKLIST

FEDERAL

State: Illinois **Federal Financial Assistance Grant/Agreement/Amendment Number: T-8-P-1**
Grant/Project Name: Realty Policy and Procedure Manual

This proposal ☑ is; ☐ is not completely covered by categorical exclusion _____ in 516 DM 2, Appendix 1.4 A 3; and/or 516 DM 6, Appendix B .
(check (✓) one)

(Review proposed activities. An appropriate categorical exclusion must be identified before completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the proposal cannot meet the qualifying criteria in the categorical exclusion, or an extraordinary circumstance applies (see below), an EA must be prepared.)

Extraordinary Circumstances:
Will This Proposal *(check (✓) yes or no for each item below)*:

Yes	No		
☐	☑	1.	Have significant adverse effects on public health or safety.
☐	☑	2.	Have significant adverse effects on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (Executive Order 11990); floodplains (Executive Order 11988); national monuments; migratory birds (Executive Order 13186); and other ecologically significant or critical areas under Federal ownership or jurisdiction.
☐	☑	3.	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA Section 102(2)(E)].
☐	☑	4.	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
☐	☑	5.	Have a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
☐	☑	6.	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects.
☐	☑	7.	Have significant adverse effects on properties listed or eligible for listing on the National Register of Historic Places as determined by either the bureau or office, the State Historic Preservation Officer, the Tribal Historic Preservation Officer, the Advisory Council on Historic Preservation, or a consulting party under 36 CFR 800.
☐	☑	8.	Have significant adverse effects on species listed, or proposed to be listed, on the List of Endangered or Threatened Species, or have significant adverse effects on designated Critical Habitat for these species.
☐	☑	9.	Have the possibility of violating a Federal law, or a State, local, or tribal law or requirement imposed for the protection of the environment.
☐	☑	10.	Have the possibility for a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898).
☐	☑	11.	Have the possibility to limit access to and ceremonial use of Indian sacred sites on Federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007).
☐	☑	12.	Have the possibility to significantly contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112).

(If any of the above extraordinary circumstances receive a "Yes" check (✓), an EA must be prepared.)
☐ Yes ☑ No This grant/project includes additional information supporting the Checklist.

Concurrences/Approvals:
Project Leader: Donald W. McFolo Date: 12/15/2006

State Authority Concurrence: Paul Verhlow for Date: 12/15/06
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment:

☑ **is a categorical exclusion as provided by 516 DM 6, Appendix 1 and/or 516 DM 2, Appendix 1. No further NEPA documentation will therefore be made.** 1.4 A(3)

☐ **is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1 and/or 516 DM 2, Appendix 1. An EA must be prepared.**

Service signature approval:

RO or WO Environmental Coordinator: Robert C Bryant Date: 12-26-06
Staff Specialist, Division of Federal Assistance: Thomas Goudreau Date: 12/22/06
(or authorized Service representative with financial assistance signature authority)

FWS Form 3-2185
Revised 02/2004

OMB Control Number 1018-0110
Expiration Date 06/30/2007

STATE

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Version 9/03
1. TYPE OF SUBMISSION:		3. DATE RECEIVED BY STATE	Applicant Identifier T- 8 - P-1
Application	Pre-application		State Application Identifier 04012302
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- 8 - P-1
XNon-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	**Organizational Unit:** Department: Illinois Department of Natural Resources
Organizational DUNS: 617554506	Division: Office of Resource Conservation
Address: Street: One Natural Resources Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Mr. First Name: Paul
City: Springfield	Middle Name: Edward
County: Sangamon	Last Name: Vehlow
State: Illinois Zip Code: 62702	Suffix:
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6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* 37-1349602	Phone Number (give area code) (217)782 -2602 / Fax Number (give area code) (217)785 -2438
8. TYPE OF APPLICATION: ~~New~~ Revision	**7. TYPE OF APPLICANT:** (See back of form for Application Types)
If Revision, enter appropriate letter(s) in box(es) C	State Government
(See back of form for description of letters.)	Other (specify):
Other (specify):	**9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service**
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634 Planning	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Reality Policy & Procedure Manual Amendment
Other (specify):	
12. AREAS AFFECTED BY PROJECT: *Statewide*	APPROVED Robert C Bryant U.S. Fish and Wildlife Service Date: 6-16-05
13. PROPOSED PROJECT EFFECTIVE 6/16/05 Start Date: 06/08/04 Ending Date: 12/31/06	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: 20 b. Project: 1- 20

NOTE EFFECTIVE DATE

15. ESTIMATED FUNDING:				**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**	
a. Federal	$	24,750	.00	a. Yes. X	THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	$		.00		DATE: 01/15/04
c. State	$	8,250	.00	b. No. ☐	PROGRAM IS NOT COVERED BY E. O. 12372
d. Local	$		.00	☐	OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	$		.00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**	
f. Program Income	$		.00	☐ Yes If "Yes" attach an explanation.	☒ No
g. TOTAL	$	33,000	.00		

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative		
Prefix Mr.	First Name: Paul	Middle Name: Edward
Last Name: Vehlow		Suffix:
b. Title: Federal Aid Coordinator		c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us		Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative Paul E. Vehlow		e. Date Signed: 4/20/05

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Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

cc: Connie Waggoner
Rene Umberger
Computer

OFFICE OF REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Proposal **Amendment #1**

PROJECT NUMBER: T-8-P-1

PROJECT TITLE: Realty Policy & Procedure Manual

PURPOSE:

The IDNR currently owns, manages and leases over 450,000 acres of land at 349 sites. Currently there is no Policy & Procedure Manual stating the process of how we acquire these lands.

The IDNR has 18 sites statewide with federal interest, federal grants were used for these acquisitions. We need to track and flag the parcels within the sites that have federal interest. We need a manual that will provide instructions on buying sites for habitat restoration, wildlife management and hunting/fishing opportunities.

The IDNR will provide drafts to the U.S. Fish & Wildlife Service so we have continuity and joint agreement. As we study other states procedure manuals, we will be sure that, when easements, licenses and additions are granted on sites with federal aid grants, we are in compliance.

The proposal is eligible for a State Wildlife Grant (SWG) implementation grant. The purpose of the project is to create a tool (the procedural manual) that will help carry out the State's Comprehensive Wildlife Conservation Strategy (CWCS) when it is completed.

Based on the Services's review of December 2002 (John Saxhaug and Lois Lawson) the manual will establish guidelines for IDNR to follow when acquiring land. Due to budget cuts and staff reduction in the last 15 months within the Illinois Department of Natural Resources, the Manual could not be completed as previously stated in Tom Flattery's (Office Director for Office of Realty and Environmental Planning) February 5, 2003 letter. The Manual is to be produced by **December 31, 2006**.

NEED:

The IDNR needs to develop and maintain a Policy and Procedures Manual and to contract an experienced, retired employee from the Office of Realty & Environmental Planning to produce the manual. This manual will help meet the objectives of the Comprehensive Wildlife Conservation Management Plan, in the area of the Federal Aid Owned & Leased Property, by establishing a policy & procedure by which all IDNR staff will know how to respond. Examples, like property transfer or development using Federal Grants.

OBJECTIVES:

Between **June 8, 2004 and December 31, 2006** the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will

include procedures in obtaining prior approval of the Federal agency providing grant; and establishing guidelines and procedures for trades and transfers of real property.

EXPECTED RESULTS OR BENEFITS:

The Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
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e. make changes as needed by US Fish & Wildlife Agency.
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LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $	**Match**	
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Travel	$500.00	0.00	$500.00
Contractual (Printing)	$200.00	0.00	$200.00
Commodities	$50.00	0.00	$50.00
Ind@19.54%		$5,272.00	$5,272.00
TOTAL	$24,750.00 +	$8,250.00	$33,000.00

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

GRANT PROPOSAL SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

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6. U. S. Department of Interior, Part E: Certification Regarding Lobbying

PRINTED ON 30-Mar-05

GRANT PROPOSAL BUDGET ILLINOIS/DEPT OF N. JRAL RESOURCES
BUDGET INFORMATION --NON-CONSTRUCTION PROGRAMS **PROJECT NO. T-8-P**

PROJECT NAME: Reality Policy and Procedure Manual **Amendment #1**

EFFECTIVES DATES: June 8, 2004 - December 31, 2006

SEGMENTS	1				TOTALS
OBJECT CLASS CATEGORIES:					
SALARIES & WAGES	$26,156				$26,156
FRINGE BENEFITS	$0				$0
TRAVEL	$500				$500
EQUIPMENT($5,000.+)	$0				$0
SUPPLIES/COMMODITIES	$50				$50
CONTRACTUAL	$200				$200
CONSTRUCTION	$0				$0
OTHER: MAILING	$0				$0
TOTAL DIRECT CHARGES	$26,906				$26,906
INDIRECT CHARGES	$6,094				$6,094
TOTALS	$33,000				$33,000
PROGRAM INCOME: NONE					
FEDERAL SHARE @ 75%	$24,750				
STATE SHARE @ 25%	$8,250				

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 23.3% is on personal services only.

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM

PHASE I: COMPLETED BY STATE

(See Phase I Instructions for completing this form)
For federal assistance programs administered by the USFWS (Division of Federal Assistance.)

State: Illinois **Agency:** Department of Natural Resources

Grant Program(s): State Wildlife Grant

Grant Proposal (GP), Grant Amendment (GA): GP ~~Agreement~~, Amendment **GA Amendment** (Circle all that apply)

Title and Number (add amendment no.): Realty Policy and Procedure Manual T-08-P-1

I. Species/Critical Habitat: List species or critical habitat (or attach list) that are and/or may be present within the action area.

None. This is planning and coordination project that will not involve field work or habitat alteration.

II. Description of Proposed Action: Describe the action(s) in sufficient detail so that the potential effects of the action can be identified and fully evaluated.

This project will develop a realty policy and procedure manual to be used by Illinois Department of Natural Resources staff to assure compliance with all regulations pertaining to acquisition, development and use of lands purchased with Federal Aid funds.

III. Description of Effects: Describe the effects, including beneficial, of the project actions on Species/Critical Habitat

No effects, adverse or beneficial

IV. Recommended Determination(s) of Effect(s): For all species and critical habitat identified in Section I, mark (X) the appropriate determinations.

A. Listed, Proposed and Candidate Species

___ a) "No Effect"
List species for which this recommendation is applicable (or attach list):

___ b) "May Affect, but is Not Likely to Adversely Affect"
List species for which this recommendation is applicable (or attach list):

___c) "May Affect, and is Likely to Adversely Affect"
List species for which this recommendation is applicable (or attach list):

B. Designated and Proposed Critical Habitat

___ a) "No Effect" to Critical Habitat
List critical habitat(s) for which the recommendation is applicable.

___ b) "May Affect, but is not likely to Adversely Affect"
List critical habitat(s) for which the recommendation is applied.

___c) "May Affect, and is Likely to Adversely Affect"
List critical habitat(s) for which the recommendation is applied.

State Signatures:

Prepared by:

Name/Title: Glen Kruse, Endangered Species Coordinator

Signature: Glen Kruse Date: 4/13/05

Telephone No. (217)785-8691 email: gkruse@dnrmail.state.il.us

Reviewed by:

Name/Title: Paul Vehlow, Federal Aid Coordinator

Signature: Paul E. Vehlow Date: 4/20/05

Telephone No. (217)785-5922 email: pvehlow@dnrmail.state.il.us

O:/Forms/PhaseISec705302.pdf

STATE

APPLICATION FOR FEDERAL ASSISTANCE			Version 9/03
1. TYPE OF SUBMISSION:		2. DATE SUBMITTED	Applicant Identifier T- 8 - P-1
Application	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier 04012302
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- 8 - P-1
☐Non-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	**Organizational Unit:**
Organizational DUNS: 617554506	Department: Illinois Department of Natural Resources
Address:	Division: Office of Resource Conservation
Street: One Natural Resources Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)**
City: Springfield	Prefix: Mr. First Name: Paul
County: Sangamon	Middle Name: Edward
State: Illinois Zip Code: 62702	Last Name: Vehlow
Country: USA	Suffix:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:	Email: Pvehlow@dnrmail.state.il.us
37-1349602	Phone Number (give area code) (217)782 -2602 / Fax Number (give area code) (217)785 -2438
8. TYPE OF APPLICATION: New	**7. TYPE OF APPLICANT:** (See back of form for Application Types)
If Revision, enter appropriate letter(s) in box(es)	State Government
(See back of form for description of letters.)	Other (specify):
Other (specify): EFFECTIVE 6/8/04	**9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service**
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634 Planning	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
Other (specify):	Reality Policy & Procedure Manual
12. AREAS AFFECTED BY PROJECT: *Statewide*	APPROVED Bud Fuchs, Acting U.S. Fish and Wildlife Service
13. PROPOSED PROJECT	**14. CONGRESSIONAL DISTRICTS OF:**
Start Date: 06/01/04 Ending Date: 05/31/06	a. Applicant: 20 b. Project: Date 6/9/04

15. ESTIMATED FUNDING:

a. Federal	$	24,750	.00
b. Applicant	$		.00
c. State	$	8,250	.00
d. Local	$		.00
e. Other	$		.00
f. Program Income	$		.00
g. TOTAL	$	33,000	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. X — THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 01/15/04

b. No. ☐ — PROGRAM IS NOT COVERED BY E. O. 12372

☐ — OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative

Prefix Mr.	First Name: Paul	Middle Name: Edward
Last Name: Vehlow		Suffix:
b. Title: Federal Aid Coordinator		c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us		Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative P. E. Vehlow		e. Date Signed: 5/12/04

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

NOTE EFFECTIVE DATE

CC: Connie Waggner
Rene Umberger
ICFC

PRINTED ON 12-May-04

GRANT PROPOSAL BUDGET ILLINOIS/DEPT OF NATURAL RESOURCES
BUDGET INFORMATION --NON-CONSTRUCTION PROGRAMS **PROJECT NO. T- -P-1**

PROJECT NAME: Reality Policy and Procedure Manual

EFFECTIVES DATES: June 1, 2004 - May 31, 2006

SEGMENTS	1		TOTALS
OBJECT CLASS CATEGORIES:			
SALARIES & WAGES	$26,978		$26,978
FRINGE BENEFITS	$0		$0
TRAVEL	$500		$500
EQUIPMENT($5,000.+)	$0		$0
SUPPLIES/COMMODITIES	$50		$50
CONTRACTUAL	$200		$200
CONSTRUCTION	$0		$0
OTHER: MAILING	$0		$0
TOTAL DIRECT CHARGES	$27,728		$27,728
INDIRECT CHARGES	$5,272		$5,272
TOTALS	$33,000		$33,000
PROGRAM INCOME: NONE			
FEDERAL SHARE @ 75%	$24,750		
STATE SHARE @ 25%	$8,250		

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 19.54% is on personal services only.

OFFICE OF REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Proposal

PROJECT NUMBER: T- -P-1

PROJECT TITLE: Realty Policy & Procedure Manual

PURPOSE:

The IDNR currently owns, manages and leases over 450,000 acres of land at 349 sites. Currently there is no Policy & Procedure Manual stating the process of how we acquire these lands.

The IDNR has 18 sites statewide with federal interest, federal grants were used for these acquisitions. We need to track and flag the parcels within the sites that have federal interest. We need a manual that will provide instructions on buying sites for habitat restoration, wildlife management and hunting/fishing opportunities.

The IDNR will provide drafts to the U.S. Fish & Wildlife Service so we have continuity and joint agreement. As we study other states procedure manuals, we will be sure that, when easements, licenses and additions are granted on sites with federal aid grants, we are in compliance.

The proposal is eligible for a State Wildlife Grant (SWG) implementation grant. The purpose of the project is to create a tool (the procedural manual) that will help carry out the State's Comprehensive Wildlife Conservation Strategy (CWCS) when it is completed.

Based on the Services's review of December 2002 (John Saxhaug and Lois Lawson) the manual will establish guidelines for IDNR to follow when acquiring land. Due to budget cuts and staff reduction in the last 15 months within the Illinois Department of Natural Resources, the Manual could not be completed as previously stated in Tom Flattery's (Office Director for Office of Realty and Environmental Planning) February 5, 2003 letter. The Manual is to be produced by May 31, 2006.

NEED:

The IDNR needs to develop and maintain a Policy and Procedures Manual and to contract an experienced, retired employee from the Office of Realty & Environmental Planning to produce the manual. This manual will help meet the objectives of the Comprehensive Wildlife Conservation Management Plan, in the area of the Federal Aid Owned & Leased Property, by establishing a policy & procedure by which all IDNR staff will know how to respond. Examples, like property transfer or development using Federal Grants.

OBJECTIVES:

Between June 1, 2004 and May 31, 2006 the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will

include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property.

EXPECTED RESULTS OR BENEFITS:

The Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $	**Match**	
One Administrator	$24,000.00	$2,978.00	$26,978.00
Travel	$500.00	0.00	$500.00
Contractual (Printing)	$200.00	0.00	$200.00
Commodities	$50.00	0.00	$50.00
Ind@19.54%		$5,272.00	$5,272.00
TOTAL	$24,750.00 +	$8,250.00	$33,000.00

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

REGION 3 FED AL ASSISTANCE SECTION 7 EVA ATION FORM
PHASE II: COMPLETED BY U.S. FISH AND WILDLIFE SERVICE

State/Grant No: IL T-8-P Am #1
Activity: 7-mo time extension for manual prep

Check the box, if the information on the Phase I form is adequate:
✓ List of Species ✓ Description of Proposed Action ✓ Description of Effects

I. Federal Assistance Determination: Determination of the effects of the proposed action on endangered, threatened, proposed, and candidate species and their proposed or designated critical habitat. When the determination(s) below is/are different than the State recommended determination(s) on the Phase I form, an explanation for the difference must be provided in Section II below.

A. Listed Species/Critical Habitat (for each category, list species, attach list or reference Phase I form)

X a) "*No Effect*"

____ b) "*May Affect, but is Not Likely to Adversely Affect*"

____ c) "*May Affect, and is Likely to Adversely Affect*" (Formal consultation with ESO is required)

B. Proposed Species/Proposed Critical Habitat (for each category, list species, attach list or reference Phase I form)

X a) "*No Effect*"

____ b) "*May Affect, but is Not Likely to Adversely Affect*"

____ c) "*May Affect, and is Likely to Adversely Affect*" (Formal consultation with ESO is required)

C. Candidate Species (for each category, list species, attach list or reference Phase I form)

X a) "*No Effect*"

____ b) "*May Affect, but is Not Likely to Adversely Affect*"

____ c) "*May Affect, and is Likely to Adversely Affect*" (Formal consultation with ESO is required)

Federal Aid Specialist: [signature] Date: 6/13/05

Federal Aid Chief: [signature] Date: 6-16-05
Robert Bryant

II. Explanation of non-concurrence: For each determination that differs from the Phase I form, provide rationale for the non-concurrence.

Appendix G.

Federal

NEPA COMPLIANCE CHECKLIST

Amendment #1

State: Illinois **Federal Financial Assistance Grant/Agreement/Amendment Number:** T-8 -P-1

Grant/Project Name: Reality Policy & Procedure Manual SWG

This proposal ☒ **is;** ☐ **is not completely covered by categorical exclusion No(s).** 1.4A3 **, 516 DM 6 Appendix 1.**

(check (✓) one) *(Review proposed activities. An appropriate categorical exclusion must be identified **before** completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the proposal cannot meet the qualifying criteria in the categorical exclusion, an EA must be prepared.)*

Exceptions:

Will This Proposal *(check (✓) yes or no for each item below)*:

Yes	No		
☐	X	1.	Have significant adverse effects on public health or safety.
☐	X	2.	Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Land marks.
☐	X	3.	Have highly controversial environmental effects.
☐	X	4.	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
☐	X	5.	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
☐	X	6.	Be directly related to other actions with individually insignificant, but cumulatively significant environmental effects.
☐	X	7.	Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places.
☐	X	8.	Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species.
☐	X	9.	Have material adverse effects on resources requiring compliance with Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), or the Fish and Wildlife Coordination Act.
☐	X	10.	Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment.

*(If any of the above exceptions receive a **"Yes"** check (✓), an EA must be prepared.)*

Concurrences/Approvals:

Project Leader: Tom Flattery Tom Flattery Date: 4/20/05 5-10-04

State Authority Concurrence: Tom E. Vehlow Tom E. Vehlow Date: 5/11/04 - 4/20/05
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment:

☒ **is a categorical exclusion as provided by 516 DM 6, Appendix 1. No further NEPA documentation will therefore be made.**

☐ **is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1. An EA must be prepared.**

☐ **includes other attached information supporting the Checklist.**

Service signature approval:

RO or WO Environmental Coordinator: for Robert C Bryant Jeffrey C. Gore Date: 6-16-05 6-8-

Staff Specialist, Division of Federal Aid: Michael Vanderford Date: June 7, 2004
(or authorized Service representative with financial assistance signature authority)

FWS Form 3-215
08/00

for Am #1 Michael Vanderford June 13, 2005

GRANT PROPOSAL SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Application for Federal Assistance (Standard Form 424)
2. Grant Proposal - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. Illinois Clearinghouse Response per Federal Executive Order 12372
5. NEPA Compliance Checklist
6. U. S. Department of Interior, Part E: Certification Regarding Lobbying

FEDERAL AID SECTION 7 EVALUATION FORM

PHASE I: COMPLETED BY STATE

For federal assistance programs administered by the USFWS (Division of Federal Aid.)

State: Illinois **Agency:** Department of Natural Resources

Program: State Wildlife Grant

Grant Proposal, Agreement, or Amendment

Title and Number: Realty Policy and Procedure Manual

Grant Period: ~~April 1, 2004 - March 31, 2006~~ June 1, 2004 - May 31, 2006

I. Species/Critical Habitat: List species or critical habitat that occur within the action area[1].

None. This is planning and coordination project that will not involve field work or habitat alteration.

II. Project Description: Describe project or, if referencing other documents (e.g. GP), prepare an executive summary.

This project will develop a realty policy and procedure manual to be used by Illinois Department of Natural Resources staff to assure compliance with all regulations pertaining to acquisition, development and use of lands purchased with Federal Aid funds.

III. State Review & Recommendation: Identify the effects of the proposed project on species/critical habitat occurring within the action area. Check (X) all applicable categories and list of species associated with each recommendation. (Note: Multiple recommendations on one form is acceptable.)

X a) *"No Species/Critical Habitat Present"* This recommendation is appropriate when no listed/proposed/candidate species or designated/proposed critical habitat occur within the action area (no species list is required).

___ b) *"No Effect"* This recommendation is appropriate when the proposed project will not directly or indirectly affect (negatively or beneficially) individuals of listed/proposed/candidate species or designated/proposed critical habitat of such species. List species applicable to this recommendation (or attach list):

___ c) *"Not Likely to Adversely Affect"* This recommendation is appropriate when the proposed

---

[1]Action Area = all areas potentially affected (directly or indirectly) by the proposed action (50 CFR 402.02)

action is not likely to adversely impact individuals of listed/proposed/candidate species or designated/proposed critical habitat of such species.
List species applicable to this recommendation and complete section IV (or attach list):

___d) *"Likely to Adversely Affect"* This recommendation is appropriate when the proposed action is likely to adversely impact individuals of listed/proposed/candidate species or designated/proposed critical habitat of such species.
List species applicable to this recommendation and complete section IV (or attach list):

IV. Documentation of State Recommendation: For each *"Not Likely to Adversely Affect"* and *"Likely to Adversely Affect"* recommendation, attach an explanation of such finding for all applicable species or critical habitat. Documentation should include a discussion of each of the following: (1) species status - population trends, distribution in action area, (2) habitat status - critical or noncritical, species use such as breeding migrating, feeding in action area, and (3) impacts of action - how the proposed action will affect species/critical habitat (consider direct, indirect, and cumulative impacts).

State Signature: (***signature indicates impacts on all federally listed species within the applicable State have been considered and documented***)

State Endangered Species Coordinator: Glen Krause Date 2/6/04

State Federal Aid Coordinator: Paul E. Vehlow Date 5/11/04

STATE

UNITED STATES
DEPARTMENT OF THE INTERIOR
Fish and Wildlife Service
Division of Federal Aid

State:	Grant No:	Segment No:
Illinois	T-8-P	1
DCN (FWS use only)	Amendment No.:	
	2	
Agreement Period From: 06/08/2004	To: 12/31/2007	

AMENDMENT TO GRANT AGREEMENT

GRANT TITLE:
Reality Policy & Procedure Manual

The above stated Grant Agreement is amended as set forth below. The parties agree that all other terms and conditions as set forth in the Agreement, the Grant Proposal, and any amendments thereto shall remain in force.

PURPOSE OF AMENDMENT:

- ☒ Extend Agreement Period To: 12/31/2007
- ☐ Other: _____
- ☒ Revise Grant Cost (see below):
- ☐ Revise Percentage (see below):

Describe reason for amendment:

Updating the Policy and Procedure Manual to include the current federal relocation requirements.

REVISION OF GRANT COST:		Grantee Share	%	Federal Share	%	Third Party	%	Total Cost
Previous	State Wildlife Grant-planning	8,250.00		24,750.00				33,000.00
Changes	State Wildlife Grant-planning	3,333.00		10,000.00				13,333.00
Amended	State Wildlife Grant-planning	11,583.00		34,750.00				46,333.00
	REVISED TOTAL COST	11,583.00		34,750.00				46,333.00

GRANTEE (Name and Address):
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702

Signature: Paul Vehlow
Title: Fed. Aid Coordinator
Date: 12/15/06

SPECIAL GRANT CONDITIONS/PROVISIONS:

See attached grant agreement prescription.

CC: Don McFall
Scott Schmitz
ICIC
Computer

EFFECTIVE 12-26-06

APPROVED FOR THE SECRETARY OF THE INTERIOR

Signature: Robert C Bryant | Title: ROBERT BRYANT CHIEF FEDERAL ASSISTANCE | Date: 12-26-06

Form 3 - 1591
(Revised December 2003)

OMB Approval No. 1018 - 0049
Approval Expires 12/31/2006

Attachment to Grant Agreement/Amendment: T-8-P-01 Amendment #2

____Yes X No Stewardship Activity/$200,000 Federal/Over 15 Months
X Yes No Interim Performance Report(s) required
X Yes No Interim Financial Report(s) required

If the federal share of this grant agreement is greater than $100,000, then this grant is not subject to the prior written requirements of 43 CFR 12.70 (1) (1) (ii), the 10 percent rule.

An extension is requested for FSR reporting to allow time for payment of open encumbrances incurred during the project segment of DNR records of payments and preparation of the final reimbursement requests and financial report. A 90 day extension is requested, until 6/30/08 for the FSR and Performance report.

DUNS for Illinois
IDNR: 61-755-4506
University of Illinois: 04-154-4081 ____Yes X No Subgrantee under this grant agreement
Southern Illinois University: 07-196-5214 ____Yes X No Subgrantee under this grant agreement

GRANT AGREEMENT -- BUDGET INFORMATION ILLINOIS/DEPT OF NATURAL RESOURCES

PROJECT NO. T-8-P SEGMENT NO. 1 **Amendment #2**

PROJECT NAME: Reality Policy & Procedure Manual

EFFECTIVE DATES: FROM: 06/01/04 TO: 12/31/07

BY OBJECT CATEGORIES:	FED SHARE		REVISED FED SHARE	STATE SHARE		REVISED STATE SHARE	TOTALS	REVISED TOTAL
SALARIES & WAGES	$24,000	*	**$34,000**	$2,156	**	**$2,613**	$26,156	**$36,613**
FRINGE BENEFITS	$0		**$0**	$0		**$0**	$0	**$0**
TRAVEL	$500		**$500**	$0		**$0**	$1,000	**$500**
EQUIPMENT/(revised A-102 definition)	$0		**$0**	$0		**$0**	$0	**$0**
SUPPLIES/COMMODITIES	$50		**$50**	$0		**$0**	$100	**$50**
CONTRACTUAL	$200		**$200**	$0		**$0**	$400	**$200**
TOTAL DIRECT CHARGES	$24,750		**$34,750**	$2,156		**$2,613**	$27,656	**$37,363**
INDIRECT CHARGES	$0		**$0**	$6,094		**$8,970**	$6,094	**$8,970**
T O T A L S	$24,750		**$34,750**	$8,250		**$11,583**	$67,750	**$46,333**
	@ 75%			@ 25%			100%	

PROGRAM INCOME: NONE

IDENTIFY PROJECT PERSONNEL:
*/Fed Share:
Jim Hoffman $34,000
Total shown on line a $34,000

IDENTIFY PROJECT PERSONNEL:
*/State Share:
Jim Hoffman $2,613
Total shown on line a $2,613

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 24.5% is on personal services only.
Note 3: The $24,750 is out of the SWG'04 monies and the $10,000 is out of the SWG '06 monies.

OFFICE REALTY & ENVIRONMENTAL P[illegible]NING

State of Illinois

Grant Agreement **Amendment #~~1~~ #2**

PROJECT NUMBER: T-8-P-01

PROJECT TITLE: Realty Policy & Procedure Manual

OBJECTIVES:

Between **June 8, 2004 and December 31, ~~2006~~ 2007** the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property. **Between June 8, 2004 and December 31, 2007 the IDNR will complete and update its Policy and Procedure Manual.**

EXPECTED RESULTS OR BENEFITS:

The **updated** Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft **updated** Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The **updated** manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $		**Match**			
One Administrator	~~$24,000.00~~	**$34,000.00**	~~$2,978.00~~	**$2,613.00**	~~$26,978.00~~	**$36,613.00**
Travel	$500.00		0.00		$500.00	
Contractual (Printing)	$200.00		0.00		$200.00	
Commodities	$50.00		0.00		$50.00	
Ind ~~@ 19.54%~~ **24.5%**			~~$5,272.00~~	**$8.970.00**	~~$5,272.00~~	**$8,970.00**
TOTAL	~~$24,750.00~~	**$34,750.00 +**	~~$8,250.00~~	**$11,583.00**	$33,000.00	**$46,333.00**

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

GRANT AGREEMENT SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Grant Agreement (Standard Form 3-1552)
2. Grant Agreement - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. NEPA Compliance Checklist
5. U. S. Department of Interior, Part E: Certification Regarding Lobbying

STATE OF ILLINOIS
EXECUTIVE OFFICE OF THE GOVERNOR

GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET

SPRINGFIELD 62706

DATE: February 20, 2004

RECEIVED
FEB 23 2004
FEDERAL AID

TO: Paul Vehlow
Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702

SUBJECT: PA80:1029

Program Title:	Reality Policy/Procdur Manul TP1
CFDA:	15.634
Funding:	$33,000 ($25,000 Federal, $8,250 State)
SAI#:	04-01-23-02

The Governor's Office of Management and Budget (GOMB) has been notified of the subject application pursuant to Public Acts 80:1029 and 87:961. This letter certifies that your agency has complied with the notice of intent phase of the review process and that your application is approved for submission to the federal government for funding consideration.

Please notify the Illinois Commission on Intergovernmental Cooperation at 707 Stratton Office Building immediately after federal award action is taken on the subject application. This notification is made by completing items 19-23 on Forms ICIC 192 or submitting notice of award forms for the SF-424. The State Application Identifier (SAI) must appear in the State Application Identifier box in the upper right hand corner of the ICIC 192 or the SF-424 when this notification is made, and also be provided to the Comptroller on the Receipts Deposit Transmittal (Form C-64) when funds for the subject project are deposited in a receipt account.

Unless your agency has a special agreement with the GOMB for achieving compliance with PA 80:1029 and PA 87:961, all amendments, revisions, or supplements to the subject application must be submitted as provided for in the GOMB and Commission's joint instructions for Federal Grant Applicants/Awards dated September 30, 1992.

Thank you for your cooperation.

Budget Analyst

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM

PHASE I: COMPLETED BY STATE

(See Phase I Instructions for completing this form)
For federal assistance programs administered by the USFWS (Division of Federal Assistance.)

State: Illinois **Agency:** Department of Natural Resources

Grant Program(s): State Wildlife Grant

Grant Proposal (GP), Grant Agreement (GA), GP Amendment, GA Amendment (Circle all that apply)

Title and Number (add amendment no.): Realty Policy and Procedure Manual T-08-P-1

I. Species/Critical Habitat: List species or critical habitat (or attach list) that are and/or may be present within the action area.

There are no listed species and/or critical habitat that are and/or may be affected by this project. This is a planning and coordination project that will not involve field work or habitat alteration..

II. Description of Proposed Action: Describe the action(s) in sufficient detail so that the potential effects of the action can be identified and fully evaluated.

This project will develop a realty policy and procedure manual to be used by staff of the Illinois Department of Natural Resources to assure compliance with all regulations pertaining to acquisition, development, and use of lands purchased with Federal Aid funds.

III. Description of Effects: Describe the effects, including beneficial, of the project actions on Species/Critical Habitat.

There are no effects - adverse, beneficial, or otherwise.

IV. Recommended Determination(s) of Effect(s): For all species and critical habitat identified in Section I, mark (X) the appropriate determinations.

A. Listed, Proposed and Candidate Species

_X_ *a) "No Effect"*
List species for which this recommendation is applicable (or attach list):

___ b) *"May Affect, but is Not Likely to Adversely Affect"*
List species for which this recommendation is applicable (or attach list):

___ c) *"May Affect, and is Likely to Adversely Affect"*
List species for which this recommendation is applicable (or attach list):

B. Designated and Proposed Critical Habitat

_X_ *a)* *"No Effect"* to Critical Habitat
List critical habitat(s) for which the recommendation is applicable.

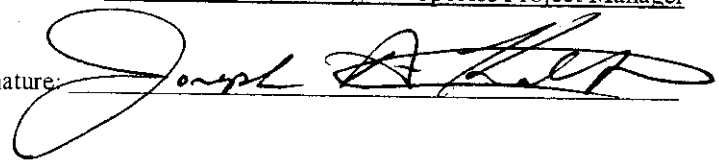
___ b) *"May Affect, but is not likely to Adversely Affect"*
List critical habitat(s) for which the recommendation is applied.

___c) *"May Affect, and is Likely to Adversely Affect"*
List critical habitat(s) for which the recommendation is applied.

State Signatures:

Prepared by:

Name/Title: Joseph A. Kath, Endangered Species Project Manager

Signature:  Date: December 12, 2006

Telephone No. (217)782-6384 email: Joe.Kath@illinois.gov

Reviewed by:

Name/Title: Federal Aid Coordinator

Signature: Paul Vehlow for Date: 12/15/06

Telephone No. (217)782-2607 email: _____

O:/Forms/PhaseISec705309.pdf
PhaseI-Instructions050307

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM
PHASE II: COMPLETED BY U.S. FISH AND WILDLIFE SERVICE

State/Grant No: IL T-8-P-1 amendment #2
Activity: revise IL DNR realty manual

Check the box, if the information on the Phase I form is adequate:
✓ List of Species ✓ Description of Proposed Action — Description of Effects

I. Federal Assistance Determination: Determination of the effects of the proposed action on endangered, threatened, proposed, and candidate species and their proposed or designated critical habitat. When the determination(s) below is/are different than the State recommended determination(s) on the Phase I form, an explanation for the difference must be provided in Section II below.

A. Listed Species/Critical Habitat (for each category, list species, attach list or reference Phase I form)

✓ a) "*No Effect*"

____ b) "*May Affect, but is Not Likely to Adversely Affect*"

____ c) "*May Affect, and is Likely to Adversely Affect*" (Formal consultation with ESO is required)

B. Proposed Species/Proposed Critical Habitat (for each category, list species, attach list or reference Phase I form)

✓ a) "*No Effect*"

____ b) "*May Affect, but is Not Likely to Adversely Affect*"

____ c) "*May Affect, and is Likely to Adversely Affect*" (Formal consultation with ESO is required)

C. Candidate Species (for each category, list species, attach list or reference Phase I form)

✓ a) "*No Effect*"

____ b) "*May Affect, but is Not Likely to Adversely Affect*"

____ c) "*May Affect, and is Likely to Adversely Affect*" (Formal consultation with ESO is required)

Federal Aid Specialist: Thomas Vandenberg Date: December 22, 2006

Federal Aid Chief: Robert C Bryant Date: 12-26-06
Robert Bryant

II. Explanation of non-concurrence: For each determination that differs from the Phase I form, provide rationale for the non-concurrence.

Amendment 2 extends proj + adds funds to revise a realty manual developed in 2005.

FE. RAL AID SECTION 7 EVALUATIC. ORM
PHASE II: COMPLETED BY U.S. FISH AND WILDLIFE SERVICE

State/Grant No: IL T-8-P
Activity: grant proposal: develop Realty Policy + Procedure Manual

Federal Aid Determination: Determination of the effects of the proposed action on endangered, threatened, proposed, and candidate species and their proposed or designated critical habitat.

Federal Aid concurs with the State's recommendation(s) of (list species for each determination or reference list if provided by the State):

[X] *"No Species/Critical Habitat Present"* means the requirements of Section 7 are fulfilled and the proposed project may be approved

"No Effect" means the requirements of Section 7 are fulfilled and the proposed project may be approved

"Not Likely to Adversely Affect" means the requirements of Section 7 are fulfilled, and the proposed project may be approved. Ecological Service Field Office (ESO) concurrence may be requested at the discretion of the State Endangered Species Coordinator or the Federal Aid Specialist.

"Likely to Adversely Affect" means Federal Aid must request formal consultation with the appropriate ESO. If a grant document includes actions that are *"Not Likely to Adversely Affect,"* Federal Aid may approve those actions without formal consultation, provided all *"Likely to Adversely Affect"* activities are excluded from the project proposal.

Federal Aid Specialist: Michael VanderFord Date: June 7, 2004

Federal Aid Chief: Bradley V. Johnson Date: 6-9-04

~~Bradley V. Johnson~~

If Federal Aid does not concur with the State's recommendation(s) and believes an action within the grant would be "likely to adversely affect", the Federal Aid Specialist will provide a written explanation and forward the proposed project to the appropriate ESO for final determination.

Nonconcurrence

Federal Aid Specialist: _____ Date: _____

Federal Aid Chief: _____ Date: _____

Bradley V. Johnson

FA Noncurrence comments: (reason for nonconcurrence, recommended action, etc.)

Appendix G.

FEDERAL

NEPA COMPLIANCE CHECKLIST

State: Illinois **Federal Financial Assistance Grant/Agreement/Amendment Number:** T-8 -P-1

Grant/Project Name: Reality Policy & Procedure Manual

This proposal ☒ **is;** ☐ **is not completely covered by categorical exclusion No(s).** 1.4A3 **, 516 DM 6 Appendix 1.**

(check (✓) one) *(Review proposed activities. An appropriate categorical exclusion must be identified **before** completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the proposal cannot meet the qualifying criteria in the categorical exclusion, an EA must be prepared.)*

Exceptions:

Will This Proposal *(check (✓) yes or no for each item below)*:

Yes	No		
☐	X	1.	Have significant adverse effects on public health or safety.
☐	X	2.	Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Land marks.
☐	X	3.	Have highly controversial environmental effects.
☐	X	4.	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
☐	X	5.	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
☐	X	6.	Be directly related to other actions with individually insignificant, but cumulatively significant environmental effects.
☐	X	7.	Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places.
☐	X	8.	Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species.
☐	X	9.	Have material adverse effects on resources requiring compliance with Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), or the Fish and Wildlife Coordination Act.
☐	X	10.	Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment.

*(If any of the above exceptions receive a **"Yes"** check (✓), an EA must be prepared.)*

Concurrences/Approvals:

Project Leader: _____ Date: 5-10-04

State Authority Concurrence: _____ Date: 5/11/04
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment:

☒ **is a categorical exclusion as provided by 516 DM 6, Appendix 1. No further NEPA documentation will therefore be made.**

☐ **is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1. An EA must be prepared.**

☐ **includes other attached information supporting the Checklist.**

Service signature approval:

RO or WO Environmental Coordinator: _____ Date: 6-8-04

Staff Specialist, Division of Federal Aid: _____ Date: 6/7/04
(or authorized Service representative with financial assistance signature authority)

FWS Form 3-215
08/00

NEPA COMPLIANCE CHECKLIST

FEDERAL

State: Illinois **Federal Financial Assistance Grant/Agreement/Amendment Number: T-8-P-1**
Grant/Project Name: Realty Policy and Procedure Manual

This proposal ☑ is; ☐ is not completely covered by categorical exclusion 1 ..... in 516 DM 2, Appendix 1.4A(3); and/or 516 DM 6, Appendix B .
(check (✓) one)

(Review proposed activities. An appropriate categorical exclusion must be identified before completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the proposal cannot meet the qualifying criteria in the categorical exclusion, or an extraordinary circumstance applies (see below), an EA must be prepared.)

Extraordinary Circumstances:
Will This Proposal *(check (✓) yes or no for each item below)*:

Yes	No		
☐	☑	1.	Have significant adverse effects on public health or safety.
☐	☑	2.	Have significant adverse effects on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (Executive Order 11990); floodplains (Executive Order 11988); national monuments; migratory birds (Executive Order 13186); and other ecologically significant or critical areas under Federal ownership or jurisdiction.
☐	☑	3.	Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA Section 102(2)(E)].
☐	☑	4.	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
☐	☑	5.	Have a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
☐	☑	6.	Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects.
☐	☑	7.	Have significant adverse effects on properties listed or eligible for listing on the National Register of Historic Places as determined by either the bureau or office, the State Historic Preservation Officer, the Tribal Historic Preservation Officer, the Advisory Council on Historic Preservation, or a consulting party under 36 CFR 800.
☐	☑	8.	Have significant adverse effects on species listed, or proposed to be listed, on the List of Endangered or Threatened Species, or have significant adverse effects on designated Critical Habitat for these species.
☐	☑	9.	Have the possibility of violating a Federal law, or a State, local, or tribal law or requirement imposed for the protection of the environment.
☐	☑	10.	Have the possibility for a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898).
☐	☑	11.	Have the possibility to limit access to and ceremonial use of Indian sacred sites on Federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007).
☐	☑	12.	Have the possibility to significantly contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112).

(If any of the above extraordinary circumstances receive a "Yes" check (✓), an EA must be prepared.)
☐ Yes ☑ No This grant/project includes additional information supporting the Checklist.

Concurrences/Approvals:
Project Leader: Donald W. McFall Date: 12/15/2006

State Authority Concurrence: Paul Vehlow for Date: 12/15/06
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment:

☑ **is a categorical exclusion as provided by 516 DM 6, Appendix 1 and/or 516 DM 2, Appendix 1. No further NEPA documentation will therefore be made.** 1.4A(3)

☐ **is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1 and/or 516 DM 2, Appendix 1. An EA must be prepared.**

Service signature approval:

RO or WO Environmental Coordinator: for Robert C. Bryant Date: 12-26-06
Staff Specialist, Division of Federal Assistance: Thomas Chamberlain Date: December 22, 2006
(or authorized Service representative with financial assistance signature authority)

Region 3 Federal Aid Transmittal Form

U.S. Fish and Wildlife Service

Federal Aid
Bishop Henry Whipple Federal Building
One Federal Drive
Fort Snelling, MN 55111-4056

Date Received: (Region 3 FA Date Stamp)	**Date Requested by:** ASAP **Date Provided:** 12/15/06
State: Illinois	**Project No.** T-8-P-1 Amendment #2
Project Title: Reality Policy & Procedure Manual	
FWS Biologist: Michael Vanderford	**State Contact:** Paul E. Vehlow **Telephone Number:** 217/782-2602 **e-mail address:** Pvehlow@dnrmail.state.il.us

Track (circle one): Routine = 15 day Non-Routine = 30 day Non-Routine = 45 day

Type(s): GP: _____ GP Renewal: _____ GA: _____

GP Amend: X (USFWS will complete) GA Amend: X (USFWS will complete)

Obligation Intent:	Sub-Account	Federal Share
WR Regular	5220	$
WR Sect 4 Hunter Ed	5210	$
WR Sect 10 Hunter Ed	523_	$
WL Cons. & Rest.	551_	$
SFR Regular	9514	$
SFR Aquatic Ed.	9511	$
SFR Boat Access	9521	$
Other SWG 04	5722	$34,750

Circle or Check if Applicable:

In-Kind Value
Program Income
SHPO
NEPA (EA checklist or EA)
Section 7
Lobby Certification
Other (describe in Note/Special Instructions section below)
Needs funding condition (describe in Note/Special Instructions section below)

COMPETITIVE ( ) or NON-COMPETITIVE (X)

Notes/Special Instructions (circle): Biologist Fiscal Land Secretary

H:\OrcFedAid\FEDAID\CARA-Lite Grants\SWG\SWG (FFY'04)\T-8-P-1 - Reality Policy & Procedure Manual\Transmittal Amendment 1.wpd 05/07/02

STATE

UNITED STATES
DEPARTMENT OF THE INTERIOR
Fish and Wildlife Service
Division of Federal Aid

AMENDMENT TO GRANT AGREEMENT

State: Illinois	Grant No: T-8-P
DCN (FWS use only)	Amendment No.: 1
Agreement Period From: 06/08/2004	To: 12/31/2006

GRANT TITLE:
Reality Policy & Procedure Manual

The above stated Grant Agreement is amended as set forth below. The parties agree that all other terms and conditions as set forth in the Agreement, the Grant Proposal, and any amendments thereto shall remain in force.

PURPOSE OF AMENDMENT:

☒ Extend Agreement Period To: 12/31/2006
☐ Other: _____
☐ Revise Grant Cost (see below):
☐ Revise Percentage (see below):

Describe reason for amendment:

Since it took approximately a year to get approval to do a contract, the grant termination date for the agreement needs to be extended to 12/31/06.

	REVISION OF GRANT COST:	Grantee Share	%	Federal Share	%	Third Party	%	Total Cost
Previous	State Wildlife Grant-planning	8,250.00		24,750.00				33,000.00
Changes	State Wildlife Grant-planning			0.00				
Amended	State Wildlife Grant-planning	8,250.00		24,750.00				33,000.00
	REVISED TC			4,750.00				33,000.00

Reports -
Don McFall

GRANTEE (Name
Illinois Departm
One Natural Res
Springfield, IL 6

Signature: [signature]
Title: F.A.C.
Date: 4/20/05

SPECIAL GRANT

See attached gra

writing reports

Connie Waggoner
Rene Umberger
ICIC
Computer

NOTE EFI

EFFECTIVE —

APPROVED FOR THE SECRETARY OF THE INTERIOR

Signature: [signature] Title: ROBERT BRYANT CHIEF FEDERAL ASSISTANCE Date: 6-16-05

Form 3 - 1591
(Revised December 2003)

OMB Approval No. 1018 - 0049
Approval Expires 12/31/2006

PRINTED ON 30-Mar-05

GRANT AGREEMENT -- BUDGET I. ORMATION ILLINOIS/DEPT C ATURAL RESOURCES

PROJECT NO. T-8-P **SEGMENT NO. 1** **Amendment #1**

PROJECT NAME: Reality Policy & Procedure Manual

EFFECTIVE DATES: FROM: 06/01/04 TO: 12/31/06

BY OBJECT CATEGORIES:	FED SHARE	STATE SHARE	TOTALS
SALARIES & WAGES	$24,000 *	$2,156 **	$26,156
FRINGE BENEFITS	$0	$0	$0
TRAVEL	$500	$0	$500
EQUIPMENT/(revised A-102 definition)	$0	$0	$0
SUPPLIES/COMMODITIES	$50	$0	$50
CONTRACTUAL	$200	$0	$200
TOTAL DIRECT CHARGES	$24,750	$2,156	$26,906
INDIRECT CHARGES	$0	$6,094	$6,094
T O T A L S	$24,750	$8,250	$33,000
	@ 75%	@ 25%	100%

PROGRAM INCOME: NONE

IDENTIFY PROJECT PERSONNEL:
*/Fed Share:
Jim Hoffman $24,000
Total shown on line a $24,000

IDENTIFY PROJECT PERSONNEL:
*/State Share:
Jim Hoffman $2,156
Total shown on line a $2,156

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 23.3% is on personal services only.

DOC FORM/SF424A

OFFICE REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Agreement **Amendment #1**

PROJECT NUMBER: T-8-P-01

PROJECT TITLE: Realty Policy & Procedure Manual

OBJECTIVES:

Between **June 8, 2004 and December 31, 2006** the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property.

EXPECTED RESULTS OR BENEFITS:

The Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $	Match	
One Administrator	$24,000.00	$2,978.00	$26,978.00
Travel	$500.00	0.00	$500.00
Contractual (Printing)	$200.00	0.00	$200.00
Commodities	$50.00	0.00	$50.00
Ind@19.54%		$5,272.00	$5,272.00
TOTAL	$24,750.00 +	$8,250.00	$33,000.00

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

GRANT AGREEMENT SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Grant Agreement (Standard Form 3-1552)
2. Grant Agreement - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. NEPA Compliance Checklist
5. U. S. Department of Interior, Part E: Certification Regarding Lobbying

STATE OF ILLINOIS
EXECUTIVE OFFICE OF THE GOVERNOR

GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET

SPRINGFIELD 62706

DATE: February 20, 2004

RECEIVED
FEB 23 2004
FEDERAL AID

TO: Paul Vehlow
Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702

SUBJECT: PA80:1029

Program Title:	Reality Policy/Procdur Manul TP1
CFDA:	15.634
Funding:	$33,000 ($25,000 Federal, $8,250 State)
SAI#:	04-01-23-02

The Governor's Office of Management and Budget (GOMB) has been notified of the subject application pursuant to Public Acts 80:1029 and 87:961. This letter certifies that your agency has complied with the notice of intent phase of the review process and that your application is approved for submission to the federal government for funding consideration.

Please notify the Illinois Commission on Intergovernmental Cooperation at 707 Stratton Office Building immediately after federal award action is taken on the subject application. This notification is made by completing items 19-23 on Forms ICIC 192 or submitting notice of award forms for the SF-424. The State Application Identifier (SAI) must appear in the State Application Identifier box in the upper right hand corner of the ICIC 192 or the SF-424 when this notification is made, and also be provided to the Comptroller on the Receipts Deposit Transmittal (Form C-64) when funds for the subject project are deposited in a receipt account.

Unless your agency has a special agreement with the GOMB for achieving compliance with PA 80:1029 and PA 87:961, all amendments, revisions, or supplements to the subject application must be submitted as provided for in the GOMB and Commission's joint instructions for Federal Grant Applicants/Awards dated September 30, 1992.

Thank you for your cooperation.

Budget Analyst

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM

PHASE I: COMPLETED BY STATE

(See Phase I Instructions for completing this form)
For federal assistance programs administered by the USFWS (Division of Federal Assistance.)

State: Illinois **Agency:** Department of Natural Resources

Grant Program(s): State Wildlife Grant

Grant Proposal (GP), Grant Amendment (GA), GP Agreement, **GA Amendment** (Circle all that apply)

Title and Number (add amendment no.): Realty Policy and Procedure Manual T-08-P-1

I. Species/Critical Habitat: List species or critical habitat (or attach list) that are and/or may be present within the action area.

None. This is planning and coordination project that will not involve field work or habitat alteration.

II. Description of Proposed Action: Describe the action(s) in sufficient detail so that the potential effects of the action can be identified and fully evaluated.

This project will develop a realty policy and procedure manual to be used by Illinois Department of Natural Resources staff to assure compliance with all regulations pertaining to acquisition, development and use of lands purchased with Federal Aid funds.

III. Description of Effects: Describe the effects, including beneficial, of the project actions on Species/Critical Habitat

No effects, adverse or beneficial

IV. Recommended Determination(s) of Effect(s): For all species and critical habitat identified in Section I, mark (X) the appropriate determinations.

A. Listed, Proposed and Candidate Species

___ a) "No Effect"
List species for which this recommendation is applicable (or attach list):

___ b) "May Affect, but is Not Likely to Adversely Affect"
List species for which this recommendation is applicable (or attach list):

___c) "May Affect, and is Likely to Adversely Affect"
List species for which this recommendation is applicable (or attach list):

B. Designated and Proposed Critical Habitat

___ a) "No Effect" to Critical Habitat
List critical habitat(s) for which the recommendation is applicable.

___ b) "May Affect, but is not likely to Adversely Affect"
List critical habitat(s) for which the recommendation is applied.

___c) "May Affect, and is Likely to Adversely Affect"
List critical habitat(s) for which the recommendation is applied.

State Signatures:

Prepared by:

Name/Title: Glen Kruse, Endangered Species Coordinator

Signature: Glen Kruse Date: 4/13/05

Telephone No. (217)785-8691 email: gkruse@dnrmail.state.il.us

Reviewed by:

Name/Title: Paul Vehlow, Federal Aid Coordinator

Signature: Paul E. Vehlow Date: 4/20/05

Telephone No. (217)785-5922 email: pvehlow@dnrmail.state.il.us

O:/Forms/PhaseISec705302.pdf

REGION 3 FEDERAL ASSISTANCE SECTION 7 EVALUATION FORM
PHASE II: COMPLETED BY U.S. FISH AND WILDLIFE SERVICE

State/Grant No: W-T-8-P-1 Am #1
Activity: 7-mo extension of manual prep

Check the box, if the information on the Phase I form is adequate:
✓ List of Species ✓ Description of Proposed Action ✓ Description of Effects

I. Federal Assistance Determination: Determination of the effects of the proposed action on endangered, threatened, proposed, and candidate species and their proposed or designated critical habitat. When the determination(s) below is/are different than the State recommended determination(s) on the Phase I form, an explanation for the difference must be provided in Section II below.

A. Listed Species/Critical Habitat (for each category, list species, attach list or reference Phase I form)

X a) *"No Effect"*

____ b) *"May Affect, but is Not Likely to Adversely Affect"*

____ c) *"May Affect, and is Likely to Adversely Affect"* (Formal consultation with ESO is required)

B. Proposed Species/Proposed Critical Habitat (for each category, list species, attach list or reference Phase I form)

X a) *"No Effect"*

____ b) *"May Affect, but is Not Likely to Adversely Affect"*

____ c) *"May Affect, and is Likely to Adversely Affect"* (Formal consultation with ESO is required)

C. Candidate Species (for each category, list species, attach list or reference Phase I form)

X a) *"No Effect"*

____ b) *"May Affect, but is Not Likely to Adversely Affect"*

____ c) *"May Affect, and is Likely to Adversely Affect"* (Formal consultation with ESO is required)

Federal Aid Specialist: [signature] Date: 6/13/05

Federal Aid Chief: [signature] Date: 6-16-05
Robert Bryant

II. Explanation of non-concurrence: For each determination that differs from the Phase I form, provide rationale for the non-concurrence.

Appendix G.

Federal

NEPA COMPLIANCE CHECKLIST

Amendment #1

State: Illinois Federal Financial Assistance Grant/Agreement/Amendment Number: T-8 -P-1

Grant/Project Name: Reality Policy & Procedure Manual

This proposal ☒ is; ☐ is not completely covered by categorical exclusion No(s). 1.4A3 , 516 DM 6 Appendix 1.

(check (✓) one) *(Review proposed activities. An appropriate categorical exclusion must be identified before completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the proposal cannot meet the qualifying criteria in the categorical exclusion, an EA must be prepared.)*

Exceptions:
Will This Proposal *(check (✓) yes or no for each item below)*:

Yes	No		
☐	X	1.	Have significant adverse effects on public health or safety.
☐	X	2.	Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Land marks.
☐	X	3.	Have highly controversial environmental effects.
☐	X	4.	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
☐	X	5.	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
☐	X	6.	Be directly related to other actions with individually insignificant, but cumulatively significant environmental effects.
☐	X	7.	Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places.
☐	X	8.	Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species.
☐	X	9.	Have material adverse effects on resources requiring compliance with Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), or the Fish and Wildlife Coordination Act.
☐	X	10.	Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment.

(If any of the above exceptions receive a "Yes" check (✓), an EA must be prepared.)

Concurrences/Approvals:

Project Leader: [signature] Date: 4/20/05 5-10-04

State Authority Concurrence: [signature] Date: 5/11/04 - 4/20/05
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment:

☒ **is a categorical exclusion as provided by 516 DM 6, Appendix 1. No further NEPA documentation will therefore be made.**
☐ **is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1. An EA must be prepared.**
☐ **includes other attached information supporting the Checklist.**

Service signature approval: for Robert C Bryant 6-16-05

RO or WO Environmental Coordinator: [signature] Date: 6-8-04

Staff Specialist, Division of Federal Aid: [signature] Date: 6/7/04
(or authorized Service representative with financial assistance signature authority)

FWS Form 3-215
08/00

for AM #1 [signature] 6/13/05

Region 3 Federal Aid Transmittal Form
U.S. Fish and Wildlife Service
Federal Aid
Bishop Henry Whipple Federal Building
One Federal Drive
Fort Snelling, MN 55111-4056

Date Received: (Region 3 FA Date Stamp)	**Date Requested by:** ASAP **Date Provided:** 04/20/05
State: Illinois	**Project No.** T-8-P-1 Amendment #1
Project Title: Reality Policy & Procedure Manual	
FWS Biologist: Michael Vanderford	**State Contact:** Paul E. Vehlow **Telephone Number:** 217/782-2602 **e-mail address:** Pvehlow@dnrmail.state.il.us

Track (circle one): Routine = 15 day Non-Routine = 30 day Non-Routine = 45 day

Type(s): GP: _____ GP Renewal: _____ GA: _____

GP Amend: X (USFWS will complete) GA Amend: X (USFWS will complete)

Obligation Intent:	Sub-Account	Federal Share
WR Regular	5220	$
WR Sect 4 Hunter Ed	5210	$
WR Sect 10 Hunter Ed	523_	$
WL Cons. & Rest.	551_	$
SFR Regular	9514	$
SFR Aquatic Ed.	9511	$
SFR Boat Access	9521	$
Other SWG 04	5722	$24,750

Circle or Check if Applicable:

In-Kind Value
Program Income
SHPO
NEPA (EA checklist or EA)
Section 7
Lobby Certification
Other (describe in Note/Special Instructions section below)
Needs funding condition (describe in Note/Special Instructions section below)
COMPETITIVE ( ) or NON-COMPETITIVE (X)

Notes/Special Instructions (circle): Biologist Fiscal Land Secretary

H:\OrcFedAid\FEDAID\CARA-Lite Grants\SWG\SWG (FFY'04) - Apportionment Grant Program\T-8-P-1 - Reality Policy & Procedure Manual\Transmittal New wildlife 5-7-02.wpd 05/07/02

STATE

UNITED STATES
DEPARTMENT OF THE INTERIOR
Fish and Wildlife Service
Division of Federal Aid

State: Illinois	Grant No.: T & P
DCN (FWS Use Only)	Segment No.: 01
Agreement Period From: 06/01/2004	To: 05/31/2006

GRANT AGREEMENT

GRANT TITLE: Reality Policy & Procedure Manual

Grant Cost Distribution:	Grantee Share	%	Federal Share	%	Third Party	%	Total Cost
State Wildlife Grant-planning	8,250.00	25%	24,750.00	75%			33,000.00
TOTAL COST	8,250.00		24,750.00				33,000.00

OTHER GRANT PROVISIONS:

In-Kind Match Used? Yes ◯ No ◯ $_____
Describe:

Estimated Program Income: $_____
Method of Crediting Program Income: ___ Additive ___ Deductive

Coastal States Allocation:
Freshwater: _____% Marine: _____%

The Grantee agrees to execute this grant in accordance with the appropriate Acts above, the pertinent rules and regulations of the Secretary of the Interior contained in the Code of Federal Regulations, and the previously approved Grant Proposal to the extent encompassed by this Agreement.

GRANTEE (Name and Address):
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, Illinois 62702

Signature: [signature]
Title: FAC
Date: 5/12/04

SPECIAL GRANT CONDITIONS (FWS Use Only):

Effective Date (FWS Use Only): 6/8/04

cc: Connie Waggoner
Rene Umberger
✓ IC FC

APPROVED FOR THE SECRETARY OF THE INTERIOR

Signature: Bud Fuchs, Acting for ROBERT BRYANT, CHIEF, FEDERAL ASSISTANCE Date: 6/9/04

Form 3 - 1552
(Revised December 2003)

OMB Approval No. 1018 - 0049
Approval Expires 12/31/2006

Attachment to Grant Agreement/Amendment: T- -P-01

____Yes X No Stewardship Activity/$200,000 Federal/Over 15 Months
X Yes No Interim Performance Report(s) required
X Yes No Interim Financial Report(s) required

If the federal share of this grant agreement is greater than $100,000, then this grant is not subject to the prior written requirements of 43 CFR 12.70 (1) (1) (ii), the 10 percent rule.

An extension is requested for FSR reporting to allow time for payment of open encumbrances incurred during the project segment of DNR records of payments and preparation of the final reimbursement requests and financial report. A 90 day extension is requested, until 11/30/06 for the FSR and Performance report.

DUNS for Illinois
IDNR: 61-755-4506
University of Illinois: 04-154-4081 ____Yes X No Subgrantee under this grant agreement
Southern Illinois University: 07-196-5214 ____Yes X No Subgrantee under this grant agreement

PRINTED ON 12-May-04

GRANT AGREEMENT – BUDGET INFORMATION ILLINOIS/DEPT OF NATURAL RESOURCES

PROJECT NO. T- -P-1 SEGMENT NO. 1

PROJECT NAME: Reality Policy & Procedure Manual

EFFECTIVE DATES: FROM: 06/01/04 TO: 05/31/06

BY OBJECT CATEGORIES:	FED SHARE	STATE SHARE	TOTALS
SALARIES & WAGES	$24,000 *	$2,978 **	$26,978
FRINGE BENEFITS	$0	$0	$0
TRAVEL	$500	$0	$500
EQUIPMENT/(revised A-102 definition)	$0	$0	$0
SUPPLIES/COMMODITIES	$50	$0	$50
CONTRACTUAL	$200	$0	$200
TOTAL DIRECT CHARGES	$24,750	$2,978	$27,728
INDIRECT CHARGES	$0	$5,272	$5,272
T O T A L S	$24,750	$8,250	$33,000
	@ 75%	@ 25%	100%

PROGRAM INCOME: NONE

IDENTIFY PROJECT PERSONNEL: */Fed Share:		IDENTIFY PROJECT PERSONNEL: */State Share:	
Jim Hoffman	$24,000	Jim Hoffman	$2,978
Total shown on line a	$24,000	Total shown on line a	$2,978

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 19.54% is on personal services only.

DOC FORM/SF424A

OFFICE OF REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Agreement

PROJECT NUMBER: T- -P-01

PROJECT TITLE: Realty Policy & Procedure Manual

OBJECTIVES:

Between June 1, 2004 and May 31, 2006 the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property.

EXPECTED RESULTS OR BENEFITS:

The Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $	Match	
One Administrator	$24,000.00	$2,978.00	$26,978.00
Travel	$500.00	0.00	$500.00
Contractual (Printing)	$200.00	0.00	$200.00
Commodities	$50.00	0.00	$50.00
Ind@19.54%		$5,272.00	$5,272.00
TOTAL	$24,750.00 +	$8,250.00	$33,000.00

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

GRANT AGREEMENT SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Grant Agreement (Standard Form 3-1552)
2. Grant Agreement - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. NEPA Compliance Checklist
5. U. S. Department of Interior, Part E: Certification Regarding Lobbying

STATE OF ILLINOIS
EXECUTIVE OFFICE OF THE GOVERNOR

GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET

SPRINGFIELD 62706

DATE: February 20, 2004

RECEIVED
FEB 23 2004
FEDERAL AID

TO: Paul Vehlow
Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702

SUBJECT: PA80:1029

Program Title:	Reality Policy/Procdur Manul TP1
CFDA:	15.634
Funding:	$33,000 ($25,000 Federal, $8,250 State)
SAI#:	04-01-23-02

The Governor's Office of Management and Budget (GOMB) has been notified of the subject application pursuant to Public Acts 80:1029 and 87:961. This letter certifies that your agency has complied with the notice of intent phase of the review process and that your application is approved for submission to the federal government for funding consideration.

Please notify the Illinois Commission on Intergovernmental Cooperation at 707 Stratton Office Building immediately after federal award action is taken on the subject application. This notification is made by completing items 19-23 on Forms ICIC 192 or submitting notice of award forms for the SF-424. The State Application Identifier (SAI) must appear in the State Application Identifier box in the upper right hand corner of the ICIC 192 or the SF-424 when this notification is made, and also be provided to the Comptroller on the Receipts Deposit Transmittal (Form C-64) when funds for the subject project are deposited in a receipt account.

Unless your agency has a special agreement with the GOMB for achieving compliance with PA 80:1029 and PA 87:961, all amendments, revisions, or supplements to the subject application must be submitted as provided for in the GOMB and Commission's joint instructions for Federal Grant Applicants/Awards dated September 30, 1992.

Thank you for your cooperation.

Budget Analyst

FEDERAL AID SECTION 7 EVALUATION FORM

PHASE I: COMPLETED BY STATE

For federal assistance programs administered by the USFWS (Division of Federal Aid.)

State: Illinois **Agency:** Department of Natural Resources

Program: State Wildlife Grant

Grant Proposal, Agreement, or Amendment ,

Title and Number: Realty Policy and Procedure Manual

Grant Period: ~~April 1, 2004 - March 31~~, June 1, 2004 – May 31, 2006

I. Species/Critical Habitat: List species or critical habitat that occur within the action area[1].

None. This is planning and coordination project that will not involve field work or habitat alteration.

II. Project Description: Describe project or, if referencing other documents (e.g. GP), prepare an executive summary.

This project will develop a realty policy and procedure manual to be used by Illinois Department of Natural Resources staff to assure compliance with all regulations pertaining to acquisition, development and use of lands purchased with Federal Aid funds.

III. State Review & Recommendation: Identify the effects of the proposed project on species/critical habitat occurring within the action area. Check (X) all applicable categories and list of species associated with each recommendation. (Note: Multiple recommendations on one form is acceptable.)

X a) *"No Species/Critical Habitat Present"* This recommendation is appropriate when no listed/proposed/candidate species or designated/proposed critical habitat occur within the action area (no species list is required).

___ b) *"No Effect"* This recommendation is appropriate when the proposed project will not directly or indirectly affect (negatively or beneficially) individuals of listed/proposed/candidate species or designated/proposed critical habitat of such species. List species applicable to this recommendation (or attach list):

___ c) *"Not Likely to Adversely Affect"* This recommendation is appropriate when the proposed

---

[1]Action Area = all areas potentially affected (directly or indirectly) by the proposed action (50 CFR 402.02)

action is not likely to adversely impact individuals of listed/proposed/candidate species or designated/proposed critical habitat of such species.
List species applicable to this recommendation and complete section IV (or attach list):

___d) *"Likely to Adversely Affect"* This recommendation is appropriate when the proposed action is likely to adversely impact individuals of listed/proposed/candidate species or designated/proposed critical habitat of such species.
List species applicable to this recommendation and complete section IV (or attach list):

IV. Documentation of State Recommendation: For each *"Not Likely to Adversely Affect"* and *"Likely to Adversely Affect"* recommendation, attach an explanation of such finding for all applicable species or critical habitat. Documentation should include a discussion of each of the following: (1) species status - population trends, distribution in action area, (2) habitat status - critical or noncritical, species use such as breeding migrating, feeding in action area, and (3) impacts of action - how the proposed action will affect species/critical habitat (consider direct, indirect, and cumulative impacts).

State Signature: (***signature indicates impacts on all federally listed species within the applicable State have been considered and documented***)

State Endangered Species Coordinator: Glen Krause Date 2/6/04

State Federal Aid Coordinator: Paul E. Vehlow Date 5/11/04

FE. RAL AID SECTION 7 EVALUATION FORM
PHASE II: COMPLETED BY U.S. FISH AND WILDLIFE SERVICE

State/Grant No: IL T-8-P-1
Activity: SWG: develop Realty Policy + Procedures Manual

Federal Aid Determination: Determination of the effects of the proposed action on endangered, threatened, proposed, and candidate species and their proposed or designated critical habitat.

Federal Aid concurs with the State's recommendation(s) of (list species for each determination or reference list if provided by the State):

"*No Species/Critical Habitat Present*" means the requirements of Section 7 are fulfilled and the proposed project may be approved

"*No Effect*" means the requirements of Section 7 are fulfilled and the proposed project may be approved

"*Not Likely to Adversely Affect*" means the requirements of Section 7 are fulfilled, and the proposed project may be approved. Ecological Service Field Office (ESO) concurrence may be requested at the discretion of the State Endangered Species Coordinator or the Federal Aid Specialist.

"*Likely to Adversely Affect*" means Federal Aid must request formal consultation with the appropriate ESO. If a grant document includes actions that are "*Not Likely to Adversely Affect,*" Federal Aid may approve those actions without formal consultation, provided all "*Likely to Adversely Affect*" activities are excluded from the project proposal.

Federal Aid Specialist: Thomas Vandeford Date: June 7, 2004

Federal Aid Chief: Bud Fuchs, Acting Date: 6-9-04
~~Bradley V. Johnson~~

If Federal Aid does not concur with the State's recommendation(s) and believes an action within the grant would be "likely to adversely affect", the Federal Aid Specialist will provide a written explanation and forward the proposed project to the appropriate ESO for final determination.

Nonconcurrence

Federal Aid Specialist: _____ Date: _____

Federal Aid Chief: _____ Date: _____
Bradley V. Johnson

FA Noncurrence comments: (reason for nonconcurrence, recommended action, etc.)

Appendix G.

FEDERAL

NEPA COMPLIANCE CHECKLIST

State: Illinois **Federal Financial Assistance Grant/Agreement/Amendment Number:** T-8 -P-1

Grant/Project Name: Reality Policy & Procedure Manual SWG

This proposal ☒ **is;** ☐ **is not completely covered by categorical exclusion No(s).** 1.4A3 **, 516 DM 6 Appendix 1.**

(check (✓) one) *(Review proposed activities. An appropriate categorical exclusion must be identified **before** completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the proposal cannot meet the qualifying criteria in the categorical exclusion, an EA must be prepared.)*

Exceptions:

Will This Proposal *(check (✓) yes or no for each item below)*:

Yes	No		
☐	X	1.	Have significant adverse effects on public health or safety.
☐	X	2.	Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Land marks.
☐	X	3.	Have highly controversial environmental effects.
☐	X	4.	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
☐	X	5.	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
☐	X	6.	Be directly related to other actions with individually insignificant, but cumulatively significant environmental effects.
☐	X	7.	Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places.
☐	X	8.	Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species.
☐	X	9.	Have material adverse effects on resources requiring compliance with Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), or the Fish and Wildlife Coordination Act.
☐	X	10.	Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment.

*(If any of the above exceptions receive a **"Yes"** check (✓), an EA must be prepared.)*

Concurrences/Approvals:

Project Leader: _____ Date: 5-10-04

State Authority Concurrence: _____ Date: 5/11/04
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment:

☒ **is a categorical exclusion as provided by 516 DM 6, Appendix 1. No further NEPA documentation will therefore be made.**

☐ **is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1. An EA must be prepared.**

☐ **includes other attached information supporting the Checklist.**

Service signature approval:

RO or WO Environmental Coordinator: _____ Date: 6-8-04

Staff Specialist, Division of Federal Aid: _____ Date: June 7, 2004
(or authorized Service representative with financial assistance signature authority)

FWS Form 3-215
08/00

Project # T-8-P-1

Correspondence

Vehlow, Paul

From: Vehlow, Paul
Sent: Friday, June 27, 2008 10:01 AM
To: Michael_Vanderford@fws.gov
Cc: Justison, Kathy; McFall, Don
Subject: T-8-P-1 Final Performance Report

Attachments: policy and procedure manual 07 final performance report(T-8-P-1).doc

Attached is the final performance report for the SWG'04 fed aid funded project, "IDNR Division of Realty, Land Acquisition Policyand Procedures Manual, T-8-P-1. Please contact me or Kathy if you have any questions.

TXS.

policy and
ocedure manual 07

T-8-P-1

From: DAVE BLATCHFORD
To: CONLIN, MIKE
Date: 10/22/2007 2:23:48 PM
Subject: Fwd: Re: Jim Hoffman's Payroll Contract

MC
10.22.07

>>> ROBERT DAVIS 10/22/07 2:13 PM >>>

Robert J. Davis
Fiscal Officer
Office of Realty & Environmental Planning
217-785-1565 Office
217-5244177 Fax
Note new Email Address is Robert.J.Davis@illinois.gov

>>> ROBERT DAVIS 10/22/2007 12:43 PM >>>
Dave, this is a follow-up. The figure, which I gave you is the figure that Paul Vehlow gave me last week when he calculated the cost of Jim's contract for the remaining 62 days. The Federal (payroll) share is $34,750. That amount divided be 75 contract days is $463.33 per day. Multiply $463.33 x 62 days = $28,726.46. That should be the number.

We have, essentially, no surplus of W & F Funds. Thanks.

Robert J. Davis
Fiscal Officer
Office of Realty & Environmental Planning
217-785-1565 Office
217-5244177 Fax
Note new Email Address is Robert.J.Davis@illinois.gov

Note 10/29/07
Spoke w/ Mike Conlin and he's okay with using 041 for Jim Hoffman's Federal share under this SWG grant. Told Dave Mike ~~was~~ approved it and that the figure of $34,750.00 was the correct one.

Paul -
See me. Thx.
Mike
10.22.07

From: DAVE BLATCHFORD
To: CONLIN, MIKE
Date: 10/22/2007 11:53:11 AM
Subject: Re: Fwd: Jim Hoffman's Payroll Contract

Jim Hoffman is updating the Realty Policy and Procedures manual.

OREP used their Wildlife and Fish money elsewhere, thinking that SWG funds were going to cover Hoffman's pay, it won't. OREP is coming to ORC because we have SWG and the largest Widlife and Fish appropriation in DNR. Hoffman's work is approved by the US Fish and Wildlife Agency for 100% reimbursement, that's the tie w/ Fish and Wildlife funds.

>>> MIKE CONLIN 10/22/07 7:23 AM >>>
Dave

What exactly

is Jim doing and who for? Why can't they pay?

Mike Conlin, Director
Office of Resource Conservation

>>> DAVE BLATCHFORD 10/19/07 11:42 AM >>>
Does ORC want to pay for Jim Hoffman? When it comes down to it, it looks like ORC would have to add him to our Wildlife and Fish payroll. That payroll could afford adding him.

>>> ROBERT DAVIS 10/18/07 5:29 PM >>>
Dave, as a follow-up, the amount needed in W&F Funds is $24,300. This amount will cover the remaining 62 days of his contract. I will be out of the Office until Monday and will talk to you then. Let us know what you can do. Thanks.

Robert J. Davis
Fiscal Officer
Office of Realty & Environmental Planning
217-785-1565 Office
217-5244177 Fax
Note new Email Address is Robert.J.Davis@illinois.gov

AGREEMENT -- BUDGET INFORMATION ILLINOIS/DEPT OF NATURAL RESOURCES

PROJECT NO. T-8-P SEGMENT NO. 1 **Amendment #2**

PROJECT NAME: Reality Policy & Procedure Manual

EFFECTIVE DATES: FROM: 06/01/04 TO: 12/31/07

BY OBJECT CATEGORIES:	FED SHARE	REVISED FED SHARE	STATE SHARE	REVISED STATE SHARE	TOTALS	REVISED TOTAL
SALARIES & WAGES	$24,000 *	**$34,000**	$2,156 **	**$2,613**	$26,156	**$36,613**
FRINGE BENEFITS	$0	**$0**	$0	**$0**	$0	**$0**
TRAVEL	$500	**$500**	$0	**$0**	$1,000	**$500**
EQUIPMENT/(revised A-102 definition)	$0	**$0**	$0	**$0**	$0	**$0**
SUPPLIES/COMMODITIES	$50	**$50**	$0	**$0**	$100	**$50**
CONTRACTUAL	$200	**$200**	$0	**$0**	$400	**$200**
TOTAL DIRECT CHARGES	$24,750	**$34,750**	$2,156	**$2,613**	$27,656	**$37,363**
INDIRECT CHARGES	$0	**$0**	$6,094	**$8,970**	$6,094	**$8,970**
T O T A L S	$24,750	**$34,750**	$8,250	**$11,583**	$67,750	**$46,333**
	@ 75%		@ 25%		100%	

PROGRAM INCOME: NONE

IDENTIFY PROJECT PERSONNEL:
*/Fed Share:
Jim Hoffman $34,000

Total shown on line a $34,000

IDENTIFY PROJECT PERSONNEL:
*/State Share:
Jim Hoffman $2,613

Total shown on line a $2,613

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 24.5% is on personal services only.
Note 3: The $24,750 is out of the SWG'04 monies and the $10,000 is out of the SWG '06 monies.

KATHY JUSTISON - annual report

From: KATHY JUSTISON
To: michael_vanderford@fws.gov
Date: 8/22/2007 1:15 PM
Subject: annual report
CC: VEHLOW, PAUL

Attached is the annual report for T-08-P-001.

Thanks!

Kathy

Please note my new email address:
kathy.justison@illinois.gov

T-8-P-1

From: DAVE BLATCHFORD
To: VEHLOW, PAUL
Date: 7/24/2007 11:26:08 AM
Subject: Re: Jim Hoffman contractual employee

Got a copy of the contract this a.m. Let's proceed with the contract into FY08 and ORC will pay as Paul described below. Have him turn in his time to Paul Vehlow - All of ORC uses programmatic timesheets to report time, if a form / format is needed.

PLEASE note: as of July 1, 2007 his cost center s/b under ORC, so he's to use 20-9000 and the programmatic code for this project is 2142.

>>> PAUL VEHLOW 07/23/07 3:10 PM >>>
I'll asked Connie again for a copy of the contract of Jim Hoffman's services. I know that she had a number of issues with Personnel to get the contract in the first place, so I'm not sure how easy it will be for her to get a copy. As for the project, yes this is a SWG fed aid project call "Realty Policy & Procedure Manual", T-8-P-1. The approp code is 041-42220-1900-0027, Suba 5010. We have a interoffice agreement between OREP & ORC for this project that outlines Jim Hoffman's services, SWG funding, Match, etc.

Please let me know if you need a copy or any other information.

TXS.

>>> DAVE BLATCHFORD 7/23/2007 1:32 PM >>>
Although Connie said she would send something, it's been a week, and I've gotten nothing. As far as I'm concerned this is not an ORC expense until someone in ORC knows what is involved, both for task and payout.

>>> PAUL VEHLOW 07/23/07 11:51 AM >>>
I was on vacation last week so is this resolved or do I need to still do something?

>>> CONNIE WAGGONER 7/16/2007 11:30 AM >>>
yes, I have a copy of the contract. This is a federal SWIG contract approved for updating the Realty Policy and Procedures Manual. Contract period is from 1/1/07 to 12/31/07. I'll get a copy to you today.

>>> DAVE BLATCHFORD 07/16/07 11:19 AM >>>
In FY07 Jim Hoffman did some contractual work for the Department and OREP paid for that work. OREP is asking ORC to pay Jim's expenses related to research in land acquisition in FY08.

I'm thinking before Rene left hiring Jim was discussed and funding chosen. But I've forgotten all the ORC players involved just remembering that Connie Waggoner was the OREP contact. Who in ORC will cover Jim's costs?

Jim does not work a set number of hours per month, so I don't have an FY08 estimated expense. That should be covered in his contract.

Connie - do you have a copy of Jim's contract? We're trying to determine who in ORC would be responsible for Jim if we were to pay his salary/expenses.

CC: HOFFMAN, JIM; ORTMAN, NANCY; WAGGONER, CONNIE

Illinois Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us

Rod R. Blagojevich, Governor
Sam Flood, Acting Director

June 11, 2007

Ms. Linnae Moey
U. S. Fish & Wildlife Service
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

RE: Financial Status Report

Dear Ms. Moey:

Enclosed please find a Financial Status Report for the following approved federal grant:

Federal Grant #	Type	Reporting Period
T-8-P-1	Interim #3	06/08/04 to 06/07/07

If you have any questions or require additional information, please do not hesitate to call me at (217) 785-8291 or e-mail at Scott.Schmitz@illinois.gov.

Sincerely,

Scott Schmitz
Federal Aid Operations

cc: K.Justison

Enclosure

From: DAVE BLATCHFORD
To: WAGGONER, CONNIE
Date: 1/19/2007 4:01:10 PM
Subject: Re: Payroll 12-123

The approp 041 42220 1900 0026 0000 has been active for all FY07.

>>> CONNIE WAGGONER 01/19/07 3:56 PM >>>
I am waiting for HR to tell me when Jim is approved for a 75 day contract. I have an amendment to a grant agreement that was approved on 12/26/06 Fish and Wildlife. I was not aware that we were already trying to set up a payroll. I don't have approval for Jim yet. Is there an approp code associated with this grant title "Realty Policy & Procedure Manual" that can be used prior to June, if I get the approval? The grant has been extended to 12/31/07.
Thank you,
Connie

>>> DAVE BLATCHFORD 01/19/07 2:36 PM >>>
This morning Robert Davis brought by a PAR for Jim Hoffman because he needed a paycode. 12-123 is the only payroll that goes with the appropriation 041 42220 1900 0026 0000. I want to warn you that from June 16th to June 30th there will be no activity from that reappropriated fund, and as of July 1st it will become 041 42220 1900 0027 0000. This means if Mr Hoffman works anytime in June, he won't get paid until July ... that may not matter, but you and he should realize that ahead of time.

Also realize that unless Mr Hoffman uses a programmatic code unique to him, personal service expenses for this grant will not be distinquishable from any other expenses of this grant.

CC: DAVIS, ROBERT; SCHMITZ, SCOTT; VEHLOW, PAUL

Illinois Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us

Rod R. Blagojevich, Governor
Sam Flood, Acting Director

January 10, 2007

Legislative Research Unit
Attn: Michell Cantrell
222 South College
Suite 301
Springfield, Illinois 62704

Re: Grant Agreement Approvals

Dear Ms. Cantrell:

Enclosed are three copies of an approved Grant Agreement and the ICIC Form 192 for an existing federal projects:

- T-8-P-1 SAI #04012302-Reality & Procedure Manual
- T-11-P-1 SAI #05012806 - Project Administrator - Cache River Watershed Scale Restoration Project, Union, Johnson, Alexander and Pulaski Counties, Illinois
- T-25-P-1 SAI#06101404 - Developing a Multi-metric Habitat Index for Wadeable Streams in Illinois

If there are any questions, please call me at 217/782-2602.

Sincerely,

Paul E. Vehlow
Federal Aid Coordinator
Office of Resource Conservation

PEV:kj

Attachments

Printed on recycled and recyclable paper

19. ACTION TAKEN	20. FUNDING	21. ACTION DATE
___ a. Awarded ___ b. Rejected X c. Returned for Amendment ___ d. Deferred ___ e. Withdrawn	a. Federal $34,750 b. Applicant $ c. State $11,583 d. Local $ e. Other $ f. Total $46,333	01/10/07 22. STARTING DATE 06/08/04 23. ENDING DATE 12/31/07

CFDA No. 15.634

SAI No. 04012302

T-8-P-1

Reality Policy & Procedure Manual

ICIC FORM 192

PAGE 2

From: PAUL VEHLOW
To: JUSTISON, KATHY; Michael_Vanderford@fws.gov
Date: 12/27/2006 3:03:13 PM
Subject: Re: T-8-P-1 draft manual

I don't know what happened to the cover letter. The Realty manual had some revisions since we sent you the original so what you have is an update copy from IDNR Realty with all the current forms and procedures. We hadn't asked for comments since the changes, but if you have any questrions or input please contact me or Connie Waggoner.

TXS.

>>> <Michael_Vanderford@fws.gov> 12/27/2006 1:10 PM >>>

Kathy and Paul,

I received on December 11, 2206, a hard copy of the 12/04/06 "Revised Appendix IV" ("Documents and Forms used by Division of Realty for Relocation") to the IL Realty Manual. There is no cover letter with it.

Is this simply a copy for our file? Are you seeking comment?

Michael Vanderford
Division of Federal Assistance
U.S. Fish & Wildlife Service
Fort Snelling, Minnesota 55111-4056
(612) 713-5148

CC: JUSTISON, KATHY; Linda_Nichols@fws.gov; Robert_Bryant@fws.gov; WAGGONER, CONNIE

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:

FWS/AFA

December 26, 2006

Mr. Sam Flood, Acting Director
Illinois Department of Natural Resources
1 Natural Resources Way
Springfield, Illinois 62702

Dear Mr. Flood:

The Amendment No. 2 to the Grant Proposal for T-8-P, "Realty Policy and Procedure Manual," and Amendment No. 2 to the Grant Agreement for Segment 1 have been approved effective December 26, 2006. These Amendments extend the expiration date to December 31, 2007 and add $13,333 of State Wildlife Grant Funding to this Grant.

The original signed copy of the approved documents has been forwarded to your grant coordinator.

Sincerely yours,

Robert C Bryant

Mr. Robert Bryant
Chief
Federal Assistance

cc:Mr. Paul Vehlow, Federal Assistance Coordinator ✓

Fed. Ex 12/15/06

FEDERAL AID DOCUMENT CHECKLIST

State: Illinois
Project #: T-8-P-1 Amend. #2
Proposed start: 6/2/04
End date: 12/31/07

Project Title: Reality Policy + Procedure Manual

Key: ✓ Document received or requirement met | NA Not Applicable | 1 See Notes Section (e.g. 1,2,3...)

Standard Forms[1]

X Application for Federal Assistance (Standard Form 424) Amend. #2
NA Grant Agreement (Standard Form 3-1552)
X Amendment to Grant Agreement (Standard Form 3-1591)

Narratives[2]

X Grant Proposal -- See Project Statement Information below Amend. #2
X Annual Work Plan with budget Amend. #2

Other Forms

X Transmittal form
X Assurances (may be submitted annually or with each grant proposal)
X Lobbying Certificate (for grant proposals over $100,000)
X NEPA Compliance Checklist
X Phase I Section 7 Evaluation Form

Other Information as Relevant

X State Clearinghouse Letter[3]
Section 106 National Historic Preservation Act Compliance:
NA Clearance from State Historic Preservation Officer
NA Clearance from Tribal Historic Preservation Officer/Contacts
NA Environmental Assessment (EA) or Environmental Impact Statement (EIS)
NA Program Income –Amount projected and intention of how it will be used and credited
NA In-kind match – Source, type, and amount
NA Engineering plans, and specifications[4]

---

[1]Originals and 2 copies of each form, signed by an authorized State official.

[2]All documentation follows FA Handbook, 43 CFR Part 12, Program Rule (e.g. 50 CFR 80)

[3]States exempted are MN (all Federal Aid, January 3, 1984), MO (PR and DJ research, plus Section 6 ESA only June 29, 1987), IA (Section 6 only July 26, 1991), IN (all Federal Aid, March 21, 1990), MI (PR and DJ, Section 6, Nat'l Coastal Wetlands, Anadromous Fish, August 24, 1995), OH (Clearinghouse closed 1997)

[4]Required only when requested by Federal Aid Division. Submission of preliminary documents will facilitate approval of Grant Agreement.

KATHY JUSTISON - Annual Report

From: KATHY JUSTISON
To: michael_vanderford@fws.gov
Date: 8/31/2006 9:42 AM
Subject: Annual Report
CC: VEHLOW, PAUL

The annual report is attached for T-8-P-1. If you have any questions, let me know.

Thanks!

Kathy

Please note my new email address:
kathy.justison@illinois.gov

Illinois Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us

Rod R. Blagojevich, Governor
Sam Flood, Acting Director

June 22, 2006

Ms. Linnae Moey
U. S. Fish & Wildlife Service
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

RE: Financial Status Reports

Dear Ms. Moey:

Enclosed please find Financial Status Reports for the following approved federal grants:

Federal Grant #	Type	Reporting Period
E-29-R-1	#1 Interim	06/01/05 to 05/31/06
F-123-R-12	Final	04/01/05 to 03/31/06 (U of I)
F-152-B-1	Final	06/18/04 to 12/31/05
T-7-E-1	#2 Interim	06/18/04 to 06/17/06
T-8-P-1	**#2 Interim**	**06/08/04 to 06/07/06**
T-10-P-1	Final	04/01/05 to 02/28/06 (Subaccounts I & P)

If you have any questions or require additional information, please do not hesitate to call me at (217) 785-8291 or e-mail at Scott.Schmitz@illinois.gov.

Sincerely,

Scott Schmitz
Federal Aid Operations

cc: K. Justison

Enclosures

JOB STATUS REPORT

TIME : 06/08/2006 08:37
NAME : IL DEPT NATURAL RES
FAX# : 217-785-2438
TEL# :
SER.# : BRO2J1501039

DATE,TIME	06/08 08:36
FAX NO./NAME	916127135290
DURATION	00:00:52
PAGE(S)	02
RESULT	OK
MODE	STANDARD ECM

ILLINOIS
DEPARTMENT OF
NATURAL
RESOURCES

Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702

Fax:	217/785-2438
Wildlife Phone:	217/782-6384
Fisheries Phone:	217/782-6424
Habitat Resources:	217/785-8774
Operations:	217/782-2602

FAX TRANSMISSION COVER SHEET

Date: June 8, 2006

To: **Linnae Moey** **Fax No.** **(612) 713-5290**

From: Scott Schmitz
Federal Aid Operations

Telephone: (217) 785-8291
email: scott.schmitz@illinois.gov

Number of Pages (including cover): 2

Here is the Financial Status Report for the following project:

T-8-P-1 #2 Interim

If you would, please review for correctness. If okay, please send me an e-mail and I will send the

From: DAVE BLATCHFORD
To: VEHLOW, PAUL; WAGGONER, CONNIE
Date: 6/5/2006 11:12:51 AM
Subject: Fwd: Re: SWIG transfer SUBA 5010

FYI

>>> JANET DAVIS 06/05/06 10:45 AM >>>
Good morning to you. The transfer is done.

>>> DAVE BLATCHFORD 6/5/2006 9:27 AM >>>
Janet - Good Morning -

Please transfer:

$616.59 from 041 42220 1900 0023 5010
$616.59 to 041 42220 1900 0023 0000

this removes the balance from SUBA 5010 - Realty Manual - Connie Waggoner agreed 6/2/06.

From: PAUL VEHLOW
To: GWILLIM, TERRY; WAGGONER, CONNIE
Date: 3/2/2006 2:27:47 PM
Subject: Re: Fwd: James Hoffman (T-8-P-1)

The USFWS T-8-P-1 fed aid grant (75% federal reimbursement) under which Jim Hoffman is funded is in effect thru 12/31/06 for the purpose of developing, maintaining and implementing a Realty Policy and Procedure Manual. There was a significant delay in getting approval originally for Jim Hoffman's contract which jepordized the grant's $24,750.00 federal share and caused the USFWS to contact our agency expressing concern in the IDNR's ability to manage this project and accomplish the goals and objectives of the grant.

I sure hope we aren't going down that same road again. The reason this project was funded by the USFWS was due to audit issues the feds have had with the IDNR's realty processes. We've got the manual developed and approved by the USFWS now, due in a large part to Jim Hoffman's efforts. Jim's services are still needed to update the manual and assist with staff orientation. If we can't show the USFWS we are maintaining the manual and implementing the policies and procedures contained within the manual, we've only met half the grant objectives and may not qualify for full reimbursement. We would also still be at risk for future audit findings on this issue.

Please keep me informed as to the status of Jim's contract and his services. We have to report annual on our performance on all our active USFWS fed aid grants, of which T-8-P-1 is one. If this grant is going to get stalled again due to an issue over Jim's contract, I'm obligated to notify the USFWS and they will take whatever action they deem appropriate.

TXS.

>>> CONNIE WAGGONER 3/2/2006 12:21 PM >>>
Hi Terry:
Can you tell me why they keep requesting time that Jim has worked. It was my understanding that his contract expired 12/31/05. I have asked if I could bring him back since the grant period was for two years, and have receivd no response. Laws have already changed since the manual was printed and updates need to be made.
Please advise, thanks.
Connie

>>> TRACY BAILEY 03/02/06 11:32 AM >>>
Connie,
Did James work any time between 2/16 and 2/28/06? Thank you Tracy

CC: CONLIN, MIKE; CUSUMANO, MICHELE; FLATTERY, TOM; JACKSON, ED; TIREY, KEVIN; VANDENBERG, GAYLE

From: PAUL VEHLOW
To: Linda_Nichols@fws.gov
Date: 12/16/2005 9:25:09 AM
Subject: Re: Fwd: Comments on USFWS Recommendations to IDNR Policy & Procedure Manual (T-8-P-1)

thanks

>>> <Linda_Nichols@fws.gov> 12/16/2005 7:41 AM >>>
Looks like a go to me, Paul. A big thumbs up to IDNR!
Have a good weekend.

Linda

-----"PAUL VEHLOW" <pvehlow@dnrmail.state.il.us> wrote: -----

To: "Bud Fuchs" <Everett_Fuchs@fws.gov>
From: "PAUL VEHLOW" <pvehlow@dnrmail.state.il.us>
Date: 12/15/2005 04:12PM
cc: "CONNIE WAGGONER" <CWAGGONER@dnrmail.state.il.us>, "KATHY JUSTISON" <KJUSTISON@dnrmail.state.il.us>, <Linda_Nichols@fws.gov>, "Michael Vanderford" <Michael_Vanderford@fws.gov>, "Robert Bryant" <Robert_Bryant@fws.gov>
Subject: Re: Fwd: Comments on USFWS Recommendations to IDNR Policy & Procedure Manual (T-8-P-1)

I forgot that you don't have WordPerfect so here is the attachment in a RTF file format that should work with Word.

>>> PAUL VEHLOW 12/15/2005 3:57 PM >>>
In response to Linda Nichols' 12/9/05 comments to me on the latest draft of the IDNR's Realty P & P Manual, the following information has been prepared by our Realty Division. Once we have your comments or written approval, we will finalize the Manual and distribute copies to the FWS and the IDNR staff.

If you have any questions, please contact me.

TXS.

>>> JIM HOFFMAN 12/15/2005 10:05 AM >>>
In response to Linda Nichols' December 9, 2005 e-mail recommendations on the above the Division of Realty's response is as follows. On the question of Coastal Wetland Conservation Grants not being mentioned in the manual, the Department chooses to not mention those federal grants due to the fact that we currently have no such grants in our grant program.

The question as to what determines when the state becomes obligated to purchase a parcel will be included in the manual as described on the attached page. The recommendation concerning divestitures and exchanges of federally funded lands is also addressed on the attached page and is to be inserted into the manual.

If the attached clarifications are acceptable to the USFWS and there are no other recommendations to our manual, then we will make the

identified revisions and send you a final complete policy and procedures manual for the Illinois Department of Natural Resources Division of Realty. Please advise Connie Waggoner of the USFWS decision regarding this matter.

JH/jh
Attachment

CC: Bryant, Robert; Fuchs, Bud; JUSTISON, KATHY; Vanderford, Michael; WAGGONER, CONNIE

From: PAUL VEHLOW
To: Fuchs, Bud; VEHLOW, PAUL
Date: 12/15/2005 4:12:39 PM
Subject: Re: Fwd: Comments on USFWS Recommendations to IDNR Policy & Procedure Manual (T-8-P-1)

I forgot that you don't have WordPerfect so here is the attachment in a RTF file format that should work with Word.

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If you have any questions, please contact me.

TXS.

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The question as to what determines when the state becomes obligated to purchase a parcel will be included in the manual as described on the attached page. The recommendation concerning divestitures and exchanges of federally funded lands is also addressed on the attached page and is to be inserted into the manual.

If the attached clarifications are acceptable to the USFWS and there are no other recommendations to our manual, then we will make the identified revisions and send you a final complete policy and procedures manual for the Illinois Department of Natural Resources Division of Realty. Please advise Connie Waggoner of the USFWS decision regarding this matter.

JH/jh
Attachment

CC: Bryant, Robert; JUSTISON, KATHY; Linda_Nichols@fws.gov; Vanderford, Michael; WAGGONER, CONNIE

Recommended revisions 12-14-05

Insert Page 47 Actions that obligate the State of Illinois to purchase a parcel of land.

For parcels acquired via an option contract, the action that determines when the state is obligated to purchase is the letter exercising the option contract. This letter is sent after the Department of Natural Resources has received a letter of authorization to purchase the property from the Attorney General. The exercising the option letter is sent from the Office Director of the Office of Realty & Environmental Planning to the seller. The letter also contains the Agency Director's signature either personal or by an authorized representative. The State Comptroller requires that the Agency Director's signature be on the letter in order to use it to obligate the state funds needed to acquire the property. For federal grants the date of this letter would determine whether or not the parcel is being acquired within the time frame of the federal project.

For eminent domain parcels the date of the Final Judgement Order issued by a judge is the document used to obligate funds for that type of acquisition. The date of the Final Judgement Order will be used for federal projects to determine whether or not if the parcel is being purchased within the time frame of the federal project.

On sales contracts the date that the Department of Natural Resources has a fully signed contract is when the state is obligated to purchase the parcel. Sales contracts require the signature of several IDNR staff including: Director of the Office of Realty & Environmental Planning, Legal Counsel of IDNR, Chief Fiscal Officer of IDNR, and Director of IDNR. A closing date is established with the sellers after the Department receives the approval of title opinion letter from the Attorney General. The date of the fully signed sales contract is the date that can be used to determine whether or not if the parcel is being purchased within the time frame of the federal project.

Insert Page 66 Federal Approval of Divestitures and Exchanges of Lands purchased under federal grant programs.

The Federal agency shall be contacted for approval prior to any divestiture or exchange transaction occurring. If the legislation to transfer, sell, or exchange federally funded state owned property is passed without the Illinois Department of Natural Resources knowledge, then IDNR should advise the Governor's Office of the need to obtain federal approval prior to its final execution of said passed legislation.

T-8-P-1

From: PAUL VEHLOW
To: Linda_Nichols@fws.gov
Date: 12/9/2005 4:45:17 PM
Subject: Re: comments on Realty Policy and Procedures Manual

Thank you for your comments on our 11/16/05 draft version of the Policy & Procedure Manual for the Division of Realty, IDNR. By this e-mail message I will pass your comments onto the Connie Waggoner, the Realty Unit Supervisor.

As for the Coastal Wetland Conservation Grants not being mentioned in the Interior grants, it was not intended as an indication that we would never seek such federal assistance. But the CWCG program has historically not been a funding source for land acqusitions by this agency. Illinois has had no success with the few elgible projects we have summited for consideration of funding under the CWCG competitive grant program. Considering these factors and the apparent focus of the CWCG grant awards towards non-urban areas, it would not be practical to include the CWCG Program as a reasonable source of federal assistance funding for the State of Illinois.

You may have noticed the NAWCA program was not mentioned either. We have been more successful with this fed assistance program. But again we have historically not used NAWCA funding for land acqusitions purposes.

TXS.

>>> <Linda_Nichols@fws.gov> 12/9/2005 3:39 PM >>>

Hi Paul -

Before Michael went on his South African adventure, he asked me to review the latest draft of the Policy and Procedures Manual. I wasn't able to review it in its previous versions, as I was a contractor and that wasn't part of my "duties."

Anyhow, I've looked at the manual and only have 3 comments:

What is the action that determines when the state becomes obligated to purchase? Is it determined by the offer to buy, signing of the deed, etc.? This is the date that we would look at to ensure that the acquisition falls within the project period. In some states, waiting until the AG signs off may fall outside the project period.

Coastal Wetland Conservation Grants are not mentioned in the Interior grants. Is this by choice (no plans to compete for CWCG)?

In the area that discusses divestitures, exchanges, etc., I suggest adding something to the effect that "the Federal agency should be contacted for approval prior to any transactions occuring."

That's it!

If you have any questions, give me a call.

Linda

Linda Nichols
Realty Grants Specialist
Div. of Federal Assistance

Region 3, U.S. Fish and Wildlife Service
office (612) 713 - 5136
fax (612) 713-5290

CC: JUSTISON, KATHY; ken_kuznia@fws.gov; Michael_Vanderford@fws.gov; WAGGONER, CONNIE

T-8-P-1

Illinois
Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us
Rod R. Blagojevich, Governor

November 18, 2005

Michael Vanderford
U.S. Fish & Wildlife Service
Bishop Henry Whipple Federal Bldg.
1 Federal Drive
Fort Snelling, MN 55111-4056

Dear Mr. Vanderford:

Attached is the revised draft of the IDNR's Division of Realty Policy and Procedures Manual dated 11/16/05, for the Service's review and approval. This 11/16/05 draft contains the revisions you requested in your 11/04/05 e-mail message to me. The Division of Realty has gone over your comments and the revisions are noted in the attached document with the yellow tabs. Each yellow tab contains a number that corresponds to your numbered comments in your e-mail message of November 4th. Please note the documents included in the Appendix of our original draft submission dated 07/13/05 are not included in this submission. Those documents will appear in the Appendix of the final version of the Division of Realty's "Land Acquisition Policy and Procedures Manual". If you have any questions, please contact me.

Sincerely,

Paul E. Vehlow

Paul E. Vehlow
Federal Aid Coordinator

cc: Connie Waggoner

Illinois Department of
Natural Resources

MEMORANDUM

to: Paul Vehlow

from: Connie Waggoner CW

date: November 17, 2005

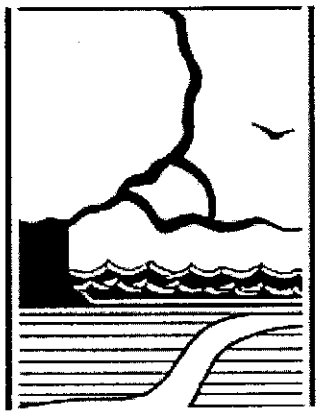
subject: Division of Realty -Policy & Procedures Manual Draft
Revisions Per USFW Service Recommendations Memo of November 4, 2005

Attached is a revised draft Policy & Procedures Manual for the Illinois Department of Natural Resources Division of Realty. This document contains the text of the manual and one revised form. The Illinois State Comptroller now requires the Agency Director to sign the letter that exercise the option for land purchases. This signature may be executed by an authorized person who has signature authority for the Director. The example form will replace the previous form contained in Appendix III, Acquisition Documents & Forms, item 11, Letter Exercising Option. There were no other changes to the forms or the appendixes.

The manual text pages that are now revised are yellow tabbed to correspond to the 20 site specific comments of the USFWS in their above review memo. The revisions are underlined or marked for their quick reference. Please forward the marked copy to Michael Vanderford of the USFWS to obtain his agency's approval of these changes.

CW/jh
Attachments
cc: Jim Hoffman

Printed on recycled and recyclable paper



Illinois Department of Natural Resources

11-16-05 PM: **Draft Revision**

Office of Realty and Environmental Planning
Division of Realty
Land Acquisition Policy and Procedures Manual

Introduction: This Policy & Procedures Manual was written in July of 2005 and revised in accordance with USFWS recommendations in November 2005. It was prepared for use by the Illinois Department of Natural Resources, Division of Realty for reference and internal usage. The manual is intended for the use by existing and future staff members of the Division of Realty. It may also be of assistance to IDNR federal LAWCON and USFWS grant administrators, Forest Legacy Coordinator, internal auditors, and federal auditors who may need to know and understand the policies and procedures of the Division of Realty.

18+19

Department of Natural Resources
Office of Realty and Environmental Planning
Division of Realty
Land Acquisition Policy and Procedures Manual

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Acknowledgment: Any future need for updating of the information contained within should be brought to the attention of the Division Manager of this Division. Changes that affect any sections on farm leases, FLP grants, LWCF grants, or USFWS grants should be shared and reviewed by those respective division staffs. The Department of Natural Resources Division of Grants, Land & Water Conservation Fund grant staff, the Department's farm manager, the Forest Legacy Program (FLP) coordinator, the Division of Review & Coordination, Contaminants Assessment Section, the Office of Resource Conservation, and USFWS grant staff all provided review and input for this manual. Everyone in the Division of Realty provided input and review of this material.

#20

I. Mission Statement

The mission of the Illinois Department of Natural Resources is to manage, protect, and sustain Illinois' natural and cultural resources, further the public's understanding and appreciation of those resources, and promote the education, science and public safety of our natural resources for present and future generations.

The Division of Realty is responsible for the acquisition of land and its interest for the department's various programs. These programs include: natural areas, wildlife habitat, trails, bike paths, C2000, Open Land Trust (OLT), pheasant habitat, migratory waterfowl areas, and statewide department purposes. Interest in property is acquired by means of purchase in fee, donations, jurisdictional land transfers, conservation easements, permanent easements, term easements, and legislative transfers. The Division provides appraisal assistance to the department's grant programs. It provides major technical assistance to other Divisions within the Department related to land issues, such as State of Illinois Open Space Land Acquisition and Development Grant Program (OSLAD), Federal Land & Water Conservation Fund Grant Program (LWCF), and Forest Legacy Program (FLP).

State laws under which the Illinois Department of Natural Resources has the authority to acquire or dispose of land by gift, bequest, purchase, jurisdictionally transfer, exchange, or by condemnation proceedings are as follows:

20 ILCS 5/5-675 Acquisition of Land
20 ILCS 801/1-20 Department of Natural Resources Act
20 ILCS 805/ Civil Administrative Code of Illinois- Department of Natural Resources (Conservation) Law
20 ILCS 805/805-255 Transfers and Exchanges Real Estate
20 ILCS 825/ Forest Land Exchange Act
20 ILCS 835/2 State Parks Act
20 ILCS 860/3 Outdoor Recreation Resource Act
20 ILCS 862 /Recreational Trails of Illinois Act-Off Highways Vehicle Trails
35 ILCS 200/ Property Tax Code
525 ILCS 33/15-20 Powers and Duties / Illinois Open Land Trust Program
525 ILCS 35/14 Natural Areas Acquisition Fund

The above laws can be found in the latest edition of the Illinois Compiled Statutes.

A total of over 360,000 acres of owned and 93,300 acres of leased or operated properties statewide are managed by the Illinois Department of Natural Resources. These properties are located at over 300 individual sites in nearly all the 102 counties of the state. The Division may become involved with land ownership issues at these sites.

The organization chart for the Division of Realty can be found in Appendix I, that is attached to this document. The Division's staff is composed of people skilled in appraisal, negotiation, land survey, platting, mapping, relocation, administrative, database management, tax exemption, para-legal, title work, record keeping, and reporting work. They offer assistance to the public and various divisions of the Department and to other State and federal agencies.

II. Land Acquisition Process

The Division of Realty acquires land through various means. Normally the property will be acquired from willing sellers, who wish to gift or sell part or all of their property. In rare cases the Department must utilize the power of eminent domain to acquire land. There are certain steps that are used in all land acquisitions. These steps to acquiring land are known as the land acquisition process. A flowchart of the process is attached as Appendix II to this document and a copy is on the next page. (Attach copy of flowchart to page 8)

Step one of the process is to submit a specific parcel to the Department for acquisition. This parcel may come directly from the willing landowner interested in selling or donating their property for conservation purposes. The request is referred to as a land offer. Some landowners may telephone in their request to sell or donate property to the Department. They are advised to put their request in writing. The landowner or landowner representative is to contact the IDNR's Division of Realty in writing regarding their possible sale/donation to the Department. Landowners must include location, size and what restrictions if any they may want to place on the property. A plat book map of the parcel being considered and any pertinent information regarding the potential acquisition are sent to management and regional planning staff for comments and review.

For regional site land offers, the regional landscape architect would obtain a consensus recommendation of regional staff for or against the accepting of the land offer. In cases of natural area site land offers, the Springfield headquarters natural area staff would have their natural area staff review the land offer and make the recommendation to deny or seek acceptance of it. For additions of new or expanded sites for tree nurseries, game farms, and fish hatcheries, management staff of those respective divisions would conduct the review of any such land offers. The purpose of the reviews is to see, if it meets the needs and programs of the Department. Items considered would be whether or not the property possesses outstanding natural resources such as identified in the Illinois Natural Areas Inventory or enhances existing department holdings to merit department ownership. The Department has rejected land offers which were too small in size or in a location that is not economically feasible to operate and maintain or that had very restrictive deed language. Restrictive deed language may inadvertently prevent the citizens of Illinois from utilizing the property. These reviews usually take 60 days.

#2 Expanded

Appendix II
Flowchart of Land Acquisition Process
Illinois Department of Natural Resources-Division of Realty

Avg Time in Months
Parcel Funded
Release of Funds
|
|
|
|
Landowner
Advised of State's
Interest

1
Titles
Ordered
Received

2
Plats
Titles Reviewed
Plats Drawn
Copies Made
|
|
Land Survey
(If Needed)
3 Months

3
Appraisals
Ordered, Received
Reviewed & Certified
|
|
|
Relocation
(If Needed)
Review Appraisal &
Interview

1
Assignments
Negotiator Assigned &
Relocation Agent
Together Make Owner Contact
Offer Made, do IDOA Report &
Property Inspection Report

Impacts to Acquisition Process

* Loss of Staff in 2002=19 HC / 2005=15 HC (lost 4 negotiators hired 1 replacement)
* Budget Problems (lost 8 retirees hired 2 replacement LA's & 2 transfer staff)
* Outdated Titles/Appraisals
* Legislative Influence

Typical Time Requirement: Months

Fast Purchase-No Problems 4
Average Purchase 11
Difficult Non-Condemnation 15
Difficult Condemnation 30

Avg Time in Months: 2.5
Seller Decides to Sell
Or Not To Sell
|
If Not
|
|
(1-2 months)
Department Decides
Drop or Condemn ------ If ---------
|
|
|
Drop ---------

1
Signed OPTION
May Need Land Survey
Send to Atty General for
Opinion of Title

(6-24 months)
Condemnation ----------
Obtain SAAG
Director & Governor & AG
Signs Petition to Condemn

2 wks
Warrant Requested
Accounting/CDB/Comptroller

Judgement Order
Settlement Reached
Thru Jury Trial or
Compromise

1-2
Secured
Conduct Closing
Perform Relocation
Record Documents
File Tax Exemption
Archive Information
Notify Dept Staff & Public
Update Database & Reports

Add/Drop/Change Processed for Other Parcels

5-31-05 15 HC FT

Revised

#1

The landowner is contacted in writing by the Director of the Office of Realty and Environmental Planning with the results of the regional review. If the Department rejects the land offer, it will often suggest other organizations or government agencies that would be better suited to acquire the property or accept the donation. If the property is accepted for purchase or donation, the property must be free of all encumbrances including all previous outstanding taxes until the date of transfer and the property must have a clean inspection for environmental concerns. ← #3

Parcels approved for acquisition under the land offer review process are placed in a file for possible future acquisition dependant upon funding. The property owners are advised of the agency's interest and the time frame for possible funding and acquisition. Land donations that are approved for acceptance will be immediately added to the current program for acquisition.

Some parcels are introduced into the acquisition process by specific program staff. An example would be the natural areas acquisition program and the pheasant habitat program often have parcels that they hope to acquire to complete their long range program goals. Occasionally parcels are added to the acquisition program to resolve management problems. The parcel may be needed for highway access, trail development, or site development. These parcels could result in having unwilling sellers who will not sell their property. If the Department must acquire the land, then eminent domain may be necessary.

Once a parcel is accepted for acquisition and has a funding source, the next step in the acquisition process is for the Division of Realty to obtain a title commitment on the parcel of land. The title commitment provides proof of ownership, accurate legal description of the parcel, list of any outstanding encumbrances (Schedule B), and possible severance of mineral rights. ← #4

A parcel plat of the property can be drawn from the legal description contained in the commitment. The plat provides a visual depiction of the parcel's location in regards to its county, section, township, and range. A calculation of the parcel's acreage is made on the plat to show what the area being acquired contains. It will show the parcels access or lack of to public roadways. Physical barriers that may impact the parcel such as waterways or streams will often be depicted. A topographical map of the parcel can also be obtained with the information contained on a parcel plat. If needed, a land survey of the parcel may be obtained to more accurately describe what area the parcel contains and any easements

and boundaries.

The third step in the process is to obtain a written land appraisal of the property. The land appraisal is usually performed by a licensed Illinois land appraiser. The appraisal is reviewed by Division of Realty staff appraisers for its quality and methodology. If it meets the review appraiser's approval, it will be certified for use by the Division in negotiating for the purchase of the parcel. Information concerning value of improvements contained in the appraisal are also used by relocation staff in their work. Appraisals for acquisitions that may be reimbursed with Federal grant funds have more rigorous standards. Please read Section VI of this manual, Federal Funds Requirements, on page 61 of this manual to clarify appraisal requirements for acquisitions involving Federal grants. #5

Step four in the process is the preparing of a negotiator's package on the parcel, this package contains the documents which will be presented to the property owner at time of negotiations. Included in this package are: copy of the title commitment, copy of the parcel plat, copy of the appraisal, the cover letter to the property owner, an option contract or sales contract, a Summary & Offer to Purchase form (S&O) **this S&O form contains the just compensation amount, the S&O form is provided to the landowner per 43 CFR 24 as that statute requires a statement of just compensation be provided to landowners**, certification of Improvement Disposition form, Disclosure of Beneficial Interest/ Affidavit, Real Estate Inspection Report, Vendor Certification & W-9 forms. The cover letter notifies the property owner that the state is sending a specific negotiator to contact them and present an offer to purchase their property. The negotiator is to review the appraisal of the property prior to the meeting for background information. However, the negotiator should never provide any appraisal or copy thereof to any property owners. #6

Once the negotiator has reviewed the negotiator package, he/she will schedule a meeting with the property owner. At the initial meeting, a landowner may wish to immediately accept or refuse the written offer presented. The owners may request to hold the offer and consider it for a few days/weeks. If the landowner wants to make a counter offer on the sale, the negotiator will report the counter offer to the division office for consideration. Property owners often want to take the presented information to their lawyers for review prior to accepting or rejecting the offer.

Whenever the negotiator presents the landowner with an option, they should be sure to present the Summary & Offer to Purchase Form along with the offer. If the landowner chooses to hold the option and return it by mail, the land agent should check to see that

they also returned the signed S&O form. This form insures that the property owner was made aware of what the appraised value was, whose appraisal was used to make the offer, and requests them to list any tenants or businesses that currently occupy the property. By signing the S&O form they are not acknowledging that they accept the option price, but merely that they were made aware of where the Department got its offer price.

The S&O forms are required for LWCF and USFWS grants and help justify to the federal government that Realty based its offers on appraisals and the landowners were fully aware of what appraisal was used. If the landowner refuses to sign an S&O form, negotiators need to document in the file that they did present it to the landowner and that they refused to sign or return the form.

The negotiator is responsible for following up on the progress of the purchase to insure it moves along reasonably. Several follow up telephone contacts and meetings with the landowners or their representative may be required to complete a land purchase.

If the offer is accepted, the negotiator will return the signed forms to the Division for processing. The negotiator will then, with the permission of the landowners, conduct needed property inspections required for filling out various reports on the parcel. These reports include the Illinois Department of Agriculture Report and the division's Real Estate Inspection Report. If the division's Real Estate Inspection Report indicates the existence of any visible environmental concerns, other IDNR staff may need to inspect the property for additional environmental reviews. Should the Division of Realty be concerned about an environmental condition existing on the parcel, it will order a Phase I environmental study. The Phase I study will either clear the parcel for acquisition or recommend a Phase II study be performed. The Department may either continue to pursue the acquisition, if the landowner will incur the expense of the Phase II study and agree to pay for all clean up costs that the study finds to be needed, or drop the acquisition. If an environmental concern is detected, the appraisal may be amended to reflect the change in value resulting from an environmental issue, such as contaminant sites on the property. The Department will not close on the land purchase until all environmental issues are resolved.

If the parcel qualifies for relocation, the land negotiator will be accompanied on the initial meeting with the property owner by a relocation agent. The relocation agent will review the appraisal report and land acquisition file to determine if relocation may be applicable. When accompanying the negotiator on a land purchase offer, the relocation agent will advise the

property owners of their eligibility for relocation assistance. Per 49 CFR 24.203(a), the landowner shall be furnished with a general written description of the Department of Natural Resources' relocation program. Should the landowners not qualify, but tenants do qualify, the relocation agent will arrange to interview and inform the tenants of their rights. No relocation payments will be made, if the property is not optioned or contracted for purchase by the state.

Upon return of the signed negotiation package documents to the office, the staff will work on preparing an escrow closing. The title commitment along with a deed, copy of the plat, plat act affidavit if needed, affidavit of title, disclosure of ownership, and memorandum advising of disposition of objections prepared by the IDNR land agent will be sent to the Attorney General for a title opinion. For corporations, send the above plus articles of incorporation certificate of good standing, and certified corporate resolution authorizing sale. In order to cover the cost of any outstanding real estate taxes due up to the date of the closing, the Division of Realty will have the estimated amount of unpaid real estate taxes from the previous tax year plus 20% withheld from the sale proceeds. These funds are held in escrow by the escrow agent to pay any outstanding taxes until the new tax bills are issued. Any surplus funds remaining after the taxes are paid are returned to the sellers.

After receiving a good title opinion from the Attorney General, the Division will exercise its option on the parcel. A state warrant is requested from the State Comptroller's Office. Once the state warrant is returned to the Division, a closing is scheduled and held with the property owner.

Closings are typically escrow closings held at title companies located near the property being purchased. A closing package is prepared and sent to the title company several days prior to the closing. The package contains: state warrant made payable to the escrow account of the title company, deeds, real estate transfer declaration, affidavit of title, solicitation form, escrow settlement statement, copies of most recent title commitment, most recent parcel plat, plat act affidavit if needed, and any land surveys that need to be recorded with the deeds. Sometimes the closing package will include a memorandum to file regarding the exceptions and the alta statement. If the purchase was with a trust, then the trust documents are also included. A land agent from the title section and or the negotiator will attend the parcel closing. For special closings, the Director of OREP and or Division Manager may attend the closings.

Following the closing, any documents needing to be recorded are sent to the county

recorder for recording. The remaining documents are returned to the division office for processing. Deeds to all land purchases are recorded in the county in which the property is located. The Department of Natural Resources will accept only warranty deeds, corporate special warranty deeds, trustee's deeds, and only on special occasions a quit claim deed to property. Examples of these type of deeds are in Appendix III. The quit claim deed is normally only used in cases of uncompensated land donations or sales by railroads or mining companies that may have acquired land previously by use of quit claim deeds. The deeds are made out to the People of the State of Illinois, Department of Natural Resources. A tax exemption request is filed with the Chairman of the Board of Review of the County in which the land is located. County taxing bodies are notified of the department's recent purchase, if the tax assessment on the parcel is over $100,000. Land purchase information regarding the parcel is placed into the land database, land card records, and used to prepare land forms. The land form is used to notify management divisions and the Department of Agriculture of any IDNR land purchases.

The original recorded deed, title policy, original affidavit of title, disclosure of ownership and other pertinent documents are sent to the Secretary of State, State Archives Index Division for safe storage. There they are indexed and kept permanently. Copies of the appraisals, vouchers, letters of correspondence, and other file information on an acquisition are retained in the Division of Realty central file for 5 to 7 years. After that date they may be microfilmed and kept on microfilm tape within the division. A copy of the microfilm role is also sent to the State Archives Index Division for safe storage of those records. Documents contained in the Division of Realty files can be obtained by going through the freedom of information officer for the Department. That person will request the Division of Realty to retrieve copies of the information from their central files or the State Archives.

A press release is prepared to advise the public of the new acquisition. The press release provides the site name, county location, parcel cost, funding source and program usage for the parcel. Regional Land Manager (RLM) forms should be promptly sent out after the closing to notify the RLM of the newly purchased property and their management responsibilities.

Information of newly acquired land purchases is later added to the annual Land and Water Report. The information is also provided to Central Management Services for its annual real property inventory. The tax code PIN numbers are added to the annual tax exemption report. This report is filed annually with the County Tax Assessors and copies are provided to various offices within IDNR by January 31st of each year. It contains a listing of all tax

exempt PIN numbers within the respective county that the Department claims. The report also provides a listing and copies of all newly signed outstanding leasehold interests made during the past year for that county.

In cases where a landowner refuses to sell their property at fair market value to the Department, the power of eminent domain may be used to acquire it. Should IDNR feel it necessary to use eminent domain, the Director of OREP will recommend that the Agency Director should agree to use condemnation to acquire the parcel. In order to use this power an approval by the Agency Director, Governor, and the Attorney General must be obtained. The Attorney General will appoint one of their Special Assistant Attorney Generals (SAAG) to handle the case.

The Division of Realty and/or the SAAG will draft a Final Offer Letter (FOL) with a 60 day notification of pending condemnation. This letter is sent certified mail return receipt requested to the property owner. The letter advises the owner that this is the last offer the state will make prior to initiating condemnation. A Complaint for Condemnation of the property will be prepared and filed by the SAAG shortly after this period. The Agency Director in turn must obtain a consent approval from the Governor to use eminent domain for this acquisition. The Complaint for Condemnation carries the signatures of the Director of IDNR, Governor, and the Attorney General of the State of Illinois. The owner is advised to either negotiate a mutually acceptable sale or seek legal representation for the pending court case. Any legal representation on behalf of the property owner is at their own expense. The only situation where the state will pay for landowners legal expenses is when the state decides to drop a condemnation that has been filed with the circuit court. The Division of Realty prepares a consent to condemn approval letter written from the Agency Director to the Governor for the Governor's signature.

Once the Complaint for Condemnation is filed, the SAAG will prepare for pre-trial court hearings. The SAAG may want the Division of Realty to provide them with copies of parcel file information, updated appraisals, new appraisals, land surveys, and access to division staff who will be working on the eminent domain case. Settlement offers may be made by the landowner and will be relayed to the Division through the SAAG. If no negotiated settlement is reached before or after the pre-trial hearings with the judge, a trial date will be established by the judge to start a trial. Attorneys for the state and the defendant landowners may seek and obtain information from one another during the discovery stage of the trial. Depositions of appraisers in the case, expert witnesses, the property owners, and state employees involved in the case are held during this discovery stage. The

information gathered during discovery will be the evidence that the respective attorneys will use in the trial.

At the actual trial, both sides present their evidence of the property's value to the judge and jury. Testimony of the land appraiser, expert witnesses, property owners, and state officials will be heard during the trial. The judge may approve a site visit to the parcel, if he/she believes that it is necessary. After both sides have presented their case to the jury, the judge will ask the jury to deliberate and decide the final value to be paid for the property. The jury will come to a verdict on the parcel's value. If the judge accepts the jury's verdict, then he/she will issue a Final Judgement Order in the case.

The Final Judgement Order stipulates what amount of funds the state must pay to the County Treasurer's Office of the county where the property resides, the time period for depositing these funds, and grants conveyance of the property to the State upon fulfilling the order. The state normally has up to 90 days in which to make the payment or it will incur interest on the funds owed by the order.

The Division of Realty uses a copy of the Final Judgement Order to obtain the state warrant to pay the treasurer. The warrant is then deposited with the county treasurer and a receipt for its deposit is obtained for division files and for use by the SAAG. With the receipt for deposited funds, the SAAG can then obtain an Order of Satisfaction from the court that officially vests title to the property to the state. The county treasurer will see that the county collects all outstanding property taxes owed on the property prior to paying the proceeds of the Final Judgement Order to the landowners.

The Final Judgement Order and Order of Satisfaction are the legal documents granting ownership. Upon receipt a new title policy on the property is ordered in the amount that was paid to satisfy the Judgement Order. These documents are filed in lieu of a deed with the State Archives.

When any Federal Funding is involved in land acquisition the following must be met: appraiser qualifications, appraisal guidelines, all relocation requirements, recording of "Federal Interests" on or with the deed, environmental reviews, and record keeping of payments and correspondence. All records/files are to be archived per Federal guidelines and must be complete and easily retrievable. Records must be kept to identify the use of federal funds on a parcel's purchase for a minimum of 5 years or as long as the federal granting agency requires. The records and reports containing information for federal

auditors must be easily accessible to them.

The above land acquisition process that is used to purchase fee simple land interest is also used to acquire conservation easements in the Department's name. However, the power of eminent domain is, rarely if ever, used to acquire conservation easements. The C2000 and Forest Legacy programs are the primary programs for which the Department acquires conservation easements to protect privately owned lands.

III. Funding & Fund Sources

The Department of Natural Resources receives its capital funding from various sources. The major sources of funding are Capital Development Fund (CDF), C2000 Fund, Duck Stamp Fund, Habitat Fund, Furbearer Fund, General Revenue Fund (GRF), Natural Area Acquisition Fund (NAA), Open Lands Trust Fund (OLT), Park & Conservation Fund (PC), PC-Bikeway Fund (PCB), Pheasant Habitat Fund, Special Appropriations, Turkey Fund, Waterfowl Fund, Wildlife and Fish Fund, or any new statewide land acquisition program and federal funds. The federal funds include LWCF and Forest Legacy Program (FLP) funds. Funding for a parcel's purchase will normally be a single source fund. Multiple funding can occur as long as the funds intended purposes are fulfilled by the purchase.

When acquiring parcels with multiple funding sources, the Division must insure that any restrictions or limitations one fund may have on its use are not violated by this purchase. For instance natural area funds may not be appropriately used to purchase land to build a fish hatchery or game farm. Pheasant habitat funds may not be appropriately used to purchase natural areas, etc.

The funding of an IDNR project requires the respective funds to be appropriated. It also requires the release of those funds. For IDNR special funds like Natural Area Acquisition Funds, Migratory Waterfowl, Duck Stamp, Pheasant Habitat Funds, and Wildlife Funds that are not bond funds can be internally released. Bond funds such as Capital Development Fund, C2000, and Open Lands Trust Funds would require a release of funds request be processed through the Bureau of the Budget (BOB). The BOB requires that a release of fund justification form be completed and an estimate of project expenditures be made for the requested fund release. If BOB finds the request and expenditure estimates to be acceptable, they will process the release of funds request. However, if there are insufficient bond funds currently released to cover this new release of funds request, then BOB will hold the release until the next bond sale. The bond sale may not occur for 1 to 12 months

in the future. The final release of funds step is to have the Governor sign the release form. These delays can greatly affect the execution of a land purchase project.

The Division of Realty routes its release requests for bond funds through the IDNR Office of Capital Development, operations officer. The special funds release of funds requests are routed to the IDNR Office of Capital Development, operations officer, and on to central accounting. The only exception is C2000 bond fund release requests do not go through the Capital Development operations officer, but rather directly to central accounting and on to the Bureau of the Budget.

The Open Land Trust Program with $200 million allocated over a four year program is the Department's largest current acquisition program. The program has run from FY2000 thru FY2005. As of May 2005 the program has acquired over 41,000 acres of property for the Department of Natural Resources at a cost of $87.7 million. Grants from the program helped acquire more than 6,600 acres at a cost of $78.1 million of land for local units of government. These $165.8 million of funds were all used to protect open space, acquire natural areas, restore and expand wildlife habitat, conserve watersheds, establish greenways, and preserve and protect prairie and forests. The Division of Realty provided appraisal reviews for the OLT grant program.

The C2000 program is a 14 year, multi-agency, $276 million comprehensive program designed to take a holistic, long-term approach to protecting and managing Illinois' natural resources. C2000 funding has provided more than $29.5 million in grants and has leveraged an additional $31.5 million in match for a total of $61 million for 735 projects since 1996. The Division of Realty has assisted with the appraisal reviews, negotiations and securing of conservation easements on many of these projects.

IV. Steps in Acquisition Process

A. Budgeting

The Department of Natural Resources obtains its capital funding sources from both dedicated special funds and openly competitive state funds. The special capital funds include Duck Stamps, Pheasant Habitat, Wildlife and Fish, Migratory Waterfowl, Natural Areas Acquisition, Open Land Trust, C2000 and federal funds. Statewide competitive funds include General Revenue Fund (GRF) and Capital Development Fund (CDF). The Bureau of the Budget and the Capital Development Board may allocate several million dollars or no capital dollars out of these funds to meet the funding needs of IDNR.

Internally the Department prepares a capital budget for both its land acquisition and site improvement needs statewide. Based on internal prioritization, a capital proposal is submitted to the Bureau of the Budget to obtain their approval to submit IDNR projects in the state's capital budget request to the Governor and General Assembly. Projects that request Capital Development Bond Funds must be reviewed and approved for inclusion in the CDB capital bill by the Capital Development Board. These projects compete against state school construction and prison improvement projects for CDB funds.

The legislature may also line item appropriate funds for specific land purchases. The line item appropriations will not become actual funded projects unless the legislature passes the bill and the Governor signs the bill without line item vetoing that specific appropriation. These line item appropriations are normally made out of General Revenue or Capital Development Funds. Lack of funding for line item appropriations may prevent them from ever having funds released for their purpose.

The Department of Natural Resources has the most success in obtaining funding for projects that qualify under its special funds. Natural area acquisitions and wildlife habitat land purchases are more likely to be funded, if the funds exist in current or future fund balances. Open Land Trust (OLT) funded acquisitions are also more likely to be appropriated.

Parcels that meet the criteria for federal acquisition projects, are likely to proceed for acquisition. The availability of the federal dollars will determine their future inclusion into the

current land acquisition program.

A parcel may be requested for future capital budget funding or add/drop/changed into the current land acquisition program using existing appropriated and released funds.
The information needed to consider a parcel for future acquisition is gathered and held in a land offer file. This information will be used for future evaluation of the parcel. The owner's name, acreage, presence of wildlife or natural area assets are noted in the file.

The add/drop/change process involves an internal document that requests the approval of several office directors to add, drop, or change a parcel into the existing land acquisition program. The Director of the Office of Realty & Environmental Planning obtains the written approval of the Directors of the Offices of Land Management, Capital Development, and Resource Conservation on the a/d/c request. If any office has a problem with the proposal, they can request additional information or disapprove the proposed change to the program. The signed original a/d/c's should be returned to the Division of Realty and kept in a file/book for future reference and use. The procedure is in the Department's Policy & Procedure Manual under Chapter 5, Sub-chapter A, Section 5A-3.

B. Title Commitments

The section of Realty that deals with ordering title commitments, obtaining Attorney General title opinions, and with closings uses two internal manuals on how to prepare and process their work. These two internal manuals are the "Land Acquisition Closing Procedures" by the Attorney General's Office and an in-house procedures manual for titles, AG title opinions, tax exemptions and closings. When forms, sample letters, or procedures are referenced in sections for titles, AG title opinions, or for closings, they can be found within those manuals.

The Division of Realty uses title commitments for all of its land acquisitions. A title commitment provides the owner of the commitment a history on the ownership of the property. The title company insures the buyer of the title policy that it has researched the parcels abstract to identify who the current owners are, what the correct legal description is, and identifies any encumbrances that exist on the land. The information contained within the document makes it very useful in preparing parcel plats and land surveys.

The Division of Realty always requests copies of the documents referenced in the Schedule B portion of the title commitment. This section lists various deeds, easements, and other

documents that currently encumber this parcel of land. Title commitments are ordered in a minimum amount of $1,000 of insured value. The insurance amount will be increased to the dollar value that the state pays after it acquires the property. The title commitments are to be updated whenever a change in ownership or legal description occurs. For title commitments being sent to the Attorney General's Office for a title opinion the effective date on the document can not be more than 3 months old. The purpose of keeping the commitments up to date is to prevent changes in ownership or encumbrances from going undetected.

Title commitments have a commitment number on them that is used to label the property and search work ordered by the proposed insured. Most title company's can update these commitments for a period of up to 10 or more years. This makes it faster for them and less expensive for the proposed insured to acquire updated information.
The commitment number is placed on internal parcel plats as a reference.

A title commitment lists the proposed insured name, the current owners of records name and type of ownership, the legal description of the property to be insured, and on Schedule B the tax PIN numbers, outstanding taxes owed on the parcel, special easements, mortgages or liens against the property, rights of the public for purposes of roads or highways, rights of way for drainage ditches, drain tiles, feeder, laterals, and underground pipes, and utility easements. The land agent assigned to order title commitments will review the commitment to see that the effective date is timely and that all documents referenced on Schedule B are provided.

The title staff will check the title commitment to see if it has the correct legal description and if the effective date is less than 3 months old. If more that 3 months old, the land agent needs to order an updated title commitment. When an updated title commitment is received, the title staff must make sure that the title is clear or can be cleared at or before closing. Legal description on the commitment should cover the exact description we are covering or more. The larger coverage in a description may be caused by IDNR only acquiring a partial take of a larger parcel of land. If it covers less area than we are purchasing, it must have a revised commitment to cover all the property.

The title commitment will often describe the severance of mineral interests in the property. It is the goal of the Department to own the majority (50+%) of the mineral interests to its properties to prevent disturbance of the surface area from mining and oil drilling operations. The Attorney General requires the Department to acquire a majority of mineral interests in

its properties. In situations where the Department has acquired less than 50% of the mineral interest, the Attorney General will advise the Agency that no future improvements are to be made on that property. Land agents who discover that the mineral interests are totally severed to a parcel should notify management immediately. In the event a review of the records indicates that the mineral rights have been severed but production has ceased or was never accomplished an Affidavit of Non-Production should be obtained.

C. Parcel Plats / Land Surveys

A parcel plat is a visual depiction of the written legal descriptions obtained from title commitments and deeds. The parcel plats used in the Division of Realty are usually not based off of land surveys. These maps would be called premise maps in the Illinois Department of Transportation. For Realty's use the map describes the parcel of land being purchased and are called parcel plats. The land agent responsible for preparing parcel plats checks the accuracy of the commitment against the supporting documentation presented in or referenced in Schedule B. They will notify the title company of any discrepancies.

Parcel plats are drawn for all property to be acquired by the Department of Natural Resources. There are two types of plats, one being a total take and the other a partial take. The partial take requires computation of acreage and the drawing up of a description. Plats should include project name, county, parcel number, commitment number, grantor or contract purchaser, at least one section corner, township and range and principal meridian, roads, streets, easements, north arrow, scale (normally 1"= 400'), area size, and/or area to be acquired, and date drawn. A plat is updated when additional information concerning a change in boundary line is received, or a change in ownership as noted by the title company.

All of the following is required to provide a parcel plat of the factual data utilized by personnel in the Appraisal, Relocation/Negotiation and Closing sections.

Examination and evaluation of Title Commitment legal descriptions and physical encumbrances to the property listed on Schedule B.

Resolution of legal description discrepancies or errors; preliminary field assessments; courthouse document searches, etc.

Preparatory layout and mapping using the legal description of total ownership and/or area to be acquired.

Review and utilization of non-contractual or IDNR contracted land surveys (when required), in conjunction with accurate field inspections and resolution of pre-existing boundary problems.

Acreage computations of total ownership and area to be acquired along with accurately illustrating the property boundary lines, topological features and any significant property encumbrances on detailed, geographically based, parcel acquisition plats.

Parcel plat descriptions can be used in Auto Cad to develop project boundary maps. The project boundary maps are useful in resolving some management issues at a specific site. The availability of the maps is limited due to the time required to research and produce the maps. These internal maps are not prepared from land surveys but rather from the legal descriptions on the deeds to the property represented.

Land surveys are needed when there is a partial acquisition of property, in some eminent domain cases, adjacent property owners are occupying part of the property, in cases where the Department wants to purchase extended title insurance coverage on the parcel, or if management divisions request it to prevent future boundary disputes. In some instances there are cases of over-platting of properties that will require the resolution of disputed deeds. The land survey can only be performed by a licensed registered land surveyor. The project may be performed by registered IDNR staff land surveyors or by contractually hired land surveying companies.

The Department will request either a boundary survey or an ALTA land title survey. The boundary survey requires the surveyor to provide clear and legible field notes containing all pertinent information, measurements and observations made in the course of the field survey, a plat of survey (unless requested otherwise by the client or his/her agent), a legal description for any parcel surveyed, and monuments or witness points (unless requested otherwise by the client or his/her agent) shall be set for all accessible corners of the survey. The ALTA survey is much more detailed and costly. An ALTA land title survey may include many extra features in the survey that are not part of the basic boundary survey. These may include survey of improvements, easements, etc. The ALTA land title surveys are subject to the Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys

per Administrative Code 68, Chapter 7, Part 1270, Sect. 1270.6. Selection of contractually hired land surveyors will be in accordance with state contractual guidelines.

D. Appraisal Process and Appraiser Guidelines

Appraisals are required to determine value whenever real property or interests in real property are purchased, sold, transferred, or exchanged.

State and federal constitutional laws provide that private property shall not be acquired without payment of just compensation. The courts have ruled that just compensation is fair market value. Just compensation for real estate is determined by appraisal. It is department policy to protect both private and public interests through the use of market value appraisals as the basis for all land transactions. The purpose of department appraisals is to obtain an estimate of market value for real property or partial interests in real property. Appraisals are required for acquisitions by the Department, local units of government in conjunction with the Division of Grants and C2000 partnerships. Appraisals are the basis upon which property values are determined.

Whether contracted or performed in house, appraisals shall be in compliance with the statutory rules governing the determination of just compensation. Additionally, all appraisals shall be consistent with the "Uniform Standards of Professional Appraisal Practice" and/or the "Uniform Appraisal Standards for Federal Land Acquisition" whichever is applicable. Funding source will typically determine which standard to use.

Per the Fish & Wildlife Service's letter to IDNR dated February 22, 2005, the Department of Natural Resources, Division of Realty may, "with certain constraints, we may conduct our own appraisals and reviews up to $1,000,000 in value, subject to the following conditions: In concert with 49 CFR 24 1.03 and 104, appraisers and reviewers performing this work must hold a Certified General Real Property Appraiser Licenses and have successfully completed Appraisal Review Class A-35 or its equivalent. The appraisal and appraisal review must be to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisition (UAS).http//www.usdoj.gov/enrd/land-acq/land_acquisitions.htm" #12

The appraisal staff of the Division of Realty has been certified to prepare or review appraisals that must meet the US Fish & Wildlife Services "Yellow Book" appraisal

guidelines. Each division staff appraiser has been certified by the US Fish & Wildlife Service to prepare or review federal grant funded land appraisals up to a value of $1 million. They have received training in federal appraisal requirements for preparation and review of land appraisals. Should a new appraiser be hired to work for the Division of Realty, their qualifications and training history would have to be reviewed and approved by the US Fish & Wildlife Service prior to their reviewing or preparing any appraisals that would be used to acquire lands with federal funds.

Division of Realty appraisers use the federal "Yellow Book" which contains the Uniform Appraisal Standards for Federal Land Acquisitions. This book was created under the direction of the Interagency Land Acquisition Conference composed of representatives from the many federal agencies engaged in the acquisition of real estate for public use. It is published by the Appraisal Institute in cooperation with the U.S. Department of Justice. The "Yellow Book" is reported to be in full compliance with the appraisal of real property provisions of the Uniform Relocation Assistance and Real Property Act of 1970, P.L. 91-646 as amended 42 U.S.C. &4601,et seq.(URA).

A federally funded grant program titled Forest Legacy Program (FLP) is funded through the US Forest Service / Department of Agriculture. Staff appraisers are trained and certified by that agency to review appraisals for projects that involve those federal funds.

Appraisal objectivity is imperative for landowners to trust their valuations. The appraisal program must maintain high standards of integrity and objectivity so that administration may confidently rely on receiving recommendations that are consistently fair to owners and to protect the interest of the state and landowner. Department staff and contract appraisers must have the expertise and independence to make analyses without distortion by political priorities or pressures, either personal feelings and prejudices or others' bias.

In order to achieve this objective, it is essential to maintain technical independence between the appraiser and the appraisal's end use. The appraisal staff within OREP and IDNR must be structured so that no user of the report (landowner, legislator, IDNR management or supervisor) influences the contract or staff appraiser in arriving at his/her conclusions. The appraisal staff must have complete independence.

Types of appraisals needed. Generally a narrative complete summary appraisal is sought. The majority of the appraisal assignments will require this level of reporting. This will however depend upon the complexity of the appraisal project. A complete self contained

report is sought on Federally Funded Projects (Subject to USFLA) and on those properties where a higher standard of proof is necessary. Restricted or limited reports may be sought depending upon the property being appraised.

Contract appraisers must be Illinois certified general appraisers. The only exception is when an out of state certified general contract appraiser is needed for a special use or complex property for which there are no Illinois appraisers with equal qualifications. This will include (but not limited to) certified general appraisers from the St. Louis, Missouri metropolitan area who may be contracted due to their special knowledge and expertise associated with the Metro East Area. Also excepted will be those out of state appraisers who are experts in Federal Land Acquisition appraisal methodology who can be contracted when no suitable Illinois appraiser is deemed qualified. Other exceptions will include the use of out of state timber and minerals experts. These exceptions will be made by the Director of OREP or from recommendations from IDNR staff appraisers. When necessary for projects outside the expertise of the staff/review appraisers, contract reviewers will be chosen in the same manner as contract appraisers.

Staff/review appraisers must be Illinois certified general appraisers. Unless otherwise noted, staff appraisers are review appraisers depending upon their function on the project. In-house appraisals will be done by staff appraisers. Review appraisers will review the work of the contract appraisers or other staff appraisers. The position of Land Acquisition Agent 3, when acting in the capacity of a staff or review appraiser, must be an Illinois certified general appraiser prior to being hired by IDNR, OREP.

Appraisal contracts are used by the Division of Realty to hire fee appraisers. The appraisal staff will be responsible for the contracting of independent appraisers at the direction of the Director of OREP or from the Division Manager of Realty. The list of potential contract appraisers will be updated periodically based on a review of the work quality of the contract appraisers (as evidenced in the review process) and on their level of expertise as determined by staff/review appraisers. Contract appraisers should be chosen in a regional manner (e.g. Chicago and Suburban appraisers working on assignments in the Chicago and Suburban Metro Areas). Qualified rural appraisers are sought for non-urban properties and should be located in the region or market area in which they appraise and are doing business. Contract appraisers may submit their qualifications at any time to IDNR OREP. Contract appraisers may be chosen for the "project" by the staff appraiser(s), Division Manager of Realty, or Director of OREP.

Paper work necessary for the contracting of independent appraisers includes:

a) Contract proposal form
b) Plats and legal descriptions to the property sought
c) Title commitment
d) Engagement letter - adaptable to specific assignments

> This letter will include information specific to the assignment and may include contact person, owner's name, a brief description of the appraisal assignment and instructions to the appraiser relative to the contract. A form letter as such is not recommended as each appraisal and acquisition project is different. Letter can be signed by staff appraiser, Division Manager of Realty, or Director of OREP. Engagement letter may also include appraisal guidelines (see example in forms).

e) Other information but not limited to (e.g timber cruise, minerals report, survey)
f) Letter to Appraiser authorizing permission to proceed with the appraisal assignment. Letter signed by Director of OREP, Division Manager of Realty, or staff appraiser.

Bidding for appraisal services. Appraisal contracts under $10,000 can be approved by the Director of OREP without bidding. Appraisal contracts over $10,000 must have Agency Director and Budget approval and are subject to bid requirements (3 bids indicated). Given the artistic and intellectual nature of "Appraisals", bidding for the lowest price is seen as contrary to the mission of Just Compensation. Appraisers should be chosen based on their past performance, level of expertise, and familiarity with the market area or project and as such would qualify as a "sole source" contractor and be exempt from the bid process.

Contracts will be processed by staff appraisers, Division Manger of Realty, or Director of OREP. Contracts will be signed by the Director of IDNR or his/her designated signatory (Director of OREP). Information included in the contract is:

a) contractor name & address
b) project number, project name, landowner name
c) deadline for completion of contracted services
d) signature of contractor
e) signature of Director of Agency (or signatory)
f) other information - see example

Contract justification form will be prepared by staff/review appraiser showing:

a) name of project - parcel number - name of location - owner of property
b) contract number
c) name and address of contractor
d) FEIN or SSN number of contractor
e) Fund source & Department number
f) Amount of contract
g) The type of deliverable, e.g. appraisal, review, timber cruise,
h) Project billing period (start and end)
I) Reason for selecting contractor
j) Project manager (staff appraiser/Division Manager of Realty/Director OREP)
k) Signatures of Division Manager of Realty, Finance Manager, Director OREP

Contract is sent to the contractor for his signature and fee requirements. Upon return of the contract to OREP, if fee requirements are satisfactory, the contract is sent to the Director of OREP or Agency Director for their signature. Signed contracts, signed contract justification forms, and letter authorizing appraiser to proceed with the appraisal assignment are all copied and placed in central files.

Billing of Contractual Appraisal Services (also includes Contract Review Appraisal). Billing will be made upon delivery of the appraisal service. Billing will be transmitted to appropriate staff upon receipt of billing for processing.

Review of appraisal assignments are required on all appraisals. IDNR staff appraisers take on the role of appraisal reviewers for OREP land acquisition projects when contract appraisals are submitted for review, on C2000 appraisal review assignments, and on Division of Grants appraisal review assignments. A standard 3 appraisal review (as per USPAP) will be made on all appraisals. While a "desk" review is always required, the reviewing appraiser may also elect to do a field review at his/her discretion. The review process can be initiated by the Director of OREP, Division Manager of Realty or staff appraiser/reviewer.

Necessary Paper work for the review process :

1) Narrative or form appraisal review (standard 3 USPAP)

2) Certification Form signed by staff reviewer, Division Manager of Realty, and Director of OREP. Certification forms may have revisions specific to the property acquired if necessary. Note that certification form for OREP land acquisition, C2000 projects, and Division of Grants have minor variations from each other.

3) Upon authorization by the Division Manager of Realty or Director of OREP, staff reviewer will prepare S & O form (Summary of Property Acquisition and Offer to Purchase). This form contains the name of the owner, parcel number, the offer amount, and other information relevant to the property sought for acquisition. See example. Form can be revised to fit the exact nature of the property sought. Fee Simple example, Conservation Easement Example and other variations.

4) All paper work is to be filed in central files and numbered with the parcel number.

The Division of Realty is often confronted with the situation when a landowner rejects the department's fair market value appraised offer. In those cases the following provision may be followed.

1) If the landowner is not satisfied with the offer, the Director of OREP may make this the final offer and abandon the project.

2) The Director of OREP may offer up to an additional 10% over the indicated appraised value with or without further market justification. Such additional market justification may be provided by the appraiser of record or by IDNR staff appraisers/reviewers.

3) Negotiations - The Director of OREP may seek additional analysis through contract appraisal services or may seek additional staff analysis justifying a higher offer to the landowner through negotiations. The additional value evidence or analysis may take the form of a file memo, detailed memo, or full appraisal. The Director of OREP may allow as evidence the landowner's appraisal. Staff appraisal reviewers or contract appraisal reviewers may be asked to review the landowner's appraisal evidence - <u>The Department will not be bound by any values in a landowner's appraisal that it does not agree with.</u>

PROVISION FOR WHEN THE APPRAISAL IS NOT CERTIFIED.

When the review appraiser is not satisfied with the work product or value estimate by the contract appraiser or staff appraiser, the reviewer may require the appraiser to provide

additional information or analysis to further justify their value estimate. If the additional analysis is not sufficient, the review appraiser, Division Manager of Realty, or Director of OREP may contract the services of a second contract appraiser. On highly complex or controversial properties, a third contract appraiser may also be utilized at the direction of the Director of OREP, Division Manager of Realty, or staff appraiser. If the staff appraisers acting as review appraisers do not feel qualified to review a complex contract appraisal, they may seek the services of a contract-review-appraiser at the direction of the Director of OREP, Division Manager of Realty, or staff appraiser.

PROVISION ON PROPERTIES SCHEDULED FOR EMINENT DOMAIN.

Appraisal evidence will be under the control and direction of the Special Assistant Attorney General. Staff/review appraisers will be under his/her direction for the course of the condemnation action. The SAAG may require that new appraisals be made by contract appraisers and may also require that the contract appraisers perform these services to the SAAG's specifications which may be different than defined in these guidelines. Staff/review appraiser will act as liaison between the Department and the SAAG. Final offers made by the Department prior to condemnation will be done so at the SAAG's direction according to Illinois State Law.

Market Studies, Non-Appraisal Value Estimates

Staff appraisers are called upon to make non-appraisal value estimates for forecasting and budget purposes. Under these circumstances, these analyses will not be considered appraisals and can be made without regard to USPAP guidelines. These analyses can be verbal or written and will generally take the form of a memo or a more detailed written document. These value estimates can be made on specific properties that might be scheduled for acquisitions (but cannot be used as the basis for an offer to purchase) or made for projects where no specific property has been designated. This type of value estimate includes intergovernmental transfers of lands (e.g. from IDNR to IDOT).

At the discretion of the staff appraiser, market studies as previously defined will require direct research from published land sales publications, phone research, or field research of county assessors, treasurer or county recorder offices.

Conferences, meetings, and negotiations

Staff appraisers have unique knowledge of "value" and the history of the acquisition project and are qualified to attend meetings, conferences, or negotiations between the agency and the land owner.

Continuing Education

Staff appraisers are required to have continuing education on appraisal issues and techniques and to have full access to continuing education as required by the Office of Banks & Real Estate. Time spent in training will be considered work time and is therefore compensable. The agency will budget sufficient funds to cover the costs of the continuing educational requirements from Appraisal Foundation approved educational providers, study materials, travel, and license fees.

FORMS

The appraisal section has its own internal form letters and documents that are described below and in this section of the manual.

A) Sample appraiser engagement letter to contract appraiser (accompanied with plat and legal description). If available, title commitment is to accompany engagement letter.

B) Sample Contract Justification Form

C) Sample Contract

D) Sample Amended Contract form

E) Sample Authorization letter

F) Sample Appraisal Review

G) Sample Certification Forms (acquisition, C2000, Grants)

H) Sample S & O form 2 pages (Summary to purchase for Acquisition (Realty) & C2000 easement example)

I) Optional 3rd page on S & O on properties with improvement disposition. This form is

used where value estimates are made on buildings or improvements that the State does not want. If accepted, the seller may opt to buy back (at a discount) buildings or improvements that the State would ordinarily schedule for removal or destruction. Price paid by the landowner will generally reflect a salvage value. Value estimate is prepared by contract appraiser or staff appraiser.

J) Justification for higher offer over appraised value

K) Sample letter to land owner

L) Appraisal Guidelines (based on both USPAP and USFLA)

M) Sample plat and legal description to be sent with engagement letter.

E. Negotiations

The negotiator is often the first department person to meet with the property owner. The initial contact may be by telephone or in person. The negotiator is to treat all landowners impartially. All contacts with the landowner or landowner's representative are to be documented. The negotiator should complete and sign an initial contact report describing the major details of the contact, the parties involved, and the date and time of the contact. A copy of the report should be shared with the Division Manager and the Office Director. The negotiator reports are critical evidence for the Department in cases that require the use of eminent domain. The reports also assist the negotiator in situations where a property owner incorrectly thinks that they were made promises concerning property retention or leasing rights for after the sale. A review of the negotiator's report can clearly state what was said on that date. Follow up contacts with the landowners should also be documented for the parcel file via telephone reports or memos. The Negotiators Initial Contact Report is referenced in Appendix III.

An assignment package is a package that contains the documentation necessary to secure a piece of property. The package includes a checklist indicating that the negotiator has the authority to enter into negotiation at a given certified value listed on the Assignment Checklist. The checklist also identifies the time period for which the option is to be in effect.

The checklist includes the following documents; Letter to the Owner, Summary of Property

Acquisition and Offer to Purchase Form (S&O), Improvement Disposition Values Form, Option Contract, Copy(s) of the Title Commitment, Copy of the Plat, Approved Appraisal, Disclosure of Ownership or Beneficial Interest/Affidavit, Real Estate Inspection Report, Copies of Letters, Memos, etc, Vendor Certification & W-9 Form. The package is assigned to a negotiator with the checklist of above documents required to make an offer.

Negotiators are required to review documents presented to them in a negotiator packet for their meeting with the property owner. The packet includes the above documents. They should make certain that all other pertinent forms and information specific to the parcel are included in the package. The negotiator should review the parcel's appraisal prior to meeting with the landowners. Under no circumstances should a land appraisal be copied for or shared with the landowners. Only the Director of OREP can authorize the giving of an IDNR appraisal to landowners.

There are certain factors that a negotiator should be aware of prior to initiating negotiations with a landowner. These include knowledge of the surrounding county, accessibility to the property, economic conditions of the region, a good knowledge of the land being purchased, and a general idea of the financial status of the landowner. It is also important to know as much as possible about the landowners personalities. This information will make negotiating with them much easier and help you to relate to them.

Once all the information in a negotiator's package has been reviewed for accuracy the negotiator may proceed with negotiations. A meeting at which the option contract will be presented is scheduled with the landowners. The negotiator is to seek the acceptance and signing of the option or sales contract.

If the parcel is homestead or marital property, the option shall be signed by the husband and wife. Marital status of the grantor(s) should be indicated. Under no circumstances shall a landowner be induced to sign an option through the promise of special benefits. The negotiator at no time should suggest that the Department intends to condemn the owner's property. The negotiator may only answer direct questions from the landowner regarding procedures or policy.

Once the landowners have signed the option or sales contract, the negotiator should complete and file a copy of that contract (if over $10,000 in value) with a procurement business case (PBC) form with the department's procurement officer. This form must be filed at least 30 days prior to closing. The PBC form requests information regarding the

purpose of the contract, funding source, cost, programmatic objective, economic justification, and its history/background.

Should the owners reject the offer but make a counter offer, the negotiator will return to the office with the counter offer for consideration by management. If a parcel is successfully signed on this initial contact, the negotiator should have the sellers sign all necessary documents and certifications that are in the packet.

FARM LEASES & FARM ENROLLED PROGRAMS

At the time that the landowners sign the option or sales contract, the negotiator should find out from the landowners, if the property being acquired has any outstanding federal program requirements attached to it. If the land being optioned is enrolled in the Conservation Reserve Program (CRP) or the Farm Land Preservation Program, the Department may become obligated to continue those programs. These two programs have 10-15 year commitments attached to them. The Farm Land Preservation Program currently exists in only a few northern Illinois counties. The negotiator should obtain a copy of the landowner's contract for said program. This information should be copied and sent to the farm management section of IDNR. This section will advise how that commitment will be fulfilled, should the Department go ahead and acquire the property.

Inquire from the landowners, if they have any verbal or written farm leases on the property to be acquired. The Department's farm manager needs to receive a copy of any existing farm leases that will be in effect after the purchase. The IDNR farm manager will need to have tenant farmers sign lease agreements with the State of Illinois Department of Natural Resources. The length, terms, rates, taxes, and conditions will all have to be agreed to by the tenant farmers. Under state law the Department or the current landowner must notify the farm tenant of any intention to terminate a farm lease 4 months prior to the end of the year of lease. The farm manager needs to know as soon as possible about farm leases so that they can bid the lease out, or if it is to be renewed, arrange to have a state farm lease in place with the existing tenant.

The negotiator should ask the landowners if they have any other unrecorded leases on their property. These might include grassing, hunting, storage, or camping leases. Obtain copies of any said unrecorded leases for future reference and advise the Division Manager of said encumbrances.

The negotiator should obtain permission from the landowners for the negotiator or other IDNR staff to make a later visit to the property for purposes of inspecting it for debris and environmental report information. Upon return to the office the negotiator should forward all signed documents to the staff responsible for beginning the closing process. The negotiator needs to complete the initial contact report and provide a copy to the Division Manager on the next business day following that contact.

The negotiator should schedule and perform all site inspections in a timely manner after the option is signed. The Illinois Department of Agriculture Report is required on parcels greater than 10 acres with the exception of property purchased under the C2000 program, and land donations to the Department. This two page report must be completed at least 30 days prior to the closing date. A Real Estate Inspection Report for internal use should be completed to document the existence of debris or any environmental concerns.

When the closing date is scheduled the division manager or closing agent should attend the closing. The negotiator may be the one to accept the keys to the property at the closing or do a final inspection of the premises immediately prior to the closing. Arrangements to have site staff handle these matters can be made prior to closings. The negotiator may be asked to immediately notify the site staff to secure the property and have all utilities transferred to state.

In negotiations where the landowner totally rejects the offer and refuses to negotiate, the negotiator should consult with the Division Manager. The Division Manager will decide when the parcel should be referred to the Director of the Office of Realty & Environmental Planning for consideration as a drop or future condemnation. The Director of OREP will consult with the Agency Director prior to recommending any use of eminent domain proceedings to acquire a specific parcel of land. The Director of OREP can have the parcel dropped and the funds reprogrammed, if necessary.

F. Inspection of Property & Reviews

The Division of Realty is responsible for inspecting all land that it acquires for debris and possible environmental concerns. A variety of reports are completed with information obtained by these physical inspections of the property. With the approval of the property owners and prior to purchasing the parcel, the Division will have the property physically inspected. The inspection is conducted by division staff normally the field negotiator. The person(s) who conducts the inspection should have attended classes on how to perform

preliminary field inspections of potentially hazardous sites. The Department of Natural Resources Contaminants Assessment Section provides in-house instruction on hazardous materials awareness training to IDNR staff. The curriculum was developed by the Illinois Emergency Management Agency in cooperation with the Illinois Fire Service Institute and the Illinois Law Enforcement Training and Standards Board. Land agents may also have been field trained by an experienced site inspector on staff on what to look for and document. The site inspector will review a records check report of the parcel that is obtained on each parcel from the State of Illinois Waste Management Center. This report contains mapped locations of recorded underground fuel storage tanks and known hazardous waste sites within a few miles of the parcel. The inspector(s) will use the information they gather to complete the division's Real Estate Inspection Report and the Department of Agriculture Report. For parcels with suspected hazardous sites, the Department will contract for an environmental review to be performed by a licensed company.

The Department of Agriculture requires the IDNR to respond in two different ways in the tracking of acreage that is being taken out of production for non-agricultural uses. It is required under state law that IDNR and all other state departments comply with the Farmland Preservation Act (505 ILCS 75/1 et seq.) when purchasing property. This act first requires the individual reporting of parcels being purchased (there are some exceptions, gifts, parcels less than 10 acres in size, and C2000 parcels), allowing a minimum of 30 days notice prior to closing. This is so DOA may review and approve IDNR's compliance with the Illinois Farmland Preservation Act. This act recognizes agricultural land as an economically important and fragile natural resource that should be protected from unnecessary conversion and degradation.

The second requirement mandates state agencies to prepare annual reports submitted to DOA that identify the number of acres converted from agricultural to non-agricultural uses. The report identifies land purchased in total acres broken down by county, state wide, in several categories such as crop land, pasture, forest, and other. These annual reports are based on the Department's FY property purchased and filing dates of possession.

The Division of Realty's Real Estate Inspection Report provides the Department an opportunity prior to purchase to physically inspect the existing conditions of the property. Debris that needs to be removed can be identified. The current usage of the land for purposes not associated with farming or residential use can be noted. The presence of deer hunting blinds may indicate the existence of recorded or unrecorded hunting leases

on the property. The presence of camping trailers or cabins may also indicate that possible camping leases are in existence on the property. Storage of chemical containers or hazardous building materials may indicate a need for additional environmental investigations and or a Phase I study.

All field inspection reports are to include the date of inspection, identify any concerns, and identify the person who performed the inspection. Pictures of the possibly impacted areas are to be included in or with the reports. If debris is spotted and documented on the Real Estate Inspection Report, a final inspection is necessary prior to closing.

The Division will request a records search performed by the Illinois Waste Management Resource Center located at Champaign, Illinois of the state's hazardous waste database on each parcel being acquired. The database checks the site for any hazardous waste and underground fuel storage tank records. A preliminary environmental site assessment may be performed in house by the Contaminants Assessment Section. If either the field inspection, record search, or the in house assessment of the parcel reveals concerns about the parcel, a Phase I Environmental Site Assessment (ESA) of the property may be recommended.

The Phase I ESA, according to ASTM E1527-00, includes a detailed search of environmental records pertaining to the property. Such information may include: on-site inspection for visible evidence of hazardous substances and non-compliance areas; identification of present and past owners/occupants of the site and adjacent sites; detailed review of property records; contact with federal, state and local environmental agencies to determine compliance with environmental regulations; review of the hydro geological profile of the site and any sampling and analysis previously conducted at the site; and review of aerial photographs. It may also include some sampling of soil sediments, surface water, or ground water in areas of concern. Should information gathered in a Phase I ESA identify a need to clean up the site, the Department will have to decide to either drop the parcel or require the property owner to fund a Phase II ESA and pay for clean up before purchasing the parcel. The Phase II ESA will include testing, sampling, and determining the nature and extent of contamination present at the site, the scope of work needed for cleanup, and its estimated cost for cleanup.

G. Relocation

It is the common policy of the IDNR to acquire parcels from willing sellers, with the exception of the most critically needed parcels that require the use of eminent domain. By providing the willing sellers a written offer (sales contract/option contract) with the acknowledgment that they will not be acquired if an amicable settlement cannot be reached, the Department can state that those willing seller owner-occupants will not be eligible for relocation assistance. All displaced tenants, including those of willing sellers, that qualify for relocation will remain eligible for such relocation assistance.

Per Section 24.101 b.1.(i) to (iv), the requirements to Subpart B of the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs: Final Rule, do not apply if the property that is being acquired meets all of the following conditions: (1) No specific site or property needs to be acquired, although the Agency may limit its search for alternative sites to a general geographic area. Where an agency wishes to purchase more than one site within a general geographic area on this basis, all owners are to be treated similarly. (2) The property to be acquired is not part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits. (3) The Agency will not acquire the property if negotiations fail to result in an amicable agreement, within specific time limits. (4) The Agency will inform owner in writing of what it believes to be the fair market value of the property, then the relocation assistance act does not apply.

When appropriate, a relocation agent will review the parcel file information to determine the need for possible relocation work. By examining the parcel file and consulting with the parcel's negotiator the relocation agent can determine if the parcel may need to be examined further and a relocation plan prepared. Willing sellers may or may not qualify for relocation assistance. For those willing sellers who meet the conditions stated in Section 24.101 b.1.(i) to (iv) stated above, they would not qualify for relocation assistance. Willing sellers who do not meet the above conditions do qualify for relocation. Tenants and other displaced persons who occupy the property to be sold by the sellers may qualify for relocation assistance.

A natural area parcel with no improvements and no major farming activities would normally not require any relocation. Partial take acquisitions that do not involve improvements would also not involve relocation. All parcels that involve federal funding are to be carefully screened for the need to provide any necessary relocation.

The relocation agent is to follow the federal relocation guidelines regarding landowner and

or tenant occupant rights and business relocation rights. These guidelines can be found in the federal guidelines of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, January 4, 2005, Final Rule amending regulations in 49 CFR Part 24. The final rule issued in January was effective in 30 days, on February 3, 2005. The act is printed in the Federal Register/Vol. 70 No.2 /Tuesday January 4, 2005/ Rules and Regulations. The revised act begins on page 611 and runs through page 638. For easy access this act can also be found as 49 CDF part 24 on the federal highways website at: www.fhwa.dot.gov/realestate/index.htm. Once on the website click on Uniform Act, and the 49 CFR part 24. Division of Realty staff uses copies of this act as a guide to relocation work.

When relocation assistance may be required, a relocation agent should be prepared to accompany the parcel's negotiator on the initial negotiation meeting with the property owners. The relocation agent will advise the owner of any rights to relocation that they may qualify for. Should there be tenants on the property, then the relocation agent will obtain information from the owners on who the tenants are and how to contact them. Tenants should be contacted within 15 days of the presentation and acceptance of a written offer to the landowners.

The relocation agent will notify, by certified mail, return receipt requested, or provide personally written notice to all displaced persons involved with the parcel's acquisition of the Department's intended acquisition. This notice is to serve as the 90-day written advance notice of the earliest date by which the occupant may be required to move. The Department may issue the notice 90 days or earlier before it expects the person to be displaced.

The 90-day notice shall either state a specific date as the earliest date by which the occupant may be required to move, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date by which he or she must move. If the 90-day notice is issued before a comparable replacement dwelling is made available, the notice must state clearly that the occupant will not have to move earlier than 90 days after such a dwelling is made available. In unusual circumstances, an occupant may be required to vacate the property on less than 90 days advance written notice if the displacing Agency determines that a 90-day notice is impracticable, such as when the person's continued occupancy of the property would constitute a substantial danger to health or safety. A copy of the Agency's determination should be placed in the case file

per Sect. 24.203 of the Final Rule.

A notice of relocation eligibility is to be provided in writing to occupants of their eligibility for applicable relocation assistance. This notice is to be promptly provided to occupants on the date of a written agreement (option/sales contract) between the owner and the Department. This is to be used for amicably acquired property.

The relocation agent will arrange for an appointment to meet with the displaced persons to give information on relocation assistance and to conduct an interview. The agent is to explain the eligibility requirements for them to obtain payments for moving expenses, replacement housing, incidental expenses and other reimbursements that may apply.

At this interview the agent will gather needed information to prepare relocation project claims for the recipient. This information will be recorded on a relocation plan - interview report. The agent will inquire about the tenants rent, income, family size, and job location. With the owner's/tenant's permission the agent will inspect the dwelling to determine who resides in the residence, size of the residence, number of baths, bedrooms, and total rooms occupied. The agent will request an inventory of personal property stored on the premises. This information will assist the agent in performing housing studies and/or rent comparisons to determine what amount of relocation funds the person may be eligible for. All additional contacts with the eligible displaced person should be recorded on the interview report. This will provide the relocation agent with a chronological record of contacts and items discussed with each displaced person at a parcel site.

In situations, where the owner-occupant of a residence, qualifies for relocation assistance, (due to eminent domain acquisitions) the relocation agent will need to have an appraisal of the residence to perform his/her work. The appraisal may need to carve out improvements only on a farmstead that is purchased. The fair market value of the residence should be spelled out in the appraisal, if the agent is to be successful in determining what housing supplemental the owner will qualify for under relocation.

After the option is exercised, the relocation agent will provide the owners and tenants with any services required in preparing for the contemplated dislocation, such as transportation or referrals. The work needed to obtain comparable housing options for dislocated tenants can be performed at this time. Office preparation of relocation claim forms and documents can now occur. Upon final acquisition by the Department (acceptance of signed deed and payment for the property), displaced persons are to be given final assistance in relocating

their household, business or farm property and in making the appropriate claims for payment.

Displaced persons have up to 18 months from the date they are displaced (for tenants) and/or the date of final payment for the acquisition of real property(for owners) to file all of their claims with the Department. If the Department wishes to extend the leases of tenants for a period of an additional year beyond the existing lease period, the tenants may choose to accept the lease extension subject to their understanding that no relocation assistance will be applicable at the end of that lease extension.

The transportation costs for a distance of up to 50 miles for personal property is eligible for reimbursement. Transportation costs beyond 50 miles for personal property are ineligible, unless the Department determines that relocation beyond 50 miles is justified. The maximum payment for rental assistance supplement is $5,250. There is an exception to this $5,250 maximum in the case of low income displaced persons. In those cases, the relocated person is not required to pay more that 30% of their monthly income for rent and utilities. Therefore, the maximum is 42 times the monthly rent differential between 30% of income and new rent & utilities costs or the $5,250 whichever is greater. The HUD requirements for consideration as low income by major cities and counties in Illinois can be found at FHWA's Realty home page http://www.fhwa.dot.gov/realestate/index.htm. The maximum payment for supplemental housing is $22,500. For housing of last resort there are no maximum limits. Relocation agents are to follow the instructions and guidelines of regulations in 49 CFR Part 24, Final Rule to determine each displaced person's actual eligible claim amount.

If the state decides not to purchase the property, all persons of that property who have been advised of the relocation assistance program shall promptly be notified in writing of the status of the acquisition and of their ineligibility for relocation payments and assistance.

The relocation agent will prepare some of the following forms in preparing relocation assistance claims for eligible recipients:

1) Relocation Plan Interview - Residential
2) Relocation Plan Interview - Business
3) Notice of Receipt of Claim for a Relocation Payment
4) Relocation Assistance Unit Record

5) Relocation Assistance Parcel Check List
6) Uniform Relocation Assistance & Real Property Acquisition Statistical Report Form
7) Residential Informational Letter - 90-Day Owner-Occupant
8) Residential Informational Letter - 90-Day Occupant
9) Business Informational Letter - 90-Day Notice
10) Notice to Vacate
11) Residential Moving Expense and Dislocation Allowance Schedule
12) Claim for Moving Expenses
13) Bid Form for Actual Moving Expenses
14) Request for Determination of Entitlement For Payment in Lieu of Moving Expenses
15) Notice of Receipt for Determination of Entitlement for Payment in Lieu of Moving Expenses
16) Claim for Fixed Payment in Lieu of Moving Expenses
17) Itemized Eligible Reestablishment Expenses for Small Business, Farm, and Nonprofit Organization Worksheet
18) Dwelling Inspection - Decent Safe and Sanitary
19) Claim for Replacement Housing Supplement
20) Payment Evaluation Form for Replacement Housing Supplement (Purchase)
21) Replacement Housing Supplement Comparable Listing
22) Payment Evaluation Form for Replacement Housing Supplement (Rent)
23) Economic Means Evaluation
24) Replacement Housing Supplement Certification
25) Mortgage Interest Differential Payments
26) Mortgage Interest Differential Payments Computation Using HP-12C
27) Mortgage Interest Differential Payments Computation Using TIBA or EC-100
28) Claim for Incidental Expenses

The above forms can be found in Appendix IV attached to this document.

The above claim forms are submitted by the relocation agent to the Director of OREP for approval prior to being processed for payments. After the Director of OREP has approved the claim, the claim is processed to accounting for payment. The relocation agent keeps a copy of the voucher request & claim form in the file. Upon processing by the Comptroller, the agent obtains a copy of the voucher number for that payment and keeps it in the file. The relocation file is closed out after all claims have been paid. The relocation file is to be sent to central files to be placed with parcel's central file for future reference.

All records on relocation activities and payments are to be kept for at least 5 years after all displaced persons receive the final payment to which he or she is entitled, or in accordance with applicable regulations of the federal funding agency, whichever is later. The relocation records are confidential regarding their use as public information and must follow Agency policy concerning release. The Agency, if required by the federal agency funding the project, is to submit a report on its real property acquisition and displacement activities. A report will not be required more frequently than every 3 years, unless the federal funding agency shows good cause. The report shall be prepared and submitted using the format as described in 49CFR Part 24, Final Rule.

No relocation payments are to be made to displaced persons until the property is optioned or contracted for purchase.

H. Eminent Domain Proceedings

The use of eminent domain to acquire property is always used as a last resort for acquisition. The Department must be able to strongly document its need to acquire the property by this method. To insure the state's crucial need for the parcel the Department's Director must agree to the use of eminent domain proceedings along with the consent of the Governor and the Attorney General. A Complaint for Condemnation must be signed by all the above parties prior to its filing in the circuit court.

If a landowner decides not to sell a piece of property, the Agency Director and/or OREP Office Director will decide if the purchase should be dropped or if condemnation proceedings should be initiated. If it is decided that a condemnation is appropriate, a red condemnation folder for the parcel should be created in central files. **It is imperative to note, whether or not the funding source being used to acquire property by means of eminent domain permits such use. Open Land Trust (OLT) funds are legislatively restricted to being used to only acquire lands from willing sellers.** Currently, Natural Area Acquisition funds, PC Bikeway funds, USFWS federal funds, and LWCF federal funds can be used to acquire property by means of eminent domain proceedings.

The Division of Realty will request that the Attorney General (AG) provide a Special Assistant Attorney General (SAAG) for this case. This is handled by preparing a letter to the AG for the appointment of an SAAG. Realty and/or the SAAG will send a Final Offer Letter (FOL) to the landowner, by certified mail, of the agency's intentions. In the letter the landowner is given 60 days from the date of receipt to attempt to reach an agreement. A

brochure published by the Attorney General's Office titled A Landowner's Guide to Land Acquisition by the State and Eminent Domain is mailed out with the FOL. This brochure briefly explains the eminent domain process to the landowner. If no agreement is reached, Realty will advise the SAAG to draft a Complaint for Condemnation.

Once the SAAG presents the Division of Realty with the Complaint for Condemnation, the Division will prepare a cover letter from the Director to the Governor that explains briefly the reasons for condemnation. It requests the Governor's approval on the letter consenting to the use of condemnation. The Governor must sign both the Consent to Condemn Letter and the Complaint for Condemnation in order for the condemnation to proceed. The Complaint for Condemnation is signed by the Agency Director and sent on to the Governor with the letter to consent to condemn. After the Governor has signed the consent letter and the Complaint for Condemnation, the Complaint for Condemnation is sent on for signature by the Attorney General.

The original consent to condemn letter signed by the Governor is placed in the red central file for the parcel. A copy of that letter is provided to the SAAG for his/her use in the court proceedings. Once the signed complaint is returned to OREP, keep a copy and forward the original signed copies to the SAAG for filing with the circuit court in the county where the property is located. Place the signed copy into the red condemnation folder. Following the expiration of time from receipt of the 60 day final offer letter, the SAAG then files the complaint and returns a filed copy of the petition to Realty.

The SAAG will review the parcel file, appraisals, plats, and land surveys on the parcel to prepare his/her case. The SAAG may ask the Division to produce certified copies of the original appropriations that funded this acquisition. Copies of add/drop/changes that track the movement of funds for parcels may also be required to demonstrate where the funds originated.

The eminent domain proceedings involve the 60 day final offer letter, obtaining the Governor's signature on a consent to condemn letter, filing of a Complaint for Condemnation, pre-trial hearing, discovery period, and actual trial by jury. Delays and rescheduling can require some trials to take up to 2 or 3 years to complete. Usually the proceedings take 18 months or less. Settlement of a purchase price for the land may occur anytime during this period. A judge can issue a Stipulated Settlement Order, if the two parties agree to the price and wish to drop the case.

When the jury decides the verdict for the case, a Final Judgement Order is issued by the judge stating the sale price for the land to be the amount awarded by the jury. The Final Judgement Order advises the State to make payment to satisfy the order with the county treasurer's office. Realty will request a state warrant from the State Comptroller made payable to the county treasurer in the amount of the Judgement Order. After the funds are delivered to the county treasurer and a receipt is obtained from the county treasurer, the SAAG can go back to the judge for an Order of Satisfaction in the case. The Final Judgement Order and the Order of Satisfaction are the documents that transfer title from the property owner to the State.

I. Attorney General's Opinion

Illinois law requires that the Attorney General must provide a written approval of title opinion on any land that is acquired for state purposes. It specifically requires that no state funds may be spent on capital improvements on land that does not have an Attorney General title opinion. The Department of Natural Resources addresses this requirement by obtaining an Attorney General opinion on title prior to its acquiring any land through purchase or before any building is programmed on the parcel.

The Division of Realty upon obtaining a signed option contract or sales contract for the purchase of land will submit to the Attorney General a package of documents for the AG's review. This package contains an updated title commitment on the property that is less than 3 months old, a draft deed that will be used to acquire the property, and other supporting background title information on the property. The Attorney General will examine this information and send back a letter authorizing the purchase of the land. His/her letter may include additional instructions about the steps to follow at the closing and assign a SAAG to review all closing papers.

Before sending the documents to the Attorney General for title review, be sure to compare the legal description on the plat with the title commitment, deed, and option. Also, check title commitment for title finding. If name on title commitment is different from signature on option, deed should be prepared showing the name of the grantor as shown on title commitment, and showing "also known as" the name signed on the option. Of course if the party in title on the commitment is not one and the same person as on the option, there is a problem. The seller will need to clarify the situation and resolve the question.

Prepare proposed Deed and Affidavit (see page 4 - Preparing Documents in AG closing

manual) to be submitted to the Attorney General along with other requested material such as executed Disclosure of Ownership Form, Title Commitment, Memorandum of Title Findings, and Copy of Plat (see AG Closing Procedure Manual for other items which may be required for some acquisitions).

PREPARING DOCUMENTS

Almost all deeds prepared for the Department are Warranty Deeds. However, if IDNR does agree to accept a Quit-Claim Deed (which is always the case with a Trustee's Deed) be sure to ADD the following phrase after the words Convey and Quit Claim "all the existing legal or equitable rights of the Grantor in the premises described herein, and shall extend to any after acquired title in and to the following described real estate to-wit:" The Division will on occasion deal with Trustee's Deed, Corporate Special Warranty Deeds, and Quit Claim Deeds. Examples of all of these deeds can be found in the section manual and Appendix III.

Be sure to type on all deeds prepared by our office:

"Exempt under section 31-45 (b) (l) of the Real Estate Transfer Tax Law."

This instrument prepared by:

Mail to: **Illinois Department of Natural Resources**
Office of Realty & Environmental Planning
One Natural Resources Way
Springfield, IL 62702-1271

See Exhibits "E" for Deed samples- in section manual.

The instruction manual from the Attorney General sets out what is needed when a corporation is the seller. Two of the things needed -the Articles of Incorporation/Certificate of Authority and the Certificate of Good Standing - are obtained from the Secretary of States Office, Corporation Division.

These items can be requested by phone. There is no charge for this service. These

documents are mailed to Realty by the Secretary of State.

All other pertinent information on preparing deeds can be found in the instruction manual from the Attorney General's Office. The deed must provide sufficient spacing on the front page for the recorder's office to later record the document, and 1" margin on the sides and bottom.

The Affidavit to be sent to the Attorney General's Office is a pre-approved form with legal description added. This form is to be used if the property is owned by one or more individuals. However, if the owner is a corporation, it has to be revised or if the property is a gift, information pertaining to the payment of taxes should be inserted. There may be other reasons for changing the form, be sure to check and see that the form fits your needs.

See Exhibit "G" for Solicitation form in section manual.

See Exhibit "H" for Escrow Agreement form in section manual

See Exhibits "I" for Escrow Settlement Statement (Closing) forms in section manual.

Two copies of everything, including transmittal letter, are sent to the Attorney General's Office. Generally these documements are sent via inter-office mail. Be sure to send to the attention of the Land Acquisition Bureau. (See Exhibit "A" for samples of Letters sent to the Attorney General's Office in section manual.)

A copy of the letter to SAAG, which includes data regarding property, are sent to the following:

1. Land Management -
2. Administration and Agreements -
3. Agricultural Lease Program -

If acquisition is a Natural Area, a copy is also sent to: Natural Heritage -
If acquisition is a State Fish and Wildlife Area, a copy is also sent to: Wildlife -
If acquisition is a State Forest or Tree Nursery, a copy is also sent to: Forestry -
If acquisition is a Bicycle Trail or involves river frontage, a copy is sent to: Planning -

On copies sent to the above, write on face of letter any special conditions agreed to in the Option. If none, write on letter that there are no special conditions on the Option.

Notify the person in charge of land cards as soon as closings take place. If there is no closing - such as gifts and transfers - notify him/her as soon as documents are recorded.

If we have a real estate sales contract, then a closing date will be listed within the contract. Should the IDNR not be able to exercise the option on or before the expiration date, there is still the intention to acquire said property, an Extension of the Option needs to be signed. (See Exhibit "C" for sample Extensions and transmittal letters in section manual.)

Memos to the File:

If there are any easements shown on Schedule B of the Title Commitment, the Attorney General's Opinion often asks us to make a Memo to the file stating that said Exception or Exceptions will not affect our use and enjoyment of the premises. Said Memo is to be from Director of OREP and signed by them personally and placed in Central File. A carbon copy is sent to the Attorney General's Office and the Special Assistant Attorney General. (See Exhibit "M" for sample in section manual.)

Upon return of the Attorney General's authorization letter to purchase, the Division will exercise its option or sales contract. The letter exercising the option must contain the signature of the Agency Director by his authorized agent. The Division of Realty has the letter signed for the Agency Director by the Director of the Office of Realty and Environmental Planning. After we have sent out the letter exercising the option, the parcel file is given to Division Manager of Realty to request the state warrant.

When the Attorney General's Opinion is received, check to see if it is stamped with the date that it was received in Realty. If Attorney General approves the acquisition, and any objections are cleared up or can be cleared before closing, send letter exercising the option (see Exhibit "B" for samples in section manual). Be sure to send letter by certified mail, return receipt requested.

Most acquisitions are to be closed in escrow, the Division must contact the party it intends to use as escrow agent to get an escrow number before sending papers to the Attorney General. It is the Division of Realty's office procedure to always close in escrow. The reasons for closing in escrow include: (1) the County in which the property is located does

not accept advance payment of taxes (2) the grantors live out of state (3) there are liens, judgments, mortgages, etc. which need to be paid out of the proceeds. Also Realty may choose to close in escrow for convenience sake when there are several parties involved, especially if from different parts of the state. Make sure that the escrow agent understands they will be holding taxes in escrow. The taxes to be withheld from the proceeds for unpaid real estate property taxes should include all outstanding unpaid taxes from previous years and funds to cover the taxes due the year of the sale up to the date of closing. The estimate for current year property taxes is taken from the tax bill for last year and add 20% in case of an increase in tax rates. Any escrow tax funds remaining after all taxes are paid will be refunded to the sellers.

J. Request State Warrants for Land Purchases

The person responsible for filing contract obligation documents (COD) for options and contracts performs the following steps. Prepares obligation and payment of the option contracts for purchase which includes making sure all appropriate documents are completed, up to date and accurate for obligation and payment. Prepares administrative documentation forms that explain the rationale for the purchase and identifies funding source. Reviews appropriation fund accounts to make sure that sufficient funds are released and available to cover this new obligation.

After the Attorney General has issued his/her opinion of title for an acquisition, the Division seeks the state warrants for the closing. The warrants are made out to the escrow number assigned to it by the title company. The warrants carry the escrow number and the name of the title company to which the escrow account is located.

The contract obligation document (COD) is prepared and sent to accounting for processing. The option contract or sales contract, procurement business case (PBC) form, governor approval letter, Certification form (for both landowners and title company), W-9 form required from all parties involved, and a copy of the letter exercising the option must be attached to the COD.

After the COD is processed by accounting an invoice-voucher is then ready to be processed requesting the warrant. The state invoice-voucher has the Recommendation for Acquisition form, and Land Acquisition Certification form attached to it when its processed.

When the warrant is received, make necessary copies, record and put in the safe. The warrant request section has the following document examples in their section:

A) Sample Contract Obligation Document (COD)
B) Sample Governor Approval Letter
C) Sample Certification Form
D) Sample W-9 Form
E) Sample Recommendation for Acquisition Form
F) Sample Land Acquisition Certification Form.
G) Sample Letter Exercising the Option
H) Sample Invoice Voucher
I) Sample Procurement Business Case (PBC)

Whenever the Division of Realty mails out state warrants for land purchases or for incidental expenses or grants, the warrants need to be sent out **certified mail, return receipt requested** to insure their delivery. Certified mail is the only means that the Department has of tracking any lost warrants that may occur due to mail delivery.

K. Closings

After warrant is received, send out closing package. Closing packages are prepared for the escrow agent, if there is one, the Special Assistant Attorney General, Attorney for the seller if there is one, the negotiator or whoever is representing the Department at the closing, and of course one for the file.

Include in package to escrow agent:

A. Send originals of the following documents from our file:
1. Deed
2. Affidavit
3. Real Estate Transfer Declaration
4. Plat Act Affidavit, if needed

B. Send copies of the following documents from our file:
1. Attorney General's Opinion
2. most recent Title Commitment
3. executed Disclosure of Ownership form

4. most recent Plat

C. Also, complete following forms to send:

1. Escrow Agreement (revise form if not for Chicago Title Insurance Company)
2. Solicitation forms (one for each owner)
3. Escrow Closing and Settlement Statement (revise if not for Chicago Title)
4. Prepare Office Memorandum for Warrant (for our receipt).

If there is no escrow, closing package will have no Escrow Agreement, but will have a Closing and Settlement Statement (different form from Escrow Closing Statement).

D. If property is in Cook County - check with Chicago Title Insurance Co. in Chicago to ask what is required.

E. Carbon copy of letter to seller (if one was sent).

F. Carbon copy of letter to SAAG, if one has been appointed.

Copies of the closing package are sent to the other parties listed above. If no escrow agent, the originals are sent to the negotiator or person who is responsible for getting documents signed.

(See Exhibit "D 1" for transmittal letters for closing packages and Exhibit "D 2" for Office Memorandum for Warrant in section manual.)

NOTE: If there is no escrow agent, the title section staff (or the negotiator) are responsible for seeing that a closing search is done, be sure this is noted in letter to SAAG.

Closing Escrows

After 2nd installment of taxes are due, but before tax sales, check central files for proof of payment of taxes, if not found, check with county treasurer. If paid and no taxes are due the following year, write to escrow agent instructing them to send any remaining funds to the sellers, and ask them to send a copy of the check and/or correspondence to us for our files to show that the escrow account has been closed (make sure confirmation is received). Use previous year's list of files to add to and work from.

GIFTS

Gifts should be handled like willing sellers other than there is no official closing and no money exchanges hands. Also on a gift the information stating that the grantor is responsible for all taxes when they become due and payable and before they are past due, should be inserted on the affidavit of title and signed by the grantor. However, the title section should have an updated title commitment and Attorney General's Opinion before Realty agrees to accept the deed. Many times, the deeds are accepted and recorded without this being done, even so, the Department needs a favorable Attorney General's Opinion before it can spend money on the property. However, since deed is already accepted, Realty usually goes ahead and orders the policy before it is sent to the Attorney General's for an opinion. Before ordering the policy, Realty needs to have staff appraisers set a value on the property, and the policy is then ordered in that amount.

The title section staff also prepares land forms and Regional Land Manager reports on gifts. On gifts, the grantor has to pay all taxes assessed on the property up to the time of the state's acquisition. A staff member of the title section needs to send in an application for tax exemption on the gifted parcel. The Department's Property Control section in accounting is notified of this gift or transfer of land by receiving a copy of the land form on this parcel.

1099-S Forms / IRS Reporting

A 1099-S form has to be filled out on each acquisition that is not closed in escrow. One must be sent to each individual, unless owned by a husband and wife, and in that case, only 1 name has to be shown on the form. For exceptions to this rule, and how to fill out these forms, consult the instruction booklet the office received with these forms. These also have to be filled out on the property that IDNR takes by eminent domain or condemnation proceedings, unless they are completed by the Special Assistant Attorney General or the county treasurer. The copies sent to the grantors must be mailed by January 31 of the year following the closing. The copies sent to the IRS must be mailed before February 28 of the year following the closing. These forms, when mailed to the IRS must be accompanied by Form 1096. Always check current Instruction Book for any changes in procedures and dates due.

L. Property Tax Exemptions

Application for Property Tax Exemption

After receiving the recorded deed or copy thereof, a land agent needs to fill out an "Application for Property Tax Exemption" to send to the Chairman of the Board of Review of the County in which the real estate is located. The application is sent by certified mail with attached copies of the recorded deed and plat and a cover letter. Lake County requires Applications and documentation filed in duplicate. Also, Cook County has special forms and requires additional documentation.

A copy of the letter, application and attachments are placed in the central file, plus a copy of the application and attachments are placed in the County File (Tax Exemption Certification Folder).

(See Exhibit "K" for samples in section manual.)

Processing of Tax Documents

All tax bills received need to be identified as to which Parcel Number they cover. Once identified, they need to be forwarded to the escrow agent to be paid from the escrow account. Before sending, be sure the bill is correct - that it has been prorated to the date the Department purchased the property. Many times they are not, and the title section has to return them to the County Treasurer to be adjusted.

Any County Board of Review Notice of Revised Assessment received should be identified for central files and reviewed. If no assessment amount is shown for current year, it confirms that exemption is still in effect. If a revised assessment amount is shown, it will probably be followed by a tax bill, indicating a problem which must be resolved. If problem can be resolved before tax bill is issued, it saves a lot a time and trouble.

All Illinois Department of Revenue Real Estate Exemption Certificates must be identified for central files, and a copy should be placed in the County File (Tax Exemption Certification folder). Also, a copy of the identified Exemption Certificate should be given to staff member responsible for filing annual tax exempt report, leasing office, and farm manager.

Note: If unable to identify Tax PIN shown on certificate, the land agent may need to call the county assessor for legal description, name of former owner, or recording data on

deed.

Sale-in-Error

Sale-in-Error generally occur due to unpaid taxes by a vendor who leases state property. Most counties recognize the fact the property is exempt and the lessee is responsible for the taxes but occasionally a county will put state property up for sale for back taxes. When this occurs a copy of correspondence is sent to our Legal Office who deals directly with the county involved. If the property is sold our legal staff will obtain a Sale-In-Error which corrects the exempt status of our properties. If our Legal staff cannot correct the sale a Special Assistant Attorney General will be appointed to represent the Department.

Annual Tax Exempt Certification

According to ILCS 35 200/15-55 all properties owned by the Department must submit annually to each county verification of all properties owned within the county, along with copies of any new leases on state owned property, in order to be tax exempt for that year. This is executed and sent to each county by January 31st of each year.

M. Land Forms

There are two different land forms - one for property acquired and one for property conveyed out. These forms are also adjusted to report jurisdictional transfers from and to the Department

The Division of Realty prepares a land form on each parcel that it acquires. After the closing and after receiving the recorded deed or a copy thereof, a land form is prepared. This form advises various Divisions within the Department of the parcel's project name, county location, parcel number, legal description, property address, title insurance number, its date of deed, recorded date, and document number, or Judgement Order file Number, and Satisfaction Order or Order Vesting Title filed date, and Case Number.

The form also lists: who the property was acquired from, breakdown of costs for land, improvement cost, misc. cost and total cost. It provides a breakdown of acreage by category with total acres. All acquired buildings are listed on the form. The form will state any information relative to any verbal or written commitments or rights retained by seller(s) or other parties, in regard to crops, pasture, possession, building occupancy, etc. (If none,

so stated). The county permanent property tax (PIN) numbers are listed. The appropriation codes & dollar amounts used for purchasing property are listed. The fund and dollar amount are listed. The form lists the representative district, senate district, and congressional district. The date sent out is also listed.

The form is distributed to approximately twelve different offices within the Department of Natural Resources. Copies are made of this form along with a copy of the plat and the legal description and are sent to all the individuals listed on the land form. Two copies are returned to Realty - one copy is put in the land form notebooks located in the map room. These notebooks are arranged alphabetically by counties and then by project names. The second form is placed in the central file. It is a great aid in keeping agency staff current on recent land purchases. The Division Manager must review and initial all land forms prior to distribution.

The closing staff must also prepare Regional Land Manager (RLM) forms for each parcel purchase. The RLM forms are key notification forms that advise the region manager to take control of the property and provide needed management and maintenance. The forms contain information regarding the project, parcel number, legal description, title insurance policy number, date acquired, previous owner's name, cost of the property, its acreage composition, acquired buildings, and any restrictions and conditions that exist with the property. The county PIN tax numbers are provided. Regional land manager's forms should have copy of parcel plats attached. The Division Manager must review and initial all RLM forms prior to distribution.

A press release of the acquisition is prepared. It contains information on acreage and description of property. Purchase price and fund sources are also listed for the property. Need to have Division Manager and Director of OREP to initial sign off. When okayed, e-mail to Office of Public Services (Kristen DiCenso) and public information officer (Chris Herbert), cc Director of Land Management (Tony Mayville), Director of Law Enforcement (Galen Westerfield), Division Manager of Realty (Connie Waggoner), Director of OREP (Tom Flattery), Director of Office of Resource Conservation (Mike Conlin), Gayle Simpson, Public Affairs (Tim Schwiezer).

N. Title Policies

If acquisitions are closed in escrow, the escrowee should order the policy. However, if the escrowee is not the same title company that issued the title commitment, the Division

should see that the title policy is ordered. If not closed in escrow, the Division needs to order the title policy.

In addition to willing seller purchases, some property is acquired by eminent domain or condemnation proceedings. After the money to satisfy a Judgement Order is paid to the county treasurer, the files are turned over to the Division to order policies (if the SAAG has not), prepare RLM forms, prepare land forms, and file for tax exemption.

When policies are ordered, instruct the title company as to what exceptions are to be removed and send along any needed clearance material. Also, be sure to explain the billing procedure. Additional insurance (over a $l,000.00 which is billed at time of title commitment) should be billed at the rate of $2.00 per thousand dollars coverage. The bill needs to be broken down. The insurance premium must be shown separately from the search and exam fees. This billing rate is for Chicago Title Insurance Company and its agencies. (See Exhibit "L" for sample letter in section manual.)

When policies are received (may be several months later), they need to be reviewed for accuracy. Often they need to be sent back for corrections.

When correct policies are received, the files should be sent to the person who maintains the land cards and the person who maintains the land acquisition database to make or update records. Then the file goes to central files person to send documents to the Archives and notify AG that the acquisitions have been closed. The title staff pulls the documents to be sent to Archives before giving file to central file person.

Also, if the project was funded with federal Land & Water Conservation Funds (LWCF) the file documentation list should be referred to and copies of documents made and sent to LWCF grant administrator in the Division of Grants.

O. State Archives

The Secretary of State's State Archives Index Division is the official keeper of all state documents. All agencies of the state send their original recorded deeds to the archives for safe keeping in one of their vaults. The Division of Realty sends the vital documents related to a land acquisition to the state archives after it has closed an acquisition. The documents sent include: deeds, affidavit of title, copy of disclosure of ownership or beneficial interest form, attorney general's opinion of title, copy of title insurance owner's

policy, copy of Alta Owners and Loan Policies Document stating the existence of any farm leases on the property, when applicable, certified copy of company's board of directors resolutions authorizing its agents to execute documents on behalf of the company, copy of the Secretary of State document stating the company is in Good Standing in the State of Illinois and is authorized to do business in this state, and copy of company's bylaws as amended. For non-corporate acquisitions, the warranty deed, affidavit of title signed by the seller, disclosure of ownership or beneficial interest signed by the seller, attorney general's opinion of title, and the title insurance owner's policy with the owner listed as the People of the State of Illinois, Department of Natural Resources and issued in the amount of the purchase price for the property.

For properties acquired by eminent domain, the Final Judgment Order, Order of Satisfaction, and the title insurance policy are sent to the State Archives. Gifted property is handled similarly as purchased property. The deed, any corporate related documents necessary to provide the gift, and the title insurance policy on the property are sent to the archives.

V. Records and Reports

A. Programmatic Codes / Cost Center Codes / Project Numbers

A key element in tracking, filing, and reporting on an acquisition parcel is the parcel's programmatic code/cost center code. Parcels are tracked internally within the Division of Realty and IDNR by their programmatic code/cost center number and their project name & parcel number. When a new parcel is optioned for purchase at an entirely new site, the Department will develop a new site name. The managing division will normally suggest a new site name based upon a unique feature of the site, historical references or its proximity to nearby communities. The Realty central files person will then contact the liaison person for the Office of Land Management to see if that office wants all of the management responsibility to be assigned to a close-by existing site or to be totally independent. Sites that are large enough to warrant on site staffing will normally become stand alone sites. If the Office of Land Management wants the new parcel to be a satellite site of an existing site, the new parcel will be given a program code and project number that reflects that it is a satellite site of the major site. This new project number/programmatic code will be adopted by central accounting, property control, realty, and the managing division to reference the new site. The Director of Natural Resources has final approval over the naming or renaming of any IDNR site.

For instance, a habitat area may be managed by a state park site within the same or adjacent county. Saybrook HA (50-3762-3) located in McLean County, Perdueville HA (50-3763-3) located in Ford County and Sibley HA (50-3764-3) located in Ford County are all satellite sites of Moraine View State Park (50-3761-3) located in McLean County. The middle four numbers represent the site. Number 3761 represents a major site. Numbers 3762, 3763, and 3764 are satellites. One major site can have up to 8 sub-sites created for it with this numbering system. The site superintendent and staff of Moraine View SP are responsible for the management and maintenance of these three satellite sites. Any funds expended for the satellite sites are recorded to their respective programmatic code/cost center codes. Property information records can get lost, if they are unretrievable due to inaccurate site name or programmatic code information.

The property location codes are maintained in central accounting. Realty with the input of the management divisions and the programmatic accounting manager in central accounting work to maintain and update this system. If a parcel's project name changes over the years, its programmatic code should never change. This is to ensure that the parcel's accounting and realty records are maintained. There are times when several large sites may be merged into a single site and the records will be merged together. This requires a coordinated effort among the management divisions, realty, and central accounting to create the revised records. Internally, the Division of Realty will update its filing system, roll-a-dex system, and land database to record project name changes and code changes.

B. Division Database, Files, Maps, and Reports

The Division of Realty maintains most of its land acquired information on its land database. This database contains the historic land purchase information on all land that has been acquired since the agency first acquired land. The degree of information contained in the database is dependent upon the level of acquisition information available from previous internal records. Some major sites have detailed records that include summaries of acreage and costs as of June 30,1965. From that date forward all information is on an individual parcel basis.

Reports that are available from the database include: parcel status by site name with or without funds identified, parcel status by category, parcel status by funds, Open Lands Trust funds, annual secured property report, land card data by parcel number, DNR site summary, info on one site, property secured by condemnation, site summary for a period,

site info by a county, site info by location code, property secured as gifts, federal projects, budgeted parcels all funds, and land cards all funds. These reports are very helpful in providing the Division with answers to legislative, public and other agencies inquiries for information. The data in the land database is entered, updated, and new reports generated by the Division Manger's assistant. Staff in Realty have access to the database to review records and run preprogrammed reports. Only the Division Manager and the Division Manger's assistant have access to enter, delete, or modify records, data, or reports. There is one land agent who has authorization, as backup for the above two people, to also enter, delete, or revise data when needed.

An annual Land & Water Report is prepared by the Division of Realty as of the end of each fiscal year. This report is provided to managing Divisions for their reference and to site managers for informational purposes. Copies are provided to the Illinois General Assembly and to other agencies who may request a copy. The report lists all of the owned and or leased property sites managed by the Department. It lists the specific sites by category, their county location, house or senate districts, current acreage, highway map codes, property location codes, year of initial acquisition and acreage, all federal projects associated with that site, and most recent attendance record information. A draft update of the current year's new annual Land & Water Report is sent out for review by Realty to the grant divisions and management divisions to insure that all information is current. They will note any new grant program changes or site name/category changes. The revisions are then made to the final copy for printing. This report is often used by management divisions as a reference for their various programs. The report has a site index that list the pages of the report where a site may be found. Some sites may contain several categories of land uses such as natural areas within state parks.

The Department of Central Management Services (CMS) requires all state agencies to file with them an inventory of their respective real estate properties. The Division of Realty has used information from both the Land & Water Report and its land database to best answer the information requested by CMS.

The Division of Realty prepares a land form on all property that it acquires or conveys out. These one page reports are filed in books organized by county and site names in the map room. The land forms provide the site name, parcel number, previous owners names, purchase price, breakdown of costs, acreage and type of acreage, list of acquired buildings, list any information as to any verbal or written commitments or rights retained by sellers or other parties in regards to crops, pasture, possession, building occupancy,

county permanent tax PIN numbers, legal description, appropriation and fund codes, and legislative district numbers. This information is a great source of information for staff who need to respond to public information requests, legislative inquiries, county tax assessor inquiries, and for Land & Water Report data verifications.

The Division of Realty maintains records on over 5,000 land acquisition parcels in its central files and on 219 reels of microfilmed file records. The parcel files represent parcels that were either acquired or at one time were established for possible future acquisition. All the background information pertaining to an acquisition can be found within the files.

As part of the daily operations of the Division of Realty, staff are to use telephone reports in recording their contacts with private citizens, landowners, title companies, appraisers, attorneys, and other business contacts. These reports help maintain a written record of a parcel's progress and or problems during the purchasing process. It also helps realty staff to know who, when and what was requested or stated previously on a parcel.

A map file room containing copies of project land maps, canal land surveys, parcel land surveys, railroad right of way maps, numerous tax maps by county, and other map records of IDNR properties is maintained within the Division of Realty. These records are used both during the acquisition process and for reference after the purchases. The Division of Engineering and Division of Water Resources are frequent users of this information for use on their respective capital projects.

VI. Federal Funds Requirements

A. Acquisition With Federal Funds Guidelines

Land rights (fee simple or easements) that are purchased with federal funds must meet all the federal requirements and standards of the federal assistance program providing the funding. The appraisal report and appraisal review criteria may differ from normal state appraisal practices. The use of federal funds requires the review of the parcel for possible relocation qualification and payment of all entitled relocation benefits. Some federal grant programs require the use of deed restrictions being placed on all deeds that involve federal funds. The deed restriction limits the use and transfer of ownership of the land to ensure the acquired lands meet the goals and objectives of the federal program.

An example may be that federal wildlife habitat funds may prohibit the use of the land for

anything other than wildlife habitat and or hunting purposes. The federal funding source may prohibit development of major roadways or other capital improvements on the property. Some deed restrictions only advise of the use of federal funds for the purchase and prohibit changes in ownership or usage without the consent of the federal agency.

Federal funds provided by the U.S. Fish & Wildlife Service though federal assistance, including, but are not limited to, Pittman-Robinson (PR) grant program (wildlife restoration), Dingell-Johnson (DJ) grant program (sport fish restoration), State Wildlife Grant program (SWG), and Endangered (E) Species grant program all require that the deed restriction listed below be included in the deed to the Department.

> Notice of use restrictions: The real estate was acquired with the assistance of Federal funds administered by the United States Fish and Wildlife Service. Federal regulations permanently restrict changes in its ownership or use notwithstanding any inconsistent state law.

When only state funds are used to acquire land, the above deed restriction is not required. However, when state funds are used as match to obtain federal funds for a land purchase all the parcel(s) of land included for acquisition that fall within the federal aid project boundary would then need to carry the above deed restriction regardless of the source of the funds.

To be eligible for an annual apportionment of PR & DJ federal assistance funding the State of Illinois had to pass assent legislation that restricts the use of all state license fee revenues. These laws can be found in the Illinois Compiled Statutes 515 ILCS 15/1-2 and 515 ILCS 5/30-5-15. State license fee revenues are included in the following state funds: Furbearer (293), Habitat (391), Migratory Waterfowl (953), Pheasant (353), Salmon (042), Deer Permit, Duck Stamp, Goose Stamp, Hunting License, Pheasant & Experimental Quail Stamp, Turkey Permit, Upland Game Permit and the Fish and Wildlife Endowment (260) funds. Even though the state license fee acquisitions do not require a federal deed restriction, these land purchases do require the Department to treat them as though they are to be used forever for that fund's stated purpose and not converted, sold, traded, or transferred without approval from the Director of the US Fish & Wildlife Service. Therefore, the use of these license fee revenues for land acquisition is subject to federal guidelines and federal audits. License fee land purchases are tracked on the Division of Realty land database under federal funds projects.

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Per the USFWS letter to the Department dated February 22, 2005, "Procedures for Federal Assistance Program" the following guidelines are to be followed:

"With certain constraints IDNR may conduct its own appraisals and reviews up to $1,000,000 in value subject to the following conditions:

In concert with 49 CFR 24.103 and 104, appraisers and reviewers performing this work must hold a Certified General Real Property Appraiser Licenses and have successfully completed Appraisal Review class A-35 or its equivalent. The appraisal and appraisal review must be to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisitions (UAS). http://usdoj.gov/enrd/land-acq/land_acquisitions.htm

State staff review appraisers or contract review appraisers may be used and paid for with grant funds or other state funds. However, in no situation will either staff or a contracting firm review an appraisal prepared by them (same). If a contractor is used, a separate contracting firm must be used for review, than prepared the appraisal. Supervisors are prohibited from reviewing appraisals completed by their staff. Staff reviewers or contractors should review staff appraisals. For example, IL Department of Transportation appraisers or review appraisers could be used as a source. The Federal Department of the Interior's Appraisal Services Directorate (ASD) could be used - if paid for via grant funds.

The review and appraisal must be on file and available at the DNR's Realty Division Office. A copy of the review must be provided to the Service's Federal Assistance (FA) Office at Fort Snelling, Minnesota. FA may request submission of the appraisal. FA may also perform reviews of the Division of Realty's appraisal programs and request appraisal reports. FA may consult with the Department of the Interior's ASD on any appraisal, appraisal review or state review. If such consultation results in an indication that either the appraisal or its review is not UAS compliant, that appraisal may not be used for cost share in the FA program.

The Department of the Interior's ASD must be involved with appraisal of land valued at greater than $1,000,000. An example would be a large farm with buildings or a reclaimed strip mine area. In this situation, the Federal FA Program pays the ASD cost (usually the review) and DNR pays for the staff or contract appraisal."

The appraisal staff of the Division of Realty has been certified to prepare or review appraisals that must meet the US Fish & Wildlife Services "Yellow Book" appraisal guidelines. Each division staff appraiser has been certified by the US Fish & Wildlife Service to prepare or review federal grant funded land appraisals up to a value of $1 million. They have received training in federal appraisal requirements for preparation and review of land appraisals. Should a new appraiser be hired to work for the Division of Realty, their qualifications and training history would have to be reviewed and approved by the US Fish & Wildlife Service prior to their reviewing or preparing any appraisals that would be used to acquire lands with federal funds.

For land purchases using federal USFWS grant funds of $1,000,0000 (one million dollars) or more the Division of Realty appraisers must submit the parcel's appraisals through the federal regional review appraiser's office for review and certification of value. The Division of Realty provides a copy of appraisals valued at $1,000,000 or more to the Department's federal aid grant administrator for them to forward to the appropriate federal agency for review and approval. The appraisal may be reviewed by one of several different federal agency appraisal staff depending upon the federal agency funding the grant program. The federal reviewer will check the appraisals as to their content and methodology according to the federal "Yellow Book" appraisal guidelines. The federal reviewer may require revisions to the appraisal to bring it up to "Yellow Book" requirements. Once the appraisals meet the federal reviewer's approval, the federal agency in charge of the grant funds will send the Department's federal grant administrator an approval letter to certify which appraisal and dollar amount may be used for that acquisition.

Division of Realty appraisers use the federal "Yellow Book" which contains the Uniform Appraisal Standards for Federal Land Acquisitions. This book was created under the direction of the Interagency Land Acquisition Conference composed of representatives from the many federal agencies engaged in the acquisition of real estate for public use. It is published by the Appraisal Institute in cooperation with the U.S. Department of Justice. The "Yellow Book" is reported to be in full compliance with the appraisal of real property provisions of the Uniform Relocation Assistance and Real Property Act of 1970, P.L. 91-646 as amended 42 U.S.C. &4601,et seq.(URA).

The Department of Natural Resources receives many federal grants for its various programs. The fact that federal funds are received for use at a site both at the time of initial or subsequent parcel acquisition, or for management or development purposes, after the land purchase will affect the lands future usage. An entire site that was purchased with

any combined percentage of state and federal funds may be totally encumbered by the federal restrictions regarding use and change in ownership. Land & Water Conservation Funded (LWCF) funded land purchases encumber only the parcel involved as described on the parcel grant application map and not a broader area. For USFWS funded land acquisitions, the area that carries the federal restriction are those lands which fall within the federal grant project boundary.

For state purchased property that is later used to obtain short-term federal grants for management or development projects, that site is encumbered for the life of the federal grant. When the time period for the management or development grant expires, so does the federal restrictions unless otherwise stated in the terms of the grant agreement. Again the time period restriction on federal management grants is limited to the area covered by the federal grant boundary map for US Fish & Wildlife funded grants.

Three federal agencies are the source of the majority of federally funded land acquisition programs within the IDNR. They are National Park Service with LWCF, the U.S. Department of the Interior, USFWS with PR, DJ, SWG and E, and the U.S. Department of Agriculture/ U.S. Forest Service with Forest Legacy Program (FLP). Care should be taken when the Department acquires land or conservation easements with these program funds to insure that the deeds and or easements meet the federal government's requirements.

The federally funded LWCF program provides a 50% federal match for state land purchases. There is no upper dollar limit on the amount of LWCF that can be used on a 50% match basis. Lands purchased with LWCF funds must abide by the following requirements. 1) There must be signage on the property that indicates that federal LWCF funds were used to acquire the property. These signs are available from the IDNR LWCF grant administrator. 2) No farming is to occur on the property after the date of purchase (LWCF Manual 640.2.8). If the Department intends to purchase property that it wishes to farm for income or habitat feed, it should not use LWCF funds to acquire it. 3) The parcel must be open for public use at reasonable hours and at reasonable times of year (LWCF Manual 675.9). 4) No improvements that are not compatible with outdoor recreational purposes are to be constructed on the property. 5) Replacement lands must be purchased if any conversion of the LWCF purchased property occurs and it must be of comparable value and usefulness. The Department's Division of Grant Administration manages the Land & Water Conservation Fund grant program. Any questions regarding the program should be directed to that Division.

The LWCF grant program administrator has a LWCF Checklist form that they provide to Realty to follow to obtain these federal funds. The checklist requests the name of site/project, county, zip code, total cost, LWCF assistance amount, congressional district, state senate and house districts, GPS coordinates, location map, plat map, development map, acquisition schedule which lists parcels to be acquired, acreage, estimated value and previous use of site, SCORP Justification Form, on-site inspection report, environmental assessment statement, and state historic preservation officer (SHPO) sign-off. These documents are used by the administrator to process the paperwork for federal funding. A copy of this checklist can be found in Appendix III.

After the Department has acquired land with LWCF assistance, the Division of Realty is required to complete a LWCF Billing File Documentation form and provide copies of all documents listed. Items requested on this form include copies of: appraisal, option or sales contract, Statement of Just Compensation (S&O) (if applicable), waiver of rights to Just Compensation (if applicable), Complaint for Condemnation/eminent domain (if applicable), deed or Judgement Order, closing statement, title insurance policy, final project boundary (plat) map, copies of invoice voucher(s), copies of COD(s), final acreage breakdown by category of crop land, pasture, forest, or other, list final purchase price, state historic preservation officer sign-off (SHPO), and site contact information. A copy of this document can be found in Appendix III.

The Endangered (E) Species Program is a federally funded grant program that provides a maximum of 90% federal to 10% state match funding. The program is intended to protect, restore, and enrich the habitat for federally listed endangered species. The Pittman-Robertson (PR) is a federally funded program that requires 75% federal and 25% state funding. The program is for wildlife restoration. The Dingell-Johnson (DJ) is a federally funded program that requires 75% federal and 25% state funding. The program is directed to sport fish restoration. The State Wildlife Grant (SWG) is a federally funded program that requires 75% federal and 25% state funding for planning projects and 50% federal and 50% state funding for implementation projects. The program is directed to species of greatest conservation need as defined by the IDNR. No lands acquired with the assistance of grant funds from the USFWS may be sold nor change the stated use, without the prior approval of the service.

For all land acquisitions, divestitures, trades/exchanges, easements or any other conveyance of property rights that involves the use of federal assistance funding from the USFWS or involves lands previously purchased and/or developed with federal assistance

funding from the USFWS, the following procedures and standards must be adhered to.

I. Pertinent Federal Regulations and Guidelines

1. CFR 43 Public Lands: Interior
   Part 12 - Administrative and Audit Requirements and Cost Principles for Assistance Programs

2. CFR 49 Transportation
   Part 24 - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs

3. CFR 50 Wildlife and Fisheries
   Part 80 - Administrative Requirements, Federal Aid in Fish and Federal Aid in Wildlife Restoration Acts

4. Federal Aid Handbook Chapter 6

II. Procedures

1. Appraisals and reviews up to $1 Million, must be done in accordance with the standards set forth in Robert Bryant's 2/22/05 e-mail to Region 3 state directors (see Attachment 1)

2. Land Acquisition Projects (see Attachment 2)

3. Land Exchanges and Divestitures (see Attachment 3)

4. Easements (see attachment 4)

The Forest Legacy Program(FLP) is a federally funded grant program that provides for 75% federal funds and 25% state match. The program places perpetual conservation easements over valued timber properties in designated Forest Legacy Areas within the State. The landowners are encouraged to donate the 25% state share of the cost. The conservation easements prohibit agricultural activities, livestock grassing, or development of the property, except for maintenance and replacement of existing structures. The timber on the property may be harvested and replanted in accordance with a forest stewardship

plan approved by the State Forester. Hunting and recreational trails are permitted on the property.

The enabling legislation for the Forest Legacy Program is found in the Forest Title of the Farm Bill. All acquisitions are on a willing seller basis. Applications for parcels are submitted through the IDNR Forest Legacy Coordinator to the Illinois Forest Development Council (IFDC) for authority to send the application for acquisition to the U.S. Forest Service (USFS) for funding consideration. Applications approved by the USFS are to be entered into the USFS's Forest Legacy Information System (FLIS) database by IDNR's Forest Legacy Coordinator. Upon approval of funding by the USFS, the Federal Aid Coordinator (FAC) will obtain Executive Approval from the Forest Legacy Coordinator for the USFS's Northeast Area for comment and approval of individual parcels in the Federal Grant application. Each parcel acquired is to be annually inspected by a district forester or other designee. The annual performance report on each parcel is to be sent to the USFS and the FAC. The Division of Realty is responsible for securing the conservation easement on each property. The Forest Legacy application procedures can be found in Appendix V attached to this document.

In the event that interests acquired on the protected property with Federal Forest Legacy funds are sold, exchanged or otherwise disposed of, the State of Illinois Department of Natural Resources is to reimburse the United States for the fair market value of the interests in the land at the time of disposal. The Secretary of Agriculture may exercise discretion to consent to such a sale, exchange, or disposition upon the State's tender of equal value consideration acceptable to the Secretary. This requirement is stated on each conservation easement in Section 2 Affirmative Rights, 2.4 Reimbursement of Federal Funds.

It is very important that the Division of Realty and all of the federal grant programming staff within the Department be aware of each others actions in regards to buying, transferring, or disposing of land at federally funded IDNR sites throughout the state. New federal grant management or development projects should be brought to the attention of the Division of Realty. This information can be used to update the Land & Water Report and the land database records.

B. Land Transfers, Sales, or Conversion to Other Uses

Properties acquired or developed with federal funds (PR-DJ-SWG-E-LWCF) are not to be

sold, traded or converted to other uses without the prior written consent of the federal Agency providing the funds.

The National Park Service, Section 6(f) Requirements prohibits the State from converting the use of land purchased or developed with federal cost-sharing funds for recreational purposes to a use other than for which it was originally purchased. When a parcel of a recreational unit receives assistance under the Land and Water Conservation Fund (LWCF), this automatically subjects the property within the grant boundary lines to Section 6(f). A conversion of land use may occur if one of the following actions were to be taken:

1) Granting to another party control of the land which would result in uses other than outdoor recreation as was approved by the National Park Service. This includes granting control of the land for the construction and maintenance of a utility line, pipeline, irrigation ditch, road (excludes interior park road ways) or other similar facility.

2) Constructing or installing structures or facilities by the Department or others on lands considered within the project scope which would not be compatible with existing uses or would result in use other than that acknowledged or approved by the National Park Service (for example, construction of structures such as communication towers, indoor recreation facilities).

Approval from the Secretary of the Interior or the National Park Service Director shall be obtained by the Department's federal aid coordinator for the LWCF program before any land which is in Section 6(f) conflict can be sold, traded or control relinquished. It will be necessary for the Department to provide replacement land for any land considered to be in Section 6(f) conflict. The replacement land shall be of equal or higher value, and reasonably equivalent usefulness. In many cases, the replacement property may be provided by the Department or another entity.

Similar conversion restrictions apply to all federally funded Fish & Wildlife Service grant land purchases. The Director of the Fish & Wildlife Service must approve of any land use changes. PR-DJ-E-SWG grant funds are under the control of the Fish & Wildlife Service. The U.S. Fish & Wildlife Service stipulates that the replacement land must not only be of equal value but also of equal biological quality and character.(see Attachments 3 & 4).

Any request for legislative land transfers, land sales, or jurisdictional land transfers made to the Division of Realty should be shared with grant managers for their review. The fact that federal funds are encumbering the usage of the property may prohibit the land transfers. Realty staff can check the federal funds program listing on the latest Land & Water Report and contact the division managers of the grant divisions (LWCF and Fish & Wildlife) of the agency before proceeding with any land transfers, sales, or jurisdictional land transfers.

The Department of Natural Resources is responsible for maintaining accurate records on the use of federal funds. The Division of Realty is responsible for maintaining records on the use of federal funds on land acquisition that it directly acquired. These records can be found in the land acquisition database and or in the parcel files of each parcel's purchase. Sometimes the federal project and funding information is contained in the project files of the department's federal grant administrators.

In order to do their job, federal grant auditors need to have open access to land purchase records that involve federal monies. They will begin their auditing work by examining the project grant records of the grant divisions. For confirmation or for additional review, they may want to examine the land records on parcels that were acquired. The land database is the best source for information on federally funded parcels by program.

The Division of Realty should be notified of any new federal grant programs that affect the agency's lands. If a newly acquired land parcel or site is to be submitted for federal funding, the Division of Realty must be made aware of it, so that it can update its records. The grant program administrator should also consider any existing federal grant programs that exist on the property that may be in conflict with the newly proposed federal grant program. This review is to prevent the Department from obtaining federal funds from two separate federal agencies that might have non-compatible program objectives and restrictions. Communication and coordination between IDNR grant administrators and the Division of Realty is extremely important for maintaining a reliable federally funded land acquisition information system.

Lands that have been declared surplus to the Department of Natural Resources needs can be disposed of by jurisdictionally transferring said lands to the Department of Central Management Services for disposal. The land could also be legally transferred by legislation to a private or governmental entity. In either case, the property needs to be

checked and cleared for disposing by the federal grant sections within IDNR. The Division of Realty should review the existing deed of any parcel that will be transferred and the title policy on that parcel. There could be deed restrictions and easements in existence that will affect the future land transfer.

The Department of Natural Resources can jurisdictionally transfer property from its ownership to other state agencies and vice versa. The jurisdictional document must be signed by the Governor. Land transfers between IDNR and federal agencies are also allowed. The Illinois Department of Transportation (IDOT) has in the past made many jurisdictional land transfers to IDNR of lands with conservation value or benefit.

Appendix

I. Division of Realty Organization Chart

II. Flowchart of Land Acquisition Process

III. Copies of Land Acquisition Forms

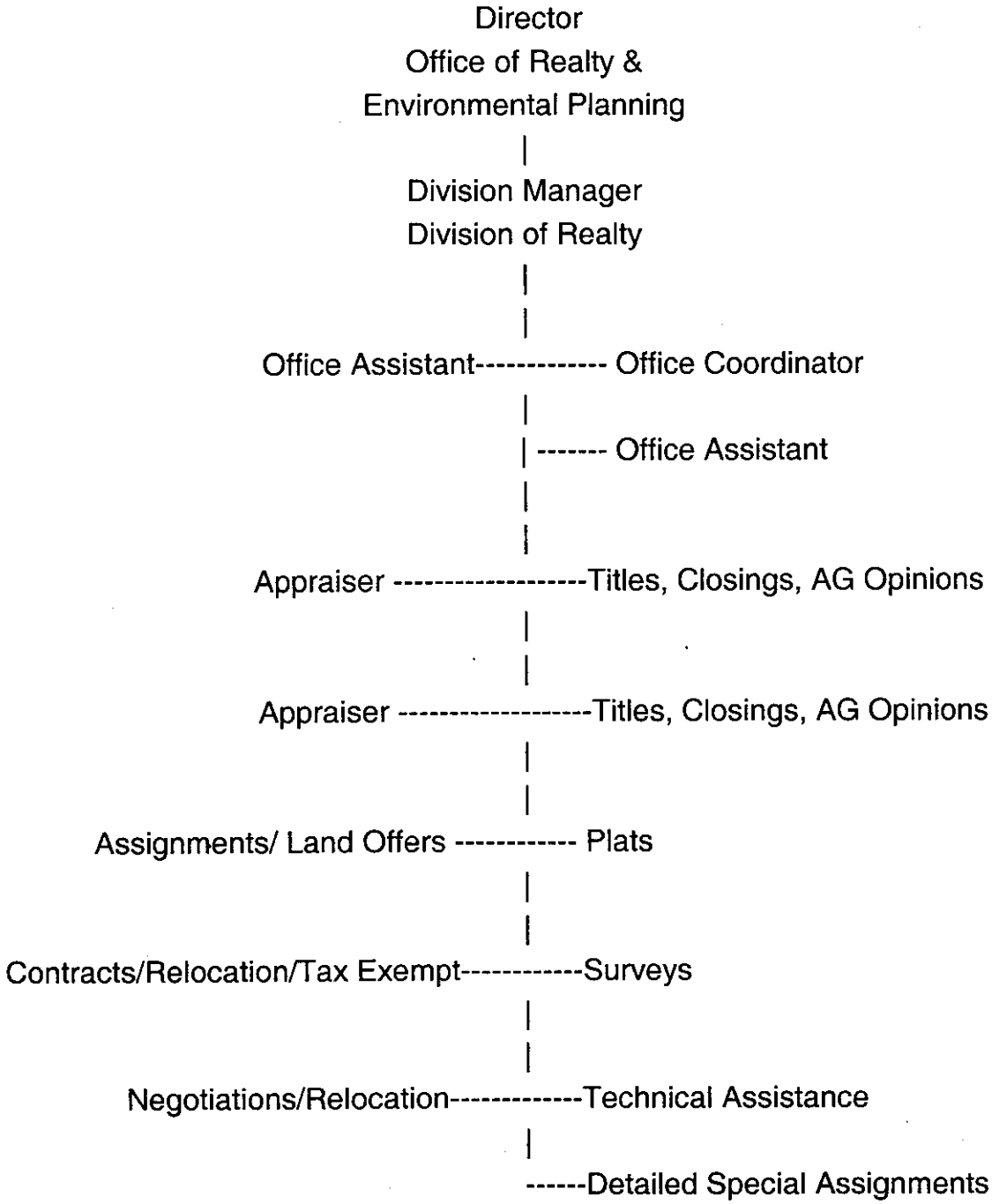
IV. Copies of Relocation Forms

V. Forest Legacy Application Guidelines

Appendix I

Illinois Department of Natural Resources

Division of Realty Organization Chart



(6-22-05) 15 HC FT

Appendix II
Flowchart of Land Acquisition Process
Illinois Department of Natural Resources-Division of Realty

Avg Time in Months

Parcel Funded
Release of Funds
|
|
|
|
Landowner
Advised of State's
Interest

1
Titles
Ordered
Received

2
Plats
Titles Reviewed
Plats Drawn
Copies Made
|
|
Land Survey
(If Needed)
3 Months

3
Appraisals
Ordered, Received
Reviewed & Certified
|
|
|
Relocation
(If Needed)
Review Appraisal &
Interview

1
Assignments
Negotiator Assigned &
Relocation Agent
Together Make Owner Contact
Offer Made, do IDOA Report &
Property Inspection Report

Impacts to Acquisition Process

* Loss of Staff in 2002=19 HC / 2005=15 HC (lost 4 negotiators hired 1 replacement)
* Budget Problems (lost 8 retirees hired 2 replacement LA's & 2 transfer staff)
* Outdated Titles/Appraisals
* Legislative Influence

Typical Time Requirement: Months

Fast Purchase-No Problems	4
Average Purchase	11
Difficult Non-Condemnation	15
Difficult Condemnation	30

Avg Time in Months: 2.5

Seller Decides to Sell
Or Not To Sell
|
If Not
|
|
(1-2 months)
Department Decides
Drop or Condemn ------ If ---------
|
|
|
Drop ---------- **Add/Drop/Change Processed for Other Parcels**

1
Signed OPTION
May Need Land Survey
Send to Atty General for
Opinion of Title

(6-24 months)
Condemnation ----------
Obtain SAAG
Director & Governor & AG
Signs Petition to Condemn

2 wks
Warrant Requested
Accounting/CDB/Comptroller

----------Judgement Order
Settlement Reached
Thru Jury Trial or
Compromise

1-2
Secured
Conduct Closing
Perform Relocation
Record Documents
File Tax Exemption
Archive Information
Notify Dept Staff & Public
Update Database & Reports

5-31-05 15 HC FT

Appendix III
Documents and Forms
Used by Division of Realty

Acquisition Documents & Forms

1. Title Commitment
2. Parcel Plat
3. Certification Form
4. Disclosure of Ownership or Beneficial Interest
5. Disclosure of Beneficial Interest - Corporation
6. Disclosure of Beneficial Interest in a Trust
7. List of Attorney General Documents for Title Opinion
8. Escrow Agreement
9. Escrow Settlement Statement
10. Memorandum to Title Findings
11. Letter Exercising Option
12. Corporate Special Warranty Deed
13. Quit Claim Deed
14. Warranty Deed
15. Trustee's Deed
16. Solicitation Form
17. Lease Termination Notice
18. Affidavit of Title
19. Affidavit of Use
20. Affidavit of Adverse Possession
21. Non Production Affidavit
22. Late Filing Affidavit
23. List of Documents to be Signed at Closing
24. Optional ALTA/ACSM Land Title Survey Specifications
25. State Archives Transmittal Letter for Secured Parcel Documents

Acquistion Reports

1. Regional Land Manager (RLM) Form
2. Land Form - Acquired
3. Land Form - Land Conveyed Out
4. Land & Water Report - Annual Site Acreage Summary

Appraisal Documents

1. Summary of Property Acquisition and Offer to Purchase Form
2. Improvement Disposition Values

Appendix III
Documents and Forms
Used by Division of Realty

Eminent Domain Documents

1. Final Offer Letter - 60 Day Notice to Condemn
2. Complaint for Condemnation
3. Letter to Governor to Approve Use of Eminent Domain
4. Final Judgement Order (award by Jury & Judge)
5. Receipt of Funds by County Treasurer
6. Order of Satisfaction - Vesting Title
7. Stipulated Settlement - Agreed Final Judgement Order (negotiated settlement)

Federal Reports & Documents

1. Notice of Use Restrictions Federal Funds (Fish & Wildlife Federal Grants)
2. Land & Water Conservation Fund (LWCF) Checklist + attachments
3. Land & Water Conservation Fund (LWCF) Billing File Documentation
4. USFWS- Procedures - Attachment 1 - Appraisals & Reviews
5. USFWS- Procedures - Attachment 2 - Land Acquisition Projects
6. USFWS- Procedures - Attachment 3 - Land Exchanges & Divestitures
7. USFWS- Procecures - Attachment 4 - Easements

Inspection Reports

1. Real Estate Inspection Report
2. Department of Agriculture Report

Internal Office Forms & Reports

1. Telephone Report
2. Programmatic Time Report - Bi-monthly

Negotiation Documents

1. Assignment for Negotiations Checklist
2. Negotiators Initial Contact Report
3. Option Contract
4. Real Estate Sales Contract
5. Procurement Business Case (PCB) Form

Tax Exemption Forms & Reports

1. Illinois Real Estate Transfer Declaration
2. Application for Property Tax Exemption
3. Annual Certificate of Status of Exempt Property

* see appendix IV for Relocation Forms & Documents

Appendix IV

Documents and Forms
Used by Division of Realty
For Relocation

1) Relocation Plan Interview - Residential (BRW 933)
2) Relocation Plan Interview - Business (BRW 958)
3) Notice of Receipt of Claim for a Relocation Payment (BRW 950)
4) Relocation Assistance Unit Record (BRW 333)
5) Relocation Assistance Parcel Check List (BRW 1397)
6) Uniform Relocation Assistance/Real Property Acquisition Statistical Report Form (BRW 949)
7) Residential Informational Letter - 90-Day Owner-Occupant (BRW 2429)
8) Residential Informational Letter - 90-Day Occupant (BRW 2428)
9) Business Informational Letter - 90-Day Notice (BRW 2427)
10) Notice to Vacate (BRW 947)
11) Residential Moving Expense and Dislocation Allowance Schedule (BRW 2385)
12) Claim for Moving Expenses (BRW 772)
13) Bid Form for Actual Moving Expenses (BRW 954)
14) Request for Determination of Entitlement For Payment in Lieu of Moving Expenses (BRW 959)
15) Notice of Receipt for Determination of Entitlement for Payment in Lieu of Moving Expenses (BRW 960)
16) Claim for Fixed Payment in Lieu of Moving Expenses (BRW 961)
17) Itemized Eligible Reestablishment Expenses for Small Business, Farm, and Nonprofit Organization Worksheet (BRW 772a)
18) Dwelling Inspection - Decent Safe and Sanitary (BRW 953)
19) Claim for Replacement Housing Supplement (BRW 963)
20) Payment Evaluation Form for Replacement Housing Supplement (Purchase) (BRW 962)
21) Replacement Housing Supplement Comparable Listing (BRW 971)
22) Payment Evaluation Form for Replacement Housing Supplement (Rent) (BRW 966)
23) Economic Means Evaluation (BRW 1076)
24) Replacement Housing Supplement Certification (BRW 964)
25) Mortgage Interest Differential Payments (MIDP)
26) Mortgage Interest Differential Payments Computation Using HP-12C (BRW 2383)
27) Mortgage Interest Differential Payments Computation Using TIBA or EC-100 (BRW 2384)
28) Claim for Incidental Expenses (BRW 967)

The BRW numbers are the corresponding forms used by IDOT for relocation work.

Appendix V
FOREST LEGACY
APPLICATION PROCEDURE

1. Applications are received in IDNR office.
    - A. Verify the landowner's name, address, and telephone number are included on the application.
    - B. Verify the tract is located in an approved Forest Legacy Area (FLA).
    - C. Determine which Project Area within the FLA the tract is located.
    - D. Review pg. App-B-7 to insure all required information is included.
    - E. Verify that the Landowner Inspection Consent Agreement and Amicable Agreement/Non-Condemnation is signed (pg. App-B-2).
    - F. Start a file for the potential Forest Legacy tract.
2. Contact the landowner to set-up an appointment to review the tract. Invite the District Forester to attend, if possible.
    - A. Discuss the Forest Legacy program; answer questions; refer to questions in Parcel Evaluation Package.
    - B. Discuss the advantages of landowner donating the 25% state share of the cost.
3. Obtain authority from the Illinois Council on Forestry Development (the State Forester's Forest Stewardship Committee) to proceed with the evaluation process. *
4. Send the Parcel Evaluation Package to the District Forester along with a copy of the application, maps, aerial photos and any other pertinent information regarding the tract.
    - A. Review the Evaluation Package returned from the District Forester.
5. Obtain authority from the Illinois Council on Forestry Development to send the application to the U. S. Forest Service for funding consideration.
6. Notify Land Acquisition of the potential Forest Legacy project.
7. Notify the District Forester to proceed with the development of a Forest Stewardship Plan.
    - A. The Forest Legacy Coordinator will then review and approve the completed Forest Stewardship Plan.
8. Establish baseline documentation.
9. Complete a draft easement agreement, send copy to landowner for additions, deletions, and approval.
    - A. Send draft easement to IDNR Legal for approval.
10. Enter the Tract/Project information into the Forest Legacy Information System (FLIS).

11. Official notification of funding for a project will come from the U. S. Forest Service via the Financial Advice Statement sent to the State Forester and the Federal Aid Coordinator (FAC).
12. After funding notification, the FAC will obtain Executive Approval.
13. The Forest Legacy Coordinator will completed a Narrative for the project and send it to the Forest Legacy Coordinator for the Northeast Area for comment and approval. After approval by the Forest Service, the Narrative is sent to the FAC for inclusion with the Federal Grant application.
14. The FAC will obtain Clearing House Review Approval and then send the Federal Grant Application and pertinent documents to the U. S. Forest Service.
15. After the Forest Stewardship Plan, maps, and any other pertinent documents are completed, send the entire file to the Division of Realty.
16. The Division of Realty will complete the necessary steps to acquire a conservation easement on the tract. As liaison with the U. S. Forest Service, the Forest Legacy Coordinator should work with the agents in the Division of Realty to completed the easement, beginning with # 16 on the Forest Legacy Program Acquisition Check List.
17. After closing, coordinate a news release with IDNR.
18. Establish who will monitor the easement and insure they are familiar with the monitoring form that will be completed annually.
19. After the closing and the Division of Realty has filed the necessary papers with the County Recorder, etc. complete a Final Performance Report for the project to include all documents listed in item # 25 of the Forest Legacy Program Acquisition Check List. Send this report to the FAC to be included with the final financial report to the U.S. Forest Service for the project.
20. During the time needed to acquire an easement on a project, the U. S. Forest Service requires an annual performance report. Use the appropriate format (form) for this report. Send the report to the U.S. Forest Service via the FAC. Additional reports may be required by the U.S. Forest Service. Check with the FAC and/or the Forest Legacy Coordinator for the Northeast Area, S&PF Office of the U. S. Forest Service.

* Enabling legislation for the Forest Legacy Program (FLP) is found in the Forestry Title of the Farm Bill. One of the provisions of that Bill requires the State Forester's Forest Stewardship Advisory Committee to "oversee" the FLP. In Illinois, the Illinois Council on Forestry Development is the State Forester's Forest Stewardship Advisory Committee. To get on the Council's agenda contact Dick Little (the Council's Liaison) at 217-546-1847 (Home) or 217-493-6736 (Cell) or Joyce Canaday (the Council's Secretary) at 217-762-7299 (Home). Both of these people are on contract to the Council.

From: PAUL VEHLOW
To: Michael_Vanderford@fws.gov
Date: 11/7/2005 3:46:14 PM
Subject: Re: comments on Realty Policy & Procedural Manual (T-8-P-1)

thanks. I know Connie Waggoner was anxious to get the comments so she could get Jim Hoffman back in to make the revisons before his contract is up at the end of November'05. We'll be in touch if we have any questions.

>>> <Michael_Vanderford@fws.gov> 11/4/2005 4:44 PM >>>

Friday, November 4, 2005

Paul and Kathy,

Attached in an MS Word file, are our comments on the July 13, 2005 draft of the Realty Policy & Procedural Manual, the interim product of the State Wildlife Grant, T-8-P-1.

(See attached file: CommentsD1LandAcqManua110205l.doc)

My apologies for not responding sooner to your request for comments. We had several folks here with experience with IL DNR's Realty Division review the draft. They included Bob Bryant, Federal Assistance Chief (formerly with the Region 3 Division of Realty); Lois Lawson, Region 3 Division of Realty: John Saxhaug, Region 3 Division of Realty; and myself.

Although we have a number of specific corrections and comments, we conclude that the Realty Policy& Procedural Manual will be a valuable tool. The draft is well composed and comprehensive. We think it will serve IL DNR well.

Hopefully we have not hindered the completion of a good product.

- Michael

CC: JUSTISON, KATHY; WAGGONER, CONNIE

Fish & Wildlife Service Comments November 4, 2005
On July 13, 2005 draft Narrative
IL DNR
Division of Realty ***Land Acquisition Policy and Procedures Manual***

Input from:
Bob Bryant, Federal Assistance Chief, FWS-R3 (formerly Div of Realty)
Lois Lawson, Division of Realty, FWS-R3
John Saxhaug, Division of Realty, FWS-R3
Michael Vanderford, Federal Assistance, FWS-R3

General Comments

1/ This document will be a valuable tool. It is well composed and comprehensive. We think it will serve IL DNR well.
2/ The finished document should be provided to all IL DNR staff who play a role in land acquisition in Illinois DNR.
3/ We recommend that all copies of the manual have labeled tabs for the Sections and Appendices.

Site Specific Comments

1/ p. 5, par 1: We recommend including a copy of Appendix II immediately following page 5.

2/ p. 5, par 3, line 1: We recommend being more specific than, "management and regional planning staff". Possibly an example would be a sufficient addition.

3/ p. 5, par 4, line 1: We recommend saying who (what position or role) in the DNR contacts the landowner in writing.

4/ p. 6, par 3, line 2: We recommend stating who obtains "a title commitment on the parcel of land." Does the owner provide this, or does the DNR get this?

5/ p. 6, par 5: APPRAISAL PROCEDURES: We strongly recommend that this paragraph be expanded to state that appraisals for acquisitions that may be reimbursed with Federal grant funds have more rigorous standards. At minimum the reader should then be referred to Section VI, *Federal Funds Requirements*, page 59 through page 60, to clarify appraisal requirements for acquisitions involving Federal grants. As noted in comments on Section VI, we also recommend adding to Section VI the description of appraisal procedures provided to IL DNR on February 22, 2005.

6/ p. 7, par 1: A "statement of just compensation" must be provided to the landowner per 43 CFR 24. On page 20 of your draft document (par 2 of "Appraisal Process and Appraiser Guidelines" section), you say this is also required by State laws. If the IL

"S&O" form is the same as a statement of just compensation, this needs to be explicitly stated.

7/ p. 8, par 2: Need to add to this paragraph that environmental concerns may affect the value of the property. As environmental concerns may affect value, this should be incorporated earlier into the appraisal process. If left till this point, the process narrative should say that the appraisal may be amended to reflect the change in value resulting from a environmental issue, such as a contaminant site on the property.

8/ p. 8, par 3: You need to include in the paragraph that per 49 CFR 24.203(a), the landowner ".. shall be furnished with a general written description of the displacing agency's relocation program ... ."

9/ p. 9, par 3: Please explain if there are any restrictions on the kinds of deeds allowed. Provide examples of allowed, and not allowed.

10/ p. 9, par 5: This manual needs to elaborate here on what documentation needs to be retained, for how long, and where. Please describe how and where all documentation, including the appraisal, is filed, and how long the documentation is held. Also note how one retrieves the documentation in the future.

11/ p. 12, par 1: Suggest re-write: "When any Federal Funding is involved in land acquisition the following must be met: Appraiser qualification, appraisal guidelines, all relocation requirements, recording of "Federal Interest" on or with the deed, environmental reviews, etc. All records/files are archived per Federal guidelines and must be complete and easily retrievable."

12/ p. 20, par 5: Please modify the paragraph to reference the Fish & Wildlife Service policy on appraisals, issued February 22, 2005 (largely quoted in our comments #17 below), or possibly just paste the quote here in place of paragraph five. At minimum, there is need to say that IL DNR appraisers must meet certification general requirements and reviewers must meet these requirements and pass the A-35 course.

13/ p. 31, par 5: The manual needs to say here what qualifications a staff from the Division of Realty needs in order to make inspections for possible environmental concerns. The draft's silence on what qualifies someone to determine whether there is a legitimate environmental concern is a flaw that needs remedy.

14/ p. 34, par 2, line 4: The underlined sentence, "Willing seller occupants do not qualify for relocation assistance.", is not fully accurate. Willing seller occupants may qualify for relocation assistance per the Uniform Relocation Act, and 49 CFR Part 12. You can't exempt willing sellers generally. They must meet the conditions stated on the top of page 34 of the draft manual to not qualify for relocation assistance. This needs to be corrected in paragraph 2.

15/ p.34, par 4, line 4: Typo: Please insert the phrase, ".. , *as amended*, ..", between ".. 1970," and "January 4, ..".

16/ p. 39, par 3, last sentence: Funds from Fish and Wildlife Service grant programs can be used to acquire land via eminent domain. The option to use eminent domain is not just limited to Land and Water Conservation Fund programs.

17/ p. 59: Section VI, *Federal Funds Requirements*, page 59, par 2 & 3, through page 60, par 1 & 2: We recommend that the following from the Service's February 22, 2005, "Procedure for Federal Assistance Program" be used here, or added to here, to clarify requirements for the grants to Illinois DNR provided by the US Fish and Wildlife Service.

"*With certain constraints we may conduct our own appraisals and reviews up to $1,000,000 in value, subject to the following conditions:*

In concert with 49 CFR 24.103 and 104, appraisers and reviewers performing this work must hold a Certified General Real Property Appraiser Licenses and have successfully completed Appraisal Review class A-35 or its equivalent. The appraisal and appraisal review must be to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisitions (UAS). http://www.usdoj.gov/enrd /land-ack/land_acquisitions.htm

State staff review appraisers or contract review appraisers may be used and paid for with grant funds or other state funds. However, in no situation will wither staff or a contracting firm review and appraisal prepared by them (same). If a contractor is used, a separate contracting firm must be used for review, than prepared the appraisal. Supervisors are prohibited from reviewing appraisals completed by their staff. Staff reviewers or contractors should review staff appraisals. For example, IL Department of Transportation appraisers or reviewers could be a used as a source. The Federal Department of the Interior's Appraisal Services Directorate (ASD) could be used – if paid for via grant funds.

The review and appraisal must be on file and available at the DNR's Realty Division Office. A copy of the review must be provided to the Service's Federal Assistance (FA) Office at Fort Snelling, Minnesota. FA may request submission of the appraisal. FA may also perform reviews of the Division of Realty's appraisal programs and request appraisal reports. FA may consult with the Department of the Interior's ASD on any appraisal, appraisal review or state review. If such consultation results in an indication that either the appraisal or its review is not UAS compliant, that appraisal may not be used for cost shared in the FA program.

The Department of the Interior's ASD must be involved with appraisals of land valued at greater than $1,000,000. An example would be a large farm with buildings or a reclaimed strip mine area. In this situation, the Federal FA Program pays for the ASD cost (usually the review) and DNR pays for the staff or contract appraisal."

From: PAUL VEHLOW
To: Vanderford, Michael
Date: 10/17/2005 10:11:43 AM
Subject: Realty P & P Manual (T-8-P-1)

Can you give us an update on the status of the Service's review of the draft Realty Policy & Procedure Manual I forwarded you from our Realty Division on 7/13/05. I spoke to Connie Waggoner, Supervisor of Realty, today and she is trying to schedule Jim Hoffman's time for the revisions once we get your comments back. She is runnig into some difficulties with the contract for Jim's time so your estimate of a return date of the FWS's comments would be helpful.

TXS.

CC: JUSTISON, KATHY; WAGGONER, CONNIE

From: KATHY JUSTISON
To: michael_vanderford@fws.gov
Date: 8/31/05 9:59:03 AM
Subject: Annual Reports

Attached are the annual reports for **T-8-P-1** Reality Policy & Procedure Manual and T-7-E-1 Lake County Fire Grant. Please let me know if you need anything else.

Thanks!

Kathy

CC: VEHLOW, PAUL; WAGGONER, CONNIE; WILSON, TOM

Emailed 8/30/05

Paul Vehlow, Kathy Justison

Connie Waggoner

August 30, 2005

Annual Report
State Wildlife Grant, T-8-P-1
Realty Policy & Procedure Manual

In December, 2002 the U.S. Fish & Wildlife Service (USFWS) cited an audit finding in the IDNR, Division of Realty. The IDNR currently owns, manages and leases over 450,000 acres of land at 349 sites. The audit finding was that the Division needed to develop a Policy & Procedures Manual to not only address how land is acquired, but to also show how the federal interest is tracked and flagged on the 18 sites statewide that have been purchased with the assistance of federal grant dollars.

Due to loss of staff (early retirements and layoffs) within the Division of Realty there was not an employee qualified or who could devote 100 percent of their time to undertake this monumental task. The IDNR applied for this grant and it was awarded to the former Division Manager of Realty. The Grant Manager for this project began his efforts on April 1, 2005. After review of other State's Manuals he began to draft the Manual in sections. Numerous meetings were held with each land agent in Realty separately to discuss his or her section of the Manual. Realty staff meetings were held to review the manual and a draft was completed and sent to the USFWS to the attention of Michael Vanderford on July 13, 2005.

To date we await comments from USFWS.

From: PAUL VEHLOW
To: HOFFMAN, JIM; WAGGONER, CONNIE
Date: 7/27/05 3:45:53 PM
Subject: Fwd: Draft 1 of IL's Realty Policy & Procedure Manual

Update on the FWS's review of the draft Realty Policy & Procedure Manual.

>>> <Michael_Vanderford@fws.gov> 07/27/05 3:42 PM >>>

July 27, 2005

Linda, Bob, Lucinda, and Mike,

Last week we received in the office the first draft of IL's Realty Policy & Procedure Manual, the objective of the T-8-L SWG grant.

IL DNR has asked for our review and comment.

I would like some help on this to make sure I don't miss gaping and small holes that I don't know enough to recognize.

Should I also run this by someone from Realty Division? If so, who?

Please let me know if you are willing and able to provide a read through and comments? I'll leave the white, 3-ring-binder on the FA Handbooks at the back of my office chair. Please leave me a note if you borrow it.

I'd like to have our comments together by Friday, August 19, 2005.

Thank you.

- Michael

CC: CONLIN, MIKE

Appendix III
item 11
Letter Exercising Option

Illinois Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us

Rod R. Blagojevich, Governor
Joel Brunsvold, Director

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

November 2, 2005

Mrs. Kay M. Ticer
99 Wolf Road
Gorham, IL 62940

Re: Kinkaid Lake
Jackson County, Illinois
Kay M. Ticer
Parcel No. 335-4
Escrow No. 1254-245209-001

Dear Mrs. Ticer:

This letter is to inform you that the Illinois Department of Natural Resources does hereby exercise the terms of the OPTION dated October 27, 2005, for the purchase of the property described as follows:

TRACT 1:
The Northwest Quarter of the Southeast Quarter of Section 5, Township 9 South, Range 3 West of the 3rd P.M., Jackson County, Illinois, EXCEPT 10 acres parallel in width off the East side thereof.

TRACT 2:
The Southwest Quarter of the Northeast Quarter of Section 5, Township 9 South, Range 3 West of the 3rd P.M., Jackson County, Illinois.

TRACT 3:
Part of the Southeast Quarter of the Northeast Quarter of Section 5, Township 9 South, Range 3 West of the 3rd P.M., Jackson County, Illinois, described as follows: The point of beginning for this description is the Northeast corner of the Southeast Quarter of the Northeast Quarter of Section 5, in Township 9 South, Range 3 West of the Third Principal Meridian, Jackson County, Illinois; thence from said point of beginning, 110 feet in a Southerly direction along the East boundary line of said Quarter-Quarter Section to a point; thence in a Westerly direction, parallel to the Northern boundary of said Quarter-Quarter Section, a distance of 440 feet to a point; thence in a Southerly direction, along a line parallel to the West boundary of said Quarter-Quarter Section to a point that is 330 feet from the nearest point on the North line of said Quarter-Quarter Section; thence Westerly, along a line parallel to the North boundary of said Quarter-Quarter Section to a point on the

West line of the East Half of said Quarter-Quarter Section; thence Southerly, along said West line, to a point that is 150 North of the South line of said Quarter-Quarter Section; thence Westerly, parallel to said South line, to a point on the West line of said Quarter-Quarter Section that is 150 feet North of its Southwest corner; thence Northerly, along the West line of said Quarter-Quarter Section, to the Northwest corner of said Quarter-Quarter Section; thence Easterly, along the North line of said Quarter-Quarter Section, to the point of beginning.

All situated in the County of Jackson and State of Illinois.

The purchase price for said real estate will be $[redacted].00 payable in full at time of closing less the amount withheld for the payment of taxes, outstanding mortgages and broker's fee.

The proposed closing documents and title commitment covering this property is presently being submitted to the Attorney General to obtain a satisfactory opinion of title. The State Warrant is being requested, and upon receipt thereof, you will be advised further in regard to the closing.

To facilitate this closing an escrow has been established with Chicago Title Insurance Company, 732 Sussex Way, Suite A, O'Fallon, Illinois, as Escrowee, Escrow No. 1254-245209-001. If you have questions pertaining to the closing, please contact Raetta Laningham of my staff, 217/557-6715.

Sincerely,

Tom Flattery, Director
Office of Realty & Environmental Planning

TF:RL
cc: Joy Ragain

Joel Brunsold
Tom Flattery
By Tom Flattery, Director of OREP
11/04/05

T-8-P-1

From: RENE UMBERGER
To: HOFFMAN, JIM
Date: 7/22/05 7:53:44 AM
Subject: Contract ??

I cannot find anything with Karen Rueter about you having an actual contract. We found a document that stated your appointment expiration date is 09/30/05.

I have it in my file if you want a copy of it.

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

CC: VEHLOW, PAUL; WAGGONER, CONNIE

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

MEMORANDUM

to: Michael Vanderford

from: Paul E. Vehlow

date: 07/13/05

subject: Realty Policy & Procedure Manual (T-8-P-1)

Enclosed is a draft of the IDNR's Division of Realty Policy & Procedures Manual for the Fish and Wildlife Service's review and comments. The Realty Division has put considerable effort into the development of this manual. The information and guidance the Fish and Wildlife Service provided throughout the manual's development was very helpful. If you have any questions, please contact Connie Waggoner at 217/782-7940

cc: Connie Waggoner

ILLINOIS
DEPARTMENT OF
NATURAL
RESOURCES

MEMORANDUM

to: Paul Vehlow

from: Connie Waggoner

date: July 13, 2005

subject: Federal Review of Division of Realty Policy & Procedures Manual

Attached are two copies of the July 13, 2005 draft Division of Realty Policy & Procedures Manual. Kindly submit one copy to the U.S. Fish & Wildlife Service for their review, comments, and approval. When the USFWS has completed its review, we will contact Jim Hoffman to work on any revisions that the federal government may recommend be made to this manual.

If the federal government has a need to discuss any aspect of the Division of Realty's acquisition process during their review, they may contact me at 217-782-7940.

CW:jh
cc: Jim Hoffman

[printed on recycled and recyclable paper]

State of Illinois Memo

To: Paul Vehlow

From: Jim Hoffman Date: 7-11-05

Dept:

Re: Updated Draft - Fed Funds Requirements

- ☐ Take Necessary Action
- ☐ For Your Approval
- ☐ Reply
- ☐ For Your Comments
- ☐ For Your Information
- ☐ Draft (Letter) (Memo) For My Signature
- ☐ Per Your Request
- ☐ See Me About Attached
- ☐ Return
- ☐ File
- ☐ Route

Remarks:

Attached is a copy of the above section with your revisions. On page 58 + 59, I had added 3 ff on our use of Yellow Book appraisal standards.

Your attachments will appear on page 2 of 2 Appendix III Federal Reports + Documents # 4-7. Call me if you have any other revisions.

IL 001-0001 (1/80)

Printed on Recycled Pa

T-8-P-1

VI. Federal Funds Requirements

A. Acquisition With Federal Funds Guidelines

Land rights (fee simple or easements) that are purchased with federal funds must meet all the federal requirements and standards of the federal assistance program providing the funding. The appraisal report and appraisal review criteria may differ from normal state appraisal practices. The use of federal funds requires the review of the parcel for possible relocation qualification and payment of all entitled relocation benefits. Some federal grant programs require the use of deed restrictions being placed on all deeds that involve federal funds. The deed restriction limits the use and transfer of ownership of the land to ensure the acquired lands meet the goals and objectives of the federal

program.

An example may be that federal wildlife habitat funds may prohibit the use of the land for anything other than wildlife habitat and or hunting purposes. The federal funding source may prohibit development of major roadways or other capital improvements on the property. Some deed restrictions only advise of the use of federal funds for the purchase and prohibit changes in ownership or usage without the consent of the federal agency.

Federal funds provided by the U.S. Fish & Wildlife Service though federal assistance, including, but are not limited to, Pittman-Robinson (PR) grant program (wildlife restoration), Dingell-Johnson (DJ) grant program (sport fish restoration), State Wildlife Grant program (SWG), and Endangered (E) Species grant program all require that the deed restriction listed below be included in the deed to the Department.

> Notice of use restrictions: The real estate was acquired with the assistance of Federal funds administered by the United States Fish and Wildlife Service. Federal regulations permanently restrict changes in its ownership or use notwithstanding any inconsistent state law.

When only state funds are used to acquire land, the above deed restriction is not required. However, when state funds are used as match to obtain federal funds for a land purchase all the parcel(s) of land included for acquisition that fall within the federal aid project boundary would then need to carry the above deed restriction regardless of the source of the funds.

To be eligible for an annual apportionment of PR & DJ federal assistance funding the State of Illinois had to pass assent legislation that restricts the use of all state license fee revenues. These laws can be found in the Illinois Compiled Statutes 515 ILCS 15/1-2 and 515 ILCS 5/30-5-15. State license fee revenues are included in the following state funds: Furbearer (293), Habitat (391), Migratory Waterfowl (953), Pheasant (353), Salmon (042), Deer Permit, Duck Stamp, Goose Stamp, Hunting License, Pheasant & Experimental Quail Stamp, Turkey Permit, Upland Game Permit and the Fish and Wildlife Endowment (260) funds. Even though the state license fee acquisitions do not require a federal deed restriction, these land purchases do require the Department to treat them as though they are to be used forever for that fund's

stated purpose and not converted, sold, traded, or transferred without approval from the Director of the US Fish & Wildlife Service. Therefore, the use of these license fee revenues for land acquisition is subject to federal guidelines and federal audits. License fee land purchases are tracked on the Division of Realty land database under federal funds projects.

The appraisal staff of the Division of Realty has been certified to prepare or review appraisals that must meet the US Fish & Wildlife Services "Yellow Book" appraisal guidelines. Each division staff appraiser has been certified by the US Fish & Wildlife Service to prepare or review federal grant funded land appraisals up to a value of $1 million. They have received training in federal appraisal requirements for preparation and review of land appraisals. Should a new appraiser be hired to work for the Division of Realty, their qualifications and training history would have to be reviewed and approved by the US Fish & Wildlife Service prior to their reviewing or preparing any appraisals that would be used to acquire lands with federal funds.

For land purchases using federal USFWS grant funds of $1,000,0000 (one million dollars) or more the Division of Realty appraisers must submit the parcel's appraisals through the federal regional review appraiser's office for review and certification of value. The Division of Realty provides a copy of appraisals valued at $1,000,000 or more to the Department's federal aid grant administrator for them to forward to the appropriate federal agency for review and approval. The appraisal may be reviewed by one of several different federal agency appraisal staff depending upon the federal agency funding the grant program. The federal reviewer will check the appraisals as to their content and methodology according to the federal "Yellow Book" appraisal guidelines. The federal reviewer may require revisions to the appraisal to bring it up to "Yellow Book" requirements. Once the appraisals meet the federal reviewer's approval, the federal agency in charge of the grant funds will send the Department's federal grant administrator an approval letter to certify which appraisal and dollar amount may be used for that acquisition.

Division of Realty appraisers use the federal "Yellow Book" which contains the Uniform Appraisal Standards for Federal Land Acquisitions. This book was created under the direction of the Interagency Land Acquisition Conference composed of representatives from the many federal agencies engaged in the acquisition of real estate for public use. It is published by the Appraisal Institute in cooperation with the U.S. Department of

Justice. The "Yellow Book" is reported to be in full compliance with the appraisal of real property provisions of the Uniform Relocation Assistance and Real Property Act of 1970, P.L. 91-646 as amended 42 U.S.C. &4601,et seq.(URA).

The Department of Natural Resources receives many federal grants for its various programs. The fact that federal funds are received for use at a site both at the time of initial or subsequent parcel acquisition, or for management or development purposes, after the land purchase will affect the lands future usage. An entire site that was purchased with any combined percentage of state and federal funds may be totally encumbered by the federal restrictions regarding use and change in ownership. Land & Water Conservation Funded (LWCF) funded land purchases encumber only the parcel involved as described on the parcel grant application map and not a broader area. For USFWS funded land acquisitions, the area that carries the federal restriction is those lands which falls within the federal grant project boundary.

For state purchased property that is later used to obtain short-term federal grants for management or development projects, that site is encumbered for the life of the federal grant. When the time period for the management or development grant expires, so does the federal restrictions unless otherwise stated in the terms of the grant agreement. Again the time period restriction on federal management grants is limited to the area covered by the federal grant boundary map for US Fish & Wildlife funded grants.

Three federal agencies are the source of the majority of federally funded land acquisition programs within the IDNR. They are National Park Service with LWCF, the U.S. Department of the Interior, USFWS with PR, DJ, SWG and E, and the U.S. Department of Agriculture/ U.S. Forest Service with Forest Legacy Program (FLP). Care should be taken when the Department acquires land or conservation easements with these program funds to insure that the deeds and or easements meet the federal government's requirements.

The federally funded LWCF program provides a 50% federal match for state land purchases. There is no upper dollar limit on the amount of LWCF that can be used on a 50% match basis. Lands purchased with LWCF funds must abide by the following requirements. 1) There must be sign age on the property that indicates that federal LWCF funds were used to acquire the property. These signs are available from the

IDNR LWCF grant administrator. 2) No farming is to occur on the property after the date of purchase. (LWCF Manual 640.2.8) If the Department intends to purchase property that it wishes to farm for income or habitat feed, it should not use LWCF funds to acquire it. 3) The parcel must be open for public use at reasonable hours and at reasonable times of year. (LWCF Manual 675.9) 4) No improvements that are not compatible with outdoor recreational purposes are to be constructed on the property 5) Replacement lands must be purchased if any conversion of the LWCF purchased property occurs and it must be of comparable value and usefulness. The Department's Division of Grant Administration manages the Land & Water Conservation Fund grant program. Any questions regarding the program should be directed to that Division.

The LWCF grant program administrator has a LWCF Checklist form that they provide to Realty to follow to obtain these federal funds. The checklist requests the name of site/project, county, zip code, total cost, LWCF assistance amount, congressional district, state senate and house districts, GPS coordinates, location map, plat map, development map, acquisition schedule which lists parcels to be acquired, acreage, estimated value and previous use of site, SCORP Justification Form, on-site inspection report, environmental assessment statement, and state historic preservation officer (SHPO) sign-off. These documents are used by the administrator to process the paperwork for federal funding. A copy of this checklist can be found in Appendix III.

After the Department has acquired land with LWCF assistance, the Division of Realty is required to complete a LWCF Billing File Documentation form and provide copies of all documents listed. Items requested on this form include copies of: appraisal, option or sales contract, Statement of Just Compensation (S&O) (if applicable), waiver of rights to Just Compensation (if applicable), Complaint for Condemnation/eminent domain (if applicable), deed or Judgement Order, closing statement, title insurance policy, final project boundary (plat) map, copies of invoice voucher(s), copies of COD(s), final acreage breakdown by category of crop land, pasture, forest, or other, list final purchase price, state historic preservation officer sign-off (SHPO), and site contact information. A copy of this document can be found in Appendix III.

The Endangered (E) Species Program is a federally funded grant program that provides a maximum of 90% federal to 10% state match funding. The program is intended to protect, restore, and enrich the habitat for federally listed endangered

species. The Pittman-Robertson (PR) is a federally funded program that requires 75% federal and 25% state funding. The program is for wildlife restoration. The Dingell-Johnson (DJ) is a federally funded program that requires 75% federal and 25% state funding. The program is directed to sport fish restoration. The State Wildlife Grant (SWG) is a federally funded program that requires 75% federal and 25% state funding for planning projects and 50% federal and 50% state funding for implementation projects. The program is directed to species of greatest conservation need as defined by the IDNR. No lands acquired with the assistance of grant funds from the USFWS may be sold nor change the stated use, without the prior approval of the service.

For all land acquisitions, divestitures, trades/exchanges, easements or any other conveyance of property rights that involves the use of federal assistance funding from the USFWS or involves lands previously purchased and/or developed with federal assistance funding from the USFWS, the following procedures and standards must be adhered to.

I. Pertinent Federal Regulations and Guidelines

1. CFR 43 Public Lands: Interior
   Part 12 - Administrative and Audit Requirements and Cost Principles for Assistance Programs

2. CFR 49 Transportation
   Part 24 - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs

3. CFR 50 Wildlife and Fisheries
   Part 80 - Administrative Requirements, Federal Aid in Fish and Federal Aid in Wildlife Restoration Acts

4. Federal Aid Handbook Chapter 6

II. Procedures

1. Appraisals and reviews up to $1 Million, must be done in accordance with the standards set forth in Robert Bryant's 2/22/05 e-mail to Region 3 state directors (see Attachment 1)

2. Land Acquisition Projects (see Attachment 2)

3. Land Exchanges and Divestitures (see Attachment 3)

4. Easements (see attachment 4)

The Forest Legacy Program(FLP) is a federally funded grant program that provides for 75% federal funds and 25% state match. The program places perpetual conservation easements over valued timber properties in designated Forest Legacy Areas within the State. The landowners are encouraged to donate the 25% state share of the cost. The conservation easements prohibit agricultural activities, livestock grassing, or development of the property, except for maintenance and replacement of existing structures. The timber on the property may be harvested and replanted in accordance with a forest stewardship plan approved by the State Forester. Hunting and recreational trails are permitted on the property.

The enabling legislation for the Forest Legacy Program is found in the Forest Title of the Farm Bill. All acquisitions are on a willing seller basis. Applications for parcels are submitted through the IDNR Forest Legacy Coordinator to the Illinois Forest Development Council (IFDC) for authority to send the application for acquisition to the U.S. Forest Service (USFS) for funding consideration. Applications approved by the USFC are to be entered into the USFS's Forest Legacy Information System (FLIS) database by IDNR's Forest Legacy Coordinator. Upon approval of funding by the USFS, the Federal Aid Coordinator (FAC) will obtain Executive Approval from the Forest Legacy Coordinator for the USFS's Northeast Area for comment and approval of individual parcels in the Federal Grant application. Each parcel acquired is to be annually inspected by a district forester or other designee. The annual performance report on each parcel is to be sent to the USFS and the FAC. The Division of Realty is responsible for securing the conservation easement on each property. The Forest Legacy application procedures can be found in Appendix V attached to this document.

In the event that interests acquired on the protected property with Federal Forest Legacy funds are sold, exchanged or otherwise disposed of, the State of Illinois Department of Natural Resources is to reimburse the United States for the fair market value of the interests in the land at the time of disposal. The Secretary of Agriculture may exercise discretion to consent to such a sale, exchange, or disposition upon the

State's tender of equal valued consideration acceptable to the Secretary. This requirement is stated on each conservation easement in Section 2 Affirmative Rights, 2.4 Reimbursement of Federal Funds.

It is very important that the Division of Realty and all of the federal grant programming staff within the Department be aware of each others actions in regards to buying, transferring, or disposing of land at federally funded IDNR sites throughout the state. New federal grant management or development projects should be brought to the attention of the Division of Realty. This information can be used to update the Land & Water Report and the land database records.

B. Land Transfers, Sales, or Conversion to Other Uses

Properties acquired or developed with federal funds (PR-DJ-SWG-E-LWCF) are not to be sold, traded or converted to other uses without the prior written consent of the federal Agency providing the funds.

The National Park Service, Section 6(f) Requirements prohibits the State from converting the use of land purchased or developed with federal cost-sharing funds for recreational purposes to a use other than for which it was originally purchased. When a parcel of a recreational unit receives assistance under the Land and Water Conservation Fund (LWCF), this automatically subjects the property within the grant boundary lines to Section 6(f). A conversion of land use may occur if one of the following actions were to be taken:

1) Granting to another party control of the land which would result in uses other than outdoor recreation as was approved by the National Park Service. This includes granting control of the land for the construction and maintenance of a utility line, pipeline, irrigation ditch, road (excludes interior park road ways) or other similar facility.

2) Constructing or installing structures or facilities by the Department or others on lands considered within the project scope which would not be compatible with existing uses or would result in use other than that acknowledged or approved by the National Park Service (for example, construction of structures such as communication towers, indoor recreation facilities).

Approval from the Secretary of the Interior or the National Park Service Director shall be obtained by the Department's federal aid coordinator for the LWCF program before any land which is in Section 6(f) conflict can be sold, traded or control relinquished. It will be necessary for the Department to provide replacement land for any land considered to be in Section 6(f) conflict. The replacement land shall be of equal or higher value, and reasonably equivalent usefulness. In many cases, the replacement property may be provide by the Department or another entity.

Similar conversion restrictions apply to all federally funded Fish & Wildlife Service grant land purchases. The Director of the Fish & Wildlife Service must approve of any land use changes. PR-DJ-E-SWG grant funds are under the control of the Fish & Wildlife Service. The U.S. Fish & Wildlife Service stipulates that the replacement land must not only be of equal value but also of equal biological quality and character.(see Attachments 3 & 4).

Any request for legislative land transfers, land sales, or jurisdictional land transfers made to the Division of Realty should be shared with grant managers for their review. The fact that federal funds are encumbering the usage of the property may prohibit the land transfers. Realty staff can check the federal funds program listing on the latest Land & Water Report and contact the division managers of the grant divisions (LWCF and Fish & Wildlife) of the agency before proceeding with any land transfers, sales, or jurisdictional land transfers.

The Department of Natural Resources is responsible for maintaining accurate records on the use of federal funds. The Division of Realty is responsible for maintaining records on the use of federal funds on land acquisition that it directly acquired. These records can be found in the land acquisition database and or in the parcel files of each parcel's purchase. Sometimes the federal project and funding information is contained in the project files of the department's federal grant administrators.

In order to do their job, federal grant auditors need to have open access to land purchase records that involve federal monies. They will begin their auditing work by examining the project grant records of the grant divisions. For confirmation or for additional review, they may want to examine the land records on parcels that were acquired. The land database is the best source for information on federally funded parcels by program.

Appendix III
Documents and Forms
Used by Division of Realty

Acquisition Documents & Forms

1. Title Commitment
2. Parcel Plat
3. Certification Form
4. Disclosure of Ownership or Beneficial Interest
5. Disclosure of Beneficial Interest - Corporation
6. Disclosure of Beneficial Interest in a Trust
7. List of Attorney General Documents for Title Opinion
8. Escrow Agreement
9. Escrow Settlement Statement
10. Memorandum to Title Findings
11. Letter Exercising Option
12. Corporate Special Warranty Deed
13. Quit Claim Deed
14. Warranty Deed
15. Trustee's Deed
16. Solicitation Form
17. Lease Termination Notice
18. Affidavit of Title
19. Affidavit of Use
20. Affidavit of Adverse Possession
21. Non Production Affidavit
22. Late Filing Affidavit
23. List of Documents to be Signed at Closing
24. Optional ALTA/ACSM Land Title Survey Specifications
25. State Archives Transmittal Letter for Secured Parcel Documents

Acquistion Reports

1. Regional Land Manager (RLM) Form
2. Land Form - Acquired
3. Land Form - Land Conveyed Out
4. Land & Water Report - Annual Site Acreage Summary

Appraisal Documents

1. Summary of Property Acquisition and Offer to Purchase Form
2. Improvement Disposition Values

Appendix III
Documents and Forms
Used by Division of Realty

Eminent Domain Documents

1. Final Offer Letter - 60 Day Notice to Condemn
2. Complaint for Condemnation
3. Letter to Governor to Approve Use of Eminent Domain
4. Final Judgement Order (award by Jury & Judge)
5. Receipt of Funds by County Treasurer
6. Order of Satisfaction - Vesting Title
7. Stipulated Settlement - Agreed Final Judgement Order (negotiated settlement)

Federal Reports & Documents

1. Notice of Use Restrictions Federal Funds (Fish & Wildlife Federal Grants)
2. Land & Water Conservation Fund (LWCF) Checklist + attachments
3. Land & Water Conservation Fund (LWCF) Billing File Documentation
4. USFWS- Procedures - Attachment 1 - Appraisals & Reviews
5. USFWS- Procedures - Attachment 2 - Land Acquisition Projects
6. USFWS- Procedures - Attachment 3 - Land Exchanges & Diviestitures
7. USFWS- Procecures - Attachment 4 - Easements

Inspection Reports

1. Real Estate Inspection Report
2. Department of Agriculture Report

Internal Office Forms & Reports

1. Telephone Report
2. Programmatic Time Report - Bi-monthly

Negotiation Documents

1. Assignment for Negotiations Checklist
2. Negotiators Initial Contact Report
3. Option Contract
4. Real Estate Sales Contract
5. Procurement Business Case (PCB) Form

Tax Exemption Forms & Reports

1. Illinois Real Estate Transfer Declaration
2. Application for Property Tax Exemption
3. Annual Certificate of Status of Exempt Property

* see appendix IV for Relocation Forms & Documents

T-8-P-1

From: JIM HOFFMAN
To: SUNDEEN, ANN
Date: 7/11/05 11:23:28 AM
Subject: Verification of IDNR Special Funds List Affected by USFWS Use Restrictions

I am in the process of drafting a division policy & procedures manual for the Division of Realty. One section of the manual deals with Federal Funds Requirements - Acquisition with Federal Funds Guidelines. Paul Vehlow has reviewed this section of the manual and has asked that I obtain your concurrence that this is a complete list of state revenue funds that the Department of Natural Resources must comply with US Fish & Wildlife Service use restrictions under Illinois Complied Statutes 515, ILCS 15/1-2 and 515 ILCS 5/30-5-15.

Please review the following list of funds and advise me of any needed additions or deletions. Thank you.

To be eligible for an annual apportionment of PR & DJ federal assistance funding the State of Illinois had to pass assent legislation that restricts the use of all state license fee revenues. These laws can be found in the Illinois Compiled Statutes 515 ILCS 15/1-2 and 515 ILCS 5/30-5-15. State license fee revenues are included in the following state funds: Furbearer (293), Habitat (391), Migratory Waterfowl (953), Pheasant (353), Salmon (042), Deer Permit, Duck Stamp, Goose Stamp, Hunting License, Pheasant & Experimental Quail Stamp, Turkey Permit, Upland Game Permit and the Fish and Wildlife Endowment (260) funds. Even though the state license fee acquisitions do not require a federal deed restriction, these land purchases do require the Department to treat them as though they are to be used forever for that fund's stated purpose and not converted, sold, traded, or transferred without approval from the Director of the US Fish & Wildlife Service. Therefore, the use of these license fee revenues for land acquisition is subject to federal guidelines and federal audits. License fee land purchases are tracked on the Division of Realty land database under federal funds projects.

CC: FLATTERY, TOM; VEHLOW, PAUL; WAGGONER, CONNIE

Illinois
Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us
Rod R. Blagojevich, Governor

June 30, 2005

Legislative Research Unit
Attn: Michell Cantrell
222 South College
Suite 301
Springfield, Illinois 62704

Re: Grant Agreement Approvals

Dear Ms. Cantrell:

Enclosed are three copies of an approved Grant Agreement and the ICIC Form 192 for an existing federal projects:

- W-99-R-18 SAI #05042902 - Statewide Wildlife Surveys and Investigations
- T-11-P-1 SAI #05012806 - Project Administrator - Cache River Watershed Scale Restoration Project, Union, Johnson Alexander and Pulaski Counties
- T8-P-1 SAI #04012302 - Reality Policy & Procedure Manual
- W-106-R-16 SAI #04052907 - Cooperative Upland Wildlife Research and Surveys
- T-12-P-1 SAI#05012801 - Illinois Mussel Database: Maintenance and Enhancement

If there are any questions, please call me at 217/782-2602.

Sincerely,

Paul E. Vehlow
Federal Aid Coordinator
Office of Resource Conservation

PEV:kj

Attachments

19. ACTION TAKEN	20. FUNDING	21. ACTION DATE
___ a. Awarded ___ b. Rejected _X_ c. Returned for Amendment ___ d. Deferred ___ e. Withdrawn	a. Federal $24,750 b. Applicant $ c. State $8,250 d. Local $ e. Other $ f. Total $33,000	06/30/05 22. STARTING DATE 06/08/04 23. ENDING DATE 12/31/06

CFDA No. 15.634

SAI No. 04012302

T-8-P-1 - Amendment 1

Reality Policy & Procedure Manual

ICIC FORM 192

PAGE 2

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:

RECEIVED
JUN 29 2005
FEDERAL AID

FWS/AFA

June 16, 2005

Mr. Joel Brunsvold, Director
Illinois Department of Natural Resources
1 Natural Resources Way
Springfield, Illinois 62702

Dear Mr. Brunsvold:

The Amendment No. 1 to the Grant Proposal for T-8-P, "Reality Policy and Procedure Manual," and Amendment No. 1 to the Grant Agreement for Segment 1 have been approved effective June 16, 2005. The original signed copy of the approved documents has been forwarded to your grant coordinator.

Sincerely yours,

Robert C Bryant

Mr. Robert Bryant
Chief
Federal Assistance

cc:Mr. Paul Vehlow, Federal Assistance Coordinator

COPY
Fed. Ex.
4/21/05

FEDERAL AID DOCUMENT CHECKLIST

State: Illinois
Project #: T-8-P-1 Amendment #1
Proposed start: June 8, 2004
End date: December 31, 2006

Project Title: Reality Policy & Procedure Manual

Key: ✓ Document received or requirement met | NA Not Applicable | 1 See Notes Section (e.g. 1,2,3...)

Standard Forms[1]

NA Application for Federal Assistance (Standard Form 424)
NA Grant Agreement (Standard Form 3-1552)
X Amendment to Grant Agreement (Standard Form 3-1591)

Narratives[2]

X Grant Proposal -- See Project Statement Information below (Amendment)
X Annual Work Plan with budget

Other Forms

X Transmittal form
X Assurances (may be submitted annually or with each grant proposal)
X Lobbying Certificate (for grant proposals over $100,000)
X NEPA Compliance Checklist
X Phase I Section 7 Evaluation Form

Other Information as Relevant

X State Clearinghouse Letter[3]
Section 106 National Historic Preservation Act Compliance:
NA Clearance from State Historic Preservation Officer
NA Clearance from Tribal Historic Preservation Officer/Contacts
NA Environmental Assessment (EA) or Environmental Impact Statement (EIS)
X Program Income –Amount projected and intention of how it will be used and credited
X In-kind match – Source, type, and amount
NA Engineering plans, and specifications[4]

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[1]Originals and 2 copies of each form, signed by an authorized State official.

[2]All documentation follows FA Handbook, 43 CFR Part 12, Program Rule (e.g. 50 CFR 80)

[3]States exempted are MN (all Federal Aid, January 3, 1984), MO (PR and DJ research, plus Section 6 ESA only June 29, 1987), IA (Section 6 only July 26, 1991), IN (all Federal Aid, March 21, 1990), MI (PR and DJ, Section 6, Nat'l Coastal Wetlands, Anadromous Fish, August 24, 1995), OH (Clearinghouse closed 1997)

[4]Required only when requested by Federal Aid Division. Submission of preliminary documents will facilitate approval of Grant Agreement.

T-8-P-1

From: PAUL VEHLOW
To: HOFFMAN, JIM
Date: 5/25/05 11:38:57 AM
Subject: Re: Realty Manual - State License Fee Funds

The sources of the hunting and fishing license fee revenues that go into those State License Fee funds is listed annually in the following hunting and fishing regulation documents issued by the IDNR to the public.

Illinois Fishing Information (available from Fisheries Div., ORC - contact Larry Dunham)
Digest of Waterfowl Hunting Regulations (available from Wildlife Div., ORC - contact Bonnie Draughan)
Digest of Hunting and Trapping Regulations (available from Wildlife Div., ORC - contact Bonnie Draughan)

The rate and the type of permit, stamp, license can vary from year to year. As the IDNR's FWS federal aid coordinator, I have to certify each year the source of all the IDNR's license revenue. Attached is a copy of last year's certification (FFY'04) to the FWS. It is based on IDNR license data from 2003 because that is the most recent data IDNR License & Permit has compiled.

I hope that helps.

>>> JIM HOFFMAN 05/25/05 10:05 AM >>>
Paul, I was listing the State License Fee Funds that I found in a memo that you wrote. You listed Furbearer (293), Habitat (391), Migratory Waterfowl (953), Pheasant (353), Salmon (042), and Fish and Wildlife Endowment (260) as the state license fee funds. Do those funds include the Duck Stamp, Deer Permit, and Upland Game Permit license fees? Please advise.
Thanks.

2004 LICENSE CERTIFICATION (Using 2002 License Data)

Resi t Hunting License, Permits and Stamp					
Type	**# Sold**		**Unit Cost**		**Sub-Total**
Resident Hunting License (OTC)	108,659	(3)	$ 7.50	(1)	$ 814,943
Resident Hunting w/Habitat Stamp (OTC)	47,806	(3)	$ 13.00	(1)	$ 621,478
Senior Hunting (OTC)	7,158	(3)	$ 4.00	(1)	$ 28,632
Sportsman's License (prorated cost w/fishing license) (OTC	67,096	(3)	$ 9.625	(1, 2)	$ 645,799
Senior Sportsman's (prorated cost w/fishing license) (OTC)	11,345	(3)	$ 5.00	(1, 2)	$ 56,725
Sportsman's w/Hab. Stamp (prorated cost w/fish. license) (OTC)	30,955	(3)	$ 12.375	(1, 2)	$ 383,068
Firearm Deer Permit (PO)	196,110	(4)	$ 15.00	(1)	$ 2,941,650
Deer Muzzleloader only (PO)	6,811	(4)	$ 15.00	(1)	$ 102,165
Paid Landowner/Tenant CW Deer Firearm (PO)	18	(4)	$ 15.00	(1)	$ 270
Free Landowner/Tenant POH Deer Firearm	78,049	(4)	$ 0.00		$ 0
Free Landowner/Tenant POH Deer Archery	48,690	(4)	$ 0.00		$ 0
Deer Handgun (PO)	11,526	(4)	$ 15.00	(1)	$ 172,890
Deer Archery (PO)	2,197	(4)	$ 15.00	(1)	$ 32,955
Archery Deer (OTC)	97,705	(4)	$ 26.00	(1)	$ 2,540,330
Youth Deer Firearm A/O (PO)	1,512	(4)	$ 10.00	(1)	$ 15,120
Free Landowner Spring Turkey Permits (Archery & Shotgun)	18,047	(3)	$ 0.00		$ 0
Free Landowner Fall Turkey Permits (Archery)	4,782	(3)	$ 0.00		$ 0
Free Landowner Fall Turkey Permits (Shotgun)	5,306	(3)	$ 0.00		$ 0
Spring Turkey Permits (PO)	43,709	(3)	$ 15.00	(1)	$ 655,635
Fall FirearmTurkey Permits (PO)	5,279	(3)	$ 15.00	(1)	$ 79,185
Fall Archery Turkey Permits (OTC)	4,782	(3)	$ 5.50	(1)	$ 26,301
Habitat Stamp (OTC)	170,789	(3)	$ 5.50	(1)	$ 939,340
Waterfowl Stamp (OTC)	57,076	(3)	$ 10.50	(1)	$ 599,298
Duck-Daily Usage Stamp	2,284	(3)	$ 10.00	(1)	$ 22,840
Goose-Daily Usage Stamp	1,994	(3)	$ 15.00	(1)	$ 29,910
Pheasant & Experimental Quail-Daily Usage Stamp	15,074	(3)	$ 15.00	(1)	$ 226,110
Chain O'Lakes S. P. Pheasant-Daily Usage Stamp	2,941	(15)	$ 22.00	(1)	$ 64,702
Horseshoe Lake (Madison County) Pheasant-Daily Usage Stamp	0	(15)	$ 20.00	(1)	$ 0
Richland County Pheasant-Daily Usage Stamp	494	(15)	$ 16.00	(1)	$ 7,904
Silver Springs S. P. Pheasant-Dailly Usage Stamp	3,455	(15)	$ 22.00	(1)	$ 76,010
Free Site Permits (6)	5,664	(3)	$ 0.00		$ 0
New Lifetime Hunting (OTC)	160	(3)	$ 210.00	(1)	$ 33,600
New Lifetime Combo (prorated cost w/fishing license) (OTC)	76	(3)	$ 195.00	(1, 2)	$ 14,820
Totals	**1,057,549**				**$ 11,131,679**

2004 LICENSE CERTIFICATION (Using 2002 License Data)

Non-Res		nt Hunting License, Permits and Stamp				
Type	**# Sold**		**Unit Cost**		**Sub-Total**	
Non-Resident Hunting License (OTC)	6,996	(3)	$ 50.75	(1)	$	355,047
Non-Resident 5-Day Hunting License (OTC)	6,582	(3)	$ 28.75	(1)	$	189,233
Deer Archery E/S A/O (OTC)	12,863	(4)	$ 226.00	(1)	$	2,907,038
Deer Archery E/S (PO)	16	(3)	$ 200.00	(10)	$	3,200
Deer Firearm A/O (PO)	657	(4)	$ 25.00	(1)	$	16,425
Deer Firearm E/S (PO)	4,113	(4)	$ 200.00	(1)	$	822,600
Deer Firearm Landowner E/S (POH) (PO)	771	(4)	$ 50.00	(1)	$	38,550
Deer Firearm Landowner A/O (POH) (PO)	508	(4)	$ 25.00	(1)	$	12,700
Deer Archery Landowner E/S A/O (POH) (PO)	344	(4)	$ 70.00	(1)	$	24,080
Deer Muzzleloader A/O (PO)	5	(4)	$ 25.00	(1)	$	125
Deer Muzzleloader E/S (PO)	16	(4)	$ 200.00	(1)	$	3,200
Spring Turkey (Landowner) Shotgun/Archery (PO)	246	(3)	$ 37.50	(1)	$	9,225
Spring Turkey Shotgun/Archery (PO)	620	(3)	$ 125.00	(1)	$	77,500
Fall Firearm Turkey (PO)	250	(3)	$ 125.00	(1)	$	31,250
Fall Archery Turkey (OTC)	4,782	(3)	$ 75.50	(1)	$	361,041
Fall Archery Turkey Landowner (PO)	22	(3)	$ 50.50	(1)	$	1,111
Fall Firearm Turkey Landowner (PO)	18	(3)	$ 37.50	(1)	$	675
Habitat Stamp	5701	(5)	$ 5.50	(1)	$	31,356
Totals	**44,510**				**$**	**4,884,355**

2004 LICENSE CERTIFICATION (Using 2002 License Data)

Resident Fishing License and Stamps					
Type	**# Sold**		**Unit Cost**		**Sub-Total**
Resident Fishing License	478,281	(3)	$ 13.00	(2)	$ 6,217,653
24 Hour Fishing License	45,055	(3)	$ 5.50	(2)	$ 247,803
Senior Fishing	51,022	(3)	$ 6.75	(2)	$ 344,399
Sportsmen's License (prorated cost w/hunting license)	67,096	(3)	$ 9.625	(1, 2)	$ 645,799
Senior Sportsmen's License (prorated cost w/hunting license)	11,345	(3)	$ 5.00	(1, 2)	$ 56,725
Lake Michigan Salmon Stamp	39,153	(3)	$ 6.50	(2)	$ 254,495
Inland Trout Stamp	27,534	(3)	$ 6.50	(2)	$ 178,971
Sportsmen's w/Habitat Stamp (prorated cost w/hunting license)	30,955	(3)	$ 12.375	(1, 2)	$ 383,068
New Lifetime Combo (prorated cost w/hunting license)	76	(3)	$ 360.00	(1, 2)	$ 27,360
New Lifetime Fishing	12	(3)	$ 375.00	(2)	$ 4,500
Totals	**750,529**				**$ 8,360,772**

Non-Resident Fishing License and Stamps					
Type	**# Sold**		**Unit Cost**		**Sub-Total**
Non-Resident Fishing License	18,914	(3)	$ 24.50	(2)	$ 463,393
Non-Resident 10-Day Fishing License	10,048	(3)	$ 13.00	(2)	$ 130,624
Totals	**28,962**				**$ 594,017**

2004 LICENSE CERTIFICATION (Using 2002 License Data)

Hunting								
License Type	Number (7)	No. of Replace. (8)	Subtotal	X	1st Purc. Rate (9)	X	% Non-Res. Hab. Stamps (10)	Total
Res. Hunt.	108,659	63	108,722		0.9980		N/A	108,505
Res. Hunt. w/Hab. Stamp	47,806	19	47,825		0.9999		N/A	47,820
Sportsman	67,096	137	67,233		0.9972		N/A	67,045
Sportsman w/Hab. Stamp	30,955	96	31,051		0.9917		N/A	30,793
Senior Hunt.	7,158	4	7,162		0.9999		N/A	7,161
Lifetime Hunt. (13)	1,200	0	1,200		N/A		N/A	1,200
Lifetime Combo (13)	1,058	1	1,059		N/A		N/A	1,059
Non-Res. Hunt.	6,996	38	7,034		0.9814		N/A	6,903
Non-Res. 5-Day Hunt.	6,582	1	6,583		0.9814		N/A	6,461
Habitat Stamp (11)	176,490	170	176,660		0.9976		0.0323	5,692
Senior Sportsman	11,345	10	11,355		(14)		N/A	11,355
						Total Hunting (12)		**293,994**

Fishing					
License Type	Number (7)	X	1st Purc. Rate (9)	=	Total
Res. Fish.	478,281		0.9823		469,815
Non-Res. Fish.	18,914		0.9823		18,579
Non-Res. 10-Day Fish.	10,048		0.9823		9,870
24 Hr. Fish.	45,055		0.9823		44,258
Sportsmen	67,096		0.9823		65,908
Sportsmen w/Hab. Stamp	30,955		0.9823		30,407
Senior Fishing	51,022		0.9823		50,119
Senior Sportsmen	11,345		0.9823		11,144
Lifetime Fish. (13)	222		N/A		222
Lifetime Combo (13)	1,058		N/A		1,058
				Total Fishing (12)	**701,381**

2004 LICENSE CERTIFICATION (Using 2002 License Data)

(1) Source for fee is the Illinois Department of Natural Resources', "Illinois Digest of Hunting & Trapping Regulations 2002-2003".

(2) Source for fee is the Illinois Department of Natural Resources', "2002 Illinois Fishing Information".

(3) Source for the number sold is D. Lawary's 6/4/04 submission to P. Vehlow (Attachment F).

(4) Source for the number sold is P. Shelton's "'03 License Certification using '01 License Data" draft w/Deer Data submission to P. Vehlow (Attachment A).

(5) Value of Non-Resident Habitat Stamp derived from the "Habitat Stamps" row, the "Number" column value X the "% Habitat Non-Resident" column value as shown on the Illinois Department of Natural Resources', " 2004 License Certification using 2002 License Year Data" chart.

(6) Free Site Permits: (i) - source for the number is D. Lawary, License & Permits, IDNR; (ii) - source for the number is J. Riobinson, OLM&E, IDNR

127	Youth Dove (i)
1,907	Free Dove Hunts (i)
38	Youth Goose Permits (i)
25	Youth Duck (i)
75	Youth Pheasant (ii)
996	Free Duck Hunt (i)
768	Upland Game Permits (i)
1,728	Free Goose Permits (i)
5,664	TOTAL

(7) Information provided by Division of Systems and Licensing (DS&L), after adjustments for federal aid reporting.

(8) Adjustments made by DS&L to subtract replacement licenses are added back into the population before applying the 1st purchase rate to the sample, as the Wildlife Survey that establishes the 1st purchase rate did not differentiate between replacement licenses and duplicate licenses bought for other reasons.

(9) 1st Purchase Rate (eliminate duplicate sales) determined by either the Division of Wildlife or the Division of Fisheries survey results.

(10) % of Habitat Stamp purchases from non-residents, from Division of Wildlife non-resident survey results.

(11) % of Habitat Stamp purchasers hunting deer or turkey only, who are exempt from having to purchase a non-resident hunting license was ended in 2002-03 hunting season so the equation no longer included a percentage for that situation.

(12) Rounded to the nearest whole number.

(13) Numbers derived by applying current U.S. Census Bureau life expectancy standards to current list of lifetime license holders to adjust for probable deaths (Attachments D & E).

(14) Replacement licenses removal from total count for Senior Sportsmen because that license type was not included in the purchase rate survey.

(15) Source for the number sold is Terry Musser's "Hunting Areas Sites - Hunter Harvest Sheet Summary for 2002" submission to P. Vehlow (Attachment G).

Legend : A/O - Antlerless Only
CW - County Wide Hunting Permit
E/S - Either Sex
OTC - Over The Counter Issued
PO - Permit Office Issued

T-8-P-1

From: RENE UMBERGER
To: GUNTERMAN, MICHELLE; VANDENBERG, GAYLE
Date: 4/19/05 2:41:39 PM
Subject: Jim Hoffman's timekeeping & expenses

There is no reason why ORC has to be the timekeeper on this as Dave Blatchford would not know if he is here or not. We have established the funds through the Federal Aid project in payroll and that is enough.

Jim needs to complete a programmatic timesheet ASAP and turn in to Michelle at the end of every pay period. Michelle will complete the Official timesheet and take it to Karen Brubaker in payroll. She will generate the pay for Jim.

Jim - just a reminder. On any expenses, travel or otherwise, please be sure to have someone in Realty prepare the vendor payment form and have your supervisor sign it. Attach the original documents. Get that invoice to me and we will pay it out of our funds. If you have any questions, please let me know.

thanks.

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

CC: BLATCHFORD, DAVE; BRUBAKER, KAREN; HOFFMAN, JIM; VEHLOW, PAUL; WAGGONER, CONNIE

Illinois Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us

Rod R. Blagojevich, Governor
Joel Brunsvold, Director

March 31, 2005

Robert C. Bryant
Chief, Division of Federal Assistance
Fish & Wildlife Service
Bishop Henry Whipple Federal Bldg.
1 Federal Drive
Fort Snelling, MN. 55111-4056

Dear Bob Bryant:

I am responding to your letter of March 11th to Director Brunsvold regarding the concerns you had with the IDNR's intention to terminate the grant agreement for the "Realty Policy and Procedures Manual" (T-8-P-1) project. I am pleased to announce that your letter turned out to be the catalyst we needed to achieve what had been, to that point, an unsurmountable obstacle for getting approval of a personal services contract with the retired Realty supervisor.

Over approximately the past 12 months, the IDNR's Realty Office has been trying to get the necessary contractual approvals to authorize the temporary hiring of a retired IDNR employee for this project. He had previously overseen the Realty operation so he is very familiar with realty standards and procedures, knows the staff, and the need for the "Realty Policy and Procedures Manual" as raised by the Fish & Wildlife Service (FWS).

We are anticipating the contract will be executed within a few days, allowing the retired IDNR employee to start working on the manual early in April. It will also be necessary to amend our grant proposal and grant agreement for additional time since we no longer intend to terminate the project. The required paperwork to extend the current termination date from May 31, 2006 to December 31, 2006, will be sent to you shortly.

We regret any difficulties our prior decision to terminate the project posed to you and the Service. We had exhausted every option for approval of a personal services contract and it appeared there be no way to proceed with the project, until your letter arrived.

Thank you for your assistance. If you have any question, please contact Paul Vehlow at 217/785-5922.

Sincerely,

Mike Conlin
Acting Office Director
Office of Resource Conservation

MC:PV:tt

cc: Tom Flattery
Paul Vehlow

Printed on recycled and recyclable paper

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:
FWS/MBSP-FA

MAR 11 2005

Mr. Joel Brunsvold
Director
Department of Natural Resources
1 Natural Resources Way
Springfield, Illinois 62702-1271

Dear Director Brunsvold:

We have just learned from Paul Vehlow, the Illinois Department of Natural Resources (DNR) Federal Aid Coordinator, that the DNR has decided to terminate State Wildlife Grant T-8-L, Realty Policy & Procedure Manual. We believe this grant is important and request that you reconsider its termination.

The purpose of the grant is to develop and maintain a comprehensive Policy and Procedures Manual (Manual) for the DNR. The grant is set up to contract for the services of a recently retired DNR employee. The total project cost is estimated at $33,000, the Federal share of which is $24,750.

The need for the Manual was identified in a Federal Assistance (FA) trip report, dated September 2002. The trip's purpose was to discuss common concerns, review the DNR process for land acquisition, and to ensure compliance with regulations that apply to FA grants. The report identified that the DNR staff were performing FA land transactions without compliance with Federal regulations. The staff did not know the appropriate policies and procedures. The report concluded, "It is highly recommended that the DNR develop a comprehensive Policies and Procedures Manual." In February 2003, the DNR's Office of Realty and Environmental Planning Director, Tom Flattery wrote FA a letter in support of the Manual.

A lack of staff time within the DNR was a barrier to preparing such Manual. The grant would use new funds to accomplish this via contract before May 2006. Accordingly, we urge you to reconsider terminating the grant.

Sincerely,

Robert C. Bryant
Chief, Division of Federal Assistance

cc: Paul Vehlow, FAC

T-8-P-1

From: PAUL VEHLOW
To: WAGGONER, CONNIE
Date: 3/30/05 9:46:14 AM
Subject: Msg. from Karen Reuter re: Jim's contract

I appreciate you keeping me posted. I did a draft reply to Robert Bryant's 3/11/05 letter last night requesting Director Brunsvold continue the Realty Policy & Procedures Manual (T-8-P-1) grant agreement. I indicated we were finally able to proceed with a personal service's contract to hire Jim Hoffmann (I didn't name him in the letter) and we were expecting him to start work in April on the development of the Realty P & P Manual.

As soon as I get comments back on the draft from both Tom and Mike, I'll finalize the letter for Mike's signature so we can tell the FWS we'll be able to continue the grant agrement after all. My thanks to you and Tom for all of your persistence and efforts to finally get this done !

TXS.

>>> CONNIE WAGGONER 3/30/05 9:07:50 AM >>>
Mary Sue & Paul:
Jim's 75 day contract is for this fiscal year and 75 days next fiscal year.
Sorry for the confusion, after Karen spoke to Terri Gwillim this morning she confirmed the time frame.
Terri is to let us know something for sure tomorrow about an April 1 start date. She is waiting to hear back from CMS. I am going to touch base with Jim today so he knows what is going on.
Thanks for all your help,
Connie

CC: CONLIN, MIKE; DAHLKOETTER, MARY SUE; FLATTERY, TOM

From: MIKE CONLIN
To: VEHLOW, PAUL
Date: 3/30/05 7:59:12 AM
Subject: Re: Realty P & P Manual (T-8-P-1)

Reply requested when convenient

Looks good. Thx. Paul.

Mike

>>> PAUL VEHLOW 3/30/2005 1:58:19 AM >>>
Attached is a draft response to Robert Bryant's 3/11/05 letter to Director Brunsvolds requesting we do not terminate the above referenced grant agreement. Please review and provide me with your comments as soon as possible. I will then make the final revisions and forward the letter onto Terri for her to format and put on the appropriate IDNR letter head for your signature Mike, as per the Director's office cover memo.

If you have any questions, please contact me.

TXS.

CC: CROSS, JOEL

From: PAUL VEHLOW
To: MCONLIN@dnrmail.state.il.us,TFLATTERY@dnrmail.state.il.us
Date: 3/30/05 1:58:20 AM
Subject: Realty P & P Manual (T-8-P-1)

Attached is a draft response to Robert Bryant's 3/11/05 letter to Director Brunsvolds requesting we do not terminate the above referenced grant agreement. Please review and provide me with your comments as soon as possible. I will then make the final revisions and forward the letter onto Terri for her to format and put on the appropriate IDNR letter head for your signature Mike, as per the Director's office cover memo.

If you have any questions, please contact me.

TXS.

CC: TTURNER@dnrmail.state.il.us,GVANDENBERG@dnrmail.state.il.us

March 29, 2005

Robert C. Bryant
Chief, Division of Federal Assistance
Fish & Wildlife Service
Bishop Henry Whipple Federal Bldg.
1 Federal Drive
Fort Snelling, MN. 55111-4056

Dear Mr. Bryant:

I am responding to your letter of March 11th to Director Brunsvold regarding the concerns you had with the IDNR's intention to terminate the grant agreement for the "Realty Policy and Procedures Manual" (T-8-P-1) project. I am pleased to announce that your letter turned out to be the catalyst we needed to achieve what had been, to that point, an unsurmountable obstacle for getting approval of a personal services contract with the retired Realty supervisor.

Over approximately the past 12 months, the IDNR's Realty Office has been trying to get the necessary contractual approvals to authorize the temporary hiring of a retired IDNR employee for this project. He had previously overseen the Realty operation so he is very familiar with realty standards and procedures, knows the staff, and the need for the "Realty Policy and Procedures Manual" as raised by the Fish & Wildlife Service (FWS).

We are anticipating the contract will be executed within a few days, allowing the retired IDNR employee to start working on the manual early in April. It will also be necessary to amend our grant proposal and grant agreement for additional time since we no longer intend to terminate the project. The required paperwork to extend the current termination date from May 31, 2006 to December 31, 2006, will be sent to you shortly.

We regret any difficulties our prior decision to terminate the project posed to you and the Service. We had exhausted every option for approval of a personal services contract and it appeared there be no way to proceed with the project, until your letter arrived.

Thank you for your assistance. If you have any question, please contact Paul Vehlow at 217/785-5922.

Sincerely,

Mike Conlin
Acting Office Director
Office of Resource Conservation

cc: Tom Flattery
Paul Vehlow

From: PAUL VEHLOW
To: CONLIN, MIKE
Date: 3/22/05 4:37:13 PM
Subject: Realty Policy & Procedures Manal (T-8-P-1)

I met with Tom Flattery this afternoon in regards to developing a reply to the 3/11/05 letter from Robert Bryant, USFWS, to Director Brunsvold requesting the IDNR not terminte the above referenced grant agreement. Tom said he had previously made Leslie Sgro aware of the problem Realty was having getting the needed personal services contract approved so they could proceed with the goals and objective of this grant agreement. Tom indicated I should not do anything further in regards to drafting a response for your signature to Robert Bryant's letter. He said he would take Mr. Bryant's letter and meet with Ms. Sgro and Ms. Cusumano in an effort to get the personal services contract dilemma resolved. Especially now, in light of the importance the U.S. Fish and Wildlife Service has placed on completing this project and the overriding need for the manual.

I will therefore not be submitting a draft reply by your requested date of 3/28/05. Furthermore, there will not be a response by the due date of 3/29/05 to the Bryant letter as requested in the 3/15/05 memo from the Director's office to you.

It is my understanding that Terri Tuner will update the Director's office on the current situation. If you have any questions, please contact me.

TXS.

CC: TURNER, TERI

Illinois
Department of
Natural Resources

To: Tom

From: Paul Vehlow

Date: 3/21/05

Subject: Realty P&P Manual and Hegewisch Marsh land acquisition

I am scheduled to meet with you at 2:00 pm, Tue. (3/22/05) on the following items.

1.) Reply to USFWS letter to Director Brunsvold regarding my notifying the Service of the IDNR's intention to cancel the Realty P&P Manual grant (T-8-P-1)

2.) Billing USFWS for the City of Chicago's purchase of Hegewisch Marsh (T-1-L-1) Connie had been reviewing the documentation from the City of Chicago and indicated (over)

One Natural Resources Way • Springfield, IL 62702-1271 • 217-782-7454

3/21/05

3/15/05

- Spoke to MC briefly as to how to proceed with letter. Mike suggested contacting Connie W or TF.
- Spoke w/ Connie. She asked that I meet w/ Tom since she's out starting @ Noon 3/21 thru 3/28
- Scheduled meeting w/ Tom F. for 2 pm Tue (3/22/05) to discuss:
  1. reply to USFWS letter on cancelling T-S-R-1 grant (Realty P&P Manual)
  2. Hegewisch Marsh Land Acq (T-1-2-1)
- Update MC
- Asked Connie for Hegewisch file back

mment & Return

proved

le

Your Approval

ease Draft

tter ✓

no

Signature

3/28/05

You wanted me to do that review. I need to know if it is okay for me to proceed with billing the Service for the land acquisition.

Thx.

cc: Mike Conlin & Carrie Wagner

T-8-P-1

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:
FWS/MBSP-FA

MAR 11 2005

RECEIVED
MAR 15 2005
FEDERAL AID

Mr. Joel Brunsvold
Director
Department of Natural Resources
1 Natural Resources Way
Springfield, Illinois 62702-1271

Dear Director Brunsvold:

We have just learned from Paul Vehlow, the Illinois Department of Natural Resources (DNR) Federal Aid Coordinator, that the DNR has decided to terminate State Wildlife Grant T-8-L, Realty Policy & Procedure Manual. We believe this grant is important and request that you reconsider its termination.

The purpose of the grant is to develop and maintain a comprehensive Policy and Procedures Manual (Manual) for the DNR. The grant is set up to contract for the services of a recently retired DNR employee. The total project cost is estimated at $33,000, the Federal share of which is $24,750.

The need for the Manual was identified in a Federal Assistance (FA) trip report, dated September 2002. The trip's purpose was to discuss common concerns, review the DNR process for land acquisition, and to ensure compliance with regulations that apply to FA grants. The report identified that the DNR staff were performing FA land transactions without compliance with Federal regulations. The staff did not know the appropriate policies and procedures. The report concluded, "It is highly recommended that the DNR develop a comprehensive Policies and Procedures Manual." In February 2003, the DNR's Office of Realty and Environmental Planning Director, Tom Flattery wrote FA a letter in support of the Manual.

A lack of staff time within the DNR was a barrier to preparing such Manual. The grant would use new funds to accomplish this via contract before May 2006. Accordingly, we urge you to reconsider terminating the grant.

Sincerely,

Robert C Bryant

Robert C. Bryant
Chief, Division of Federal Assistance

cc: Paul Vehlow, FAC

From: PAUL VEHLOW
To: FLATTERY, TOM
Date: 2/25/05 1:00:01 PM
Subject: Fwd: draft letter: Reconsider IL SWG: Realty Manual (T-8-P-1)

Tom:
I am doing this e-mail to you because I understand you are gone and I'm out next week at the USFWS Region 3 Federal Aid Coordinators annual meeting in Duluth, MN.

I got a call from Robert Bryant and Michael Vanderford this morning in regards to my attached e-mail of 2/22/05 notifying them of our intention to terminate the Realty Policy & Procedures Manual (T-8-P-1). Their concern related to the 2002 U. S. Fish & Wildlife Service's IDNR Realty Review finding, that the IDNR was in need of a "Realty Policy & Procedures Manual" to help ensure compliance with federal realty regulations on lands acquired with USFWS federal aid funds. I told them we were taking the step of terminating this grant as a last resort. IDNR Realty was well aware of their obligation to prepare a Realty P & P Manual and all of us are well aware of the potential value such a manual has to the IDNR's Realty operation. I said Connie Waggoner and you had tried repeatedly for several months to get the necessary approval from IDNR Personnel for a personal services contract to hire Jim Hoffman, but to no avail.

We had therefore reached a point where it appeared there was no chance for the T-8-P-1 grant to be accomplished and the SWG'04 funding, under which the fed aid funding for T-8-P-1 comes, would be terminating on 10/1/05. So, while there was still sufficient time to get another project approved for the $24,750 in SWG'04 fed aid obligated to T-8-P-1, we make the tough choice of terminating T-8-P-1. I informed the feds this decision was reached following a meeting with you, Mike Conlin, Connie Waggoner, Joel Cross and myself. I also mentioned you were well aware of the obligation to prepare a Realty P & P Manual and the loss of this opportunity with the termination of the T-8-P-1 grant meant the obligation would fall to the remaining Realty staff. I said you had also informed Deputy Director Leslie Sgro of the pending loss of this grant.

Robert said they intended to write to the IDNR expressing their concerns for our intention to terminate the T-8-P-1 grant. Attached is a draft of that letter that came in while I was writing this e-mail to you. I reviewed it with Mike Conlin and Connie Waggoner each and all of us believe the letter is fair and factual. I have called Robert Bryant and informed him and he said it would be sent out as soon as possible.

If it is necessary to reach me next week or to discuss this further with the FWS, we are all together at the FAC meeting in Duluth, MN. from 2/28 - 3/3/05. Please contact Rori Krohe @ 782-2602 for the phone number of the hotel where meeting will be held and all of us will be staying.

TXS.

>>> <Robert_Bryant@fws.gov> 2/25/05 10:43:48 AM >>>

Paul

Any comments before we final ?

Bob
----- Forwarded by Robert Bryant/R3/FWS/DOI on 02/25/2005 10:44 AM -----

Michael Vanderford
02/24/2005 06:05 PM

To: Robert_Bryant@fws.gov, Everett Fuchs/R3/FWS/DOI@FWS
cc:
Subject: draft letter: Reconsider IL SWG: Realty Manual

February 24, 2005

Bob and Bud,

Per your request during our meeting this afternoon, attached in a MS Word file is a draft letter from Robyn to Joel Brunsvold. The intent is a letter to show the Director that will prevent the scrapping of the State Wildlife Grant to develop a Realty Manual , and get the contract approved to start the project.

It's a longer letter per Bob's suggestion.

I think this is a clay figure that Bob will mold a lot more.

- Michael

(See attached file: RDdraftLtrRealtyManual022405.doc)

CC: CONLIN, MIKE; CROSS, JOEL; JUSTISON, KATHY; WAGGONER, CONNIE

DRAFT *** DRAFT *** DRAFT *** DRAFT *** DRAFT *** (February 24, 2005)

Proposed letter to IL DNR regarding the proposed termination of State Wildlife Grant IL T-8-P, *Realty Policy and Procedures Manual*

Dear Director Brunsvold,

In late February we received word from the Illinois Department of Natural Resources (DNR) Federal Aid Coordinator, Paul Vehlow, that the DNR has decided to terminate your State Wildlife Grant (SWG) T-8-L, *Realty Policy & Procedure Manual*. Due to matters of mutual interest, I ask that you not only reconsider terminating the grant, but that you make sure the small contract needed to accomplish the objectives is approved in a timely fashion.

The SWG grant is intended to develop and maintain a comprehensive Policy and Procedures Manual for the Section of Realty. The grant was set up to contract for the services of a recently retired Section of Realty employee with 11 years of experience managing the land acquisition process for the DNR. The retired employee is interested in the project and ready to begin work whenever the DNR issues the contract. The total project cost is estimated at $33,000, the Federal share of which is $24,750.

The need for this Policy and Procedures Manual was clarified in a realty review report by John Saxhaug and Lois Lawson of my staff. The realty review took place in September 2002. The review was to discuss common realty concerns, review IL DNR's process for land acquisition, and to ensure compliance with Federal regulations that apply to our Federal Assistance grants. The first conclusion in that report was, "It is highly recommended that the IDNR develop a comprehensive Policies and Procedures Manual." In February 2003, the DNR's Office of Realty and Environmental Planning Director, Tom Flattery wrote the Service a letter agreeing with the urgent need for this manual and promising that the DNR would immediately begin work on developing the manual.

The need for the manual was evident from the fact that Office of Realty and Environmental Planning staff were routinely exercising realty transactions involving Federal Assistance grants without dealing with Federal realty regulations. As a result many transactions were completed in violation of these Federal regulations. However, the clear reason for the non-compliance with Federal regulations was that the State staff did not know the policies and procedures involved with land transactions involving Federal grants. The remedy identified was a policy and procedures manual for all Section of Realty staff. This manual would spell out what land transaction steps were required when a Federal Assistance grant was involved.

The problem in developing the manual, however, was lack of staff time within the Section of Realty to accomplish the task. That is where the State Wildlife Grant, IL T-8-L, *Realty Policy & Procedure Manual*, became the means to implement the remedy. The grant would use new grant funds to contract with an experienced, recently retired Section

of Realty employee to accomplish by May 2006, what the DNR had yet been able to even start. The grant is small. It is specific. The prospect for success is very high. Yet we now have notice that the SWG grant is being terminated because the State will not approve the contract to get it done.

Consistent with the message in our 2002 Realty Review Report, the need for the realty policy and procedure manual is to correct actions routinely happening in the DNR's Realty Section, which violate Federal regulations dealing with land transactions. If those actions are not routinely corrected, the time and money required of the DNR and the Service to correct them, after the fact, will be much larger than the time and money needed to develop the manual through this contract. Further, the time and money will not then be available for the resource management and enhancement that our agencies and staff are dedicated to doing.

Therefore, I urge you to reconsider terminating the State Wildlife Grant (SWG) T-8-L, for development of the *Realty Policy & Procedure Manual*. I further urge you to make sure the small contract needed to accomplish the objectives is approved in a timely fashion. This is in our mutual interest, not just for administrative efficiency. More importantly, these actions are needed so we can focus on our agency natural resource missions.

From: PAUL VEHLOW
To: mike_sweet@fws.gov,Lucinda_Corcoran@fws.gov,Michael_Vanderford@fws.gov
Date: 2/22/05 12:07:24 AM
Subject: Termination of Grants (T-8-P-1; U-1-L-1 & E-25-L-1)

My purpose for writing is to inform you that the IDNR will be termination the following grant agreement:

Realty Policy & Procedure Manual (T-8-P-1).....$24,750 (federal share)
NE IL Wetland Project (U-1-L-1).....$760,000 (federal share)
Prairie Bush clover Land Acq. (E-25-L-1).....$164,700 (federal share)
TOTAL.....$949,759 (federal share)

We regret it is necessary to terminate these three grant agreements. But after considerable time and effort, we find there are no viable options left for us to complete these projects. We will be completing the necessary paperwork (e.g. FSR and performance reports) shortly to close out these grant agreements. The performace reports for each project will go into more detail on the circumstances which led us to the decision to terminate these projects.

I would like to thank you for the assistance and guidance you provided on your respective projects. If you have any questions please contact me.

CC:
Robert_Bryant@fws.gov,MCONLIN@dnrmail.state.il.us,TFLATTERY@dnrmail.state.il.us,CWAGGONER@dnrmail.state.il.us,KJUSTISON@dnrmail.state.il.us,RUMBERGER@dnrmail.state.il.us,KROMAN@dnrmail.state.il.us,JCROSS@dnrmail.state.il.us

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From: PAUL VEHLOW
To:
RUMBERGER@dnrmail.state.il.us,CWAGGONER@dnrmail.state.il.us,KROMAN@dnrmail.state.il.us
Date: 2/22/05 12:16:56 AM
Subject: Fwd: Termination of Grants (T-8-P-1; U-1-L-1 & E-25-L-1)

For the three listed projects that are being terminated, please do the following as it applies to each of you.

Connie Waggoner: Final Performance Report for T-8-P-1 and U-1-L-1
Kim Roman: Final Performance Report for E-25-L-1
Rene Umberger: Final FSR for T-8-P-1, E-25-L-1 and U-1-L-1

Please submit your documentation to Kathy Justison by no later than 5:00 pm, Friday, March 4, 2005. If you have any questions, please see me.

TXS.

CC:
KJUSTISON@dnrmail.state.il.us,MCONLIN@dnrmail.state.il.us,JCROSS@dnrmail.state.il.us,TFLATTERY@dnrmail.state.il.us

From: PAUL VEHLOW
To: "Robert_Bryant@fws.gov".GWIA55.DNRDOM3
Date: 2/22/05 12:33:37 PM
Subject: Re: Termination of Grants (T-8-P-1; U-1-L-1 & E-25-L-1)

The following is a brief summary of why each of the grant are being terminated.

Realty Policy & Procedure Manual (T-8-P-1) @ $24,750 (federal share) The intent of this grant was to hire, on a contractual basis, Jim Hoffman, the supervisor of the Realty Section who took early retirement in 2002. He is very knowledgeable of the IDNR Realty system and the rules and regulation surrounding appraisals, land transactions, etc. with over 20 years experience. He was supervisor when the FWS Realty review was done in 2002 and understands the purpose of the Realty Policy and Procedures Manual. Furthermore, he was available and interested in seeing the manual done. For all of theses reasons, he was the logical choice to hire.

However, the IDNR has had a number of lay-offs over the past year, making it very difficult to get approval for contractual hires. This has been the case with hiring Jim Hoffman. Repeated attempts to get the required approval has failed so the Realty Section has been forced to attempt to develop the Realty Policy and Procedures Manual with exisiting staff on a much slower schedule. By closing out this grant we will be able to obligate the remaining SWG'04 fed aid funds to other projects.

NE IL Wetland Project (U-1-L-1) @ $760,000 (federal share) This competitive SWG'01 grant had identified $2.131 M in Match from five entities for the proposed purchase of 25 acres of land at Black Crown Marsh. This area of NE IL is developing very quickly so land values are rising rapidly. Securing these lands has been a high priority with the IDNR, local units of government and conservation groups. At the same time, since the grant agreement was executed in Dec'01, a number of the Match partners on this grant started having problems maintaining their match commitments. The straw that broke the camel's back came earlier this month when one of the forest preserve districts, a key Match partner under this grant, informed Realty their board would no longer consider a referendum for increasing taxes for future land acquisitions, so they would no longer be able to provide the Match on this project.

The landowner of the 25 acre tract identified in this grant wishes to sell the all of their holdings as one package. The IDNR has been working on securing the necessary state funds, line-up the needed match funds, in addition to this federal aid funding, for a purchase package that was estimated to be over $4M. With the lose of the key match partner, we no longer have sufficient funds to purchase the entire site, including the 25 acres identified in this grant agreement, as stipulated by the landowner. So we have no choice but to close out this grant

Prairie Bush Clover Land Acq. (E-25-L-1) @ $164,700 (federal share) Natural Lands Institute (NLI) was identified in the gratn as the organization that would hold the title to the property and manage it. NLI was to secure the necessary yellowbook appraisal to establish tyhe land value. Since the grant was executed in Sept'02, NLI did two appraisals, and the FWS determined neither of them met yellowbook standards. At that point NLI refused to pay for yet another appraisal with an unpredictable (and possibly un-refundable) outcome and dropped the project.

The Illinois Department of Natural Resources (IDNR) agreed to oversee the appraisal and to work with an appraiser certified to yellowbook standards. However, the landowner of the prairie had a contract drafted for the sale of the property to a developer which will be executed shortly . IDNR did not wish to pay for the high yellowbook appraisal fee when it was questionable that 1) the land would still be available after the appraisal was completed, 2) the appraisal would meet the seller's price expectations, and 3) the appraisal would actually meet the yellowbook standards. We are therefore closing out this project.

I got your phone message while I was preparing this message, between meetings this morning. Once you have had a chance to review my response, I would be glad to talk to you further, if you wish.

TXS.

>>> <Robert_Bryant@fws.gov> 2/22/05 6:42:19 AM >>>

Paul

Why are these being terminated ? Curious

Bob.

"PAUL VEHLOW"
<pvehlow@dnrmail.s tate.il.us>
02/22/2005 12:07 AM

To: <Lucinda_Corcoran@fws.gov>, <Michael_Vanderford@fws.gov>, <mike_sweet@fws.gov>

cc: "CONNIE WAGGONER" <CWAGGONER@dnrmail.state.il.us>, "JOEL CROSS" <JCROSS@dnrmail.state.il.us>, "KATHY JUSTISON" <KJUSTISON@dnrmail.state.il.us>, "KIM ROMAN" <KROMAN@dnrmail.state.il.us>, "MIKE CONLIN" <MCONLIN@dnrmail.state.il.us>, "RENE UMBERGER" <RUMBERGER@dnrmail.state.il.us>, "TOM FLATTERY" <TFLATTERY@dnrmail.state.il.us>, <Robert_Bryant@fws.gov>

Subject: Termination of Grants (T-8-P-1; U-1-L-1 & E-25-L-1)

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I would like to thank you for the assistance and guidance you provided on your respective projects. If you have any questions please contact me.

CC: "Lucinda_Corcoran@fws.gov".GWIA55.DNRDOM3; "Michael_Vanderford@fws.gov".GWIA55.DNRDOM3; "mike_sweet@fws.gov".GWIA55.DNRDOM3; CONLIN, MIKE; CROSS, JOEL; FLATTERY, TOM; JUSTISON, KATHY; ROMAN, KIM; UMBERGER, RENE; WAGGONER, CONNIE

From: PAUL VEHLOW
To: WAGGONER, CONNIE
Date: 12/29/04 4:31:15 PM
Subject: Realty Manual (T-8-P-1)

It's the end of the year so it seems like a good time to try an wrap up some lingering issues and this project came up. My notes on a conversation we had at the end of November indicated you had gotten clearance to proceed with the contractual hiring process in an effort to finally be able to bring Jim Hoffman in to work on the developement of the manual. In previous meetings, you told also told me that Jeff Fulgenzi and the Realty staff had been working on the manual, as time permits.

As you will recall, I was concerned that if we are not going to be able to bring in Jim as a contractual hire and the manual is being developed by the IDNR staff then we will need to amend the grant to revise the scope of work and the budget. I am therefore requesting you give me a written update by no later than EOB on Friday, 1/7/05, on the status of this project, specifically addressing the following points:

1. Current status of the Realty Policy & Procedure Manuals development. At a minimum, please include an estimate of the
percentage of completion the manual is at presently, what tasks or portions of the manual have been completed, what is yet to
be done, and a projected timetable for the completion of the manual.

2. Update on the status of the contractual hiring. (NOTE: The current termination date for this grant agreement is 5/31/04 or 5
mos. It was originally estimated that Jim work work under a 75 day hire or approx. 3.75 mos. That leaves approx. 1.25 mos. to
get thru the contractual process, if Jim is still to come on board for 75 days and get done before the current grant termination
date.

If you have any questions, please contact me.

TXS.

CC: CONLIN, MIKE; CROSS, JOEL; FLATTERY, TOM; JUSTISON, KATHY

1/6/05

- meeting w/ Connie & T.F., Connie said hires/contract for personal services went in ± 2 wks ago and they still haven't heard anything yet.
- Realty staff working on manual, as time staffing allows. No est of schedule available -
- Ck w/ Connie mid-Feb '05 for update; if haven't heard from her before then PV

T-8-P.1

From: ROSE RAGLAND
To: VEHLOW, PAUL
Date: 11/22/04 2:06:21 PM
Subject: Re: Jim Hoffman

Connie was up to see you regrading Jim's contract. You had asked about using the federal dollars for something else if it didn't look like Jim's contract would go through. Per Connie - you can go ahead and use the money for your other project.

She is still going to work on the manual - she needs to know what programmatic code she should use.

11/23/04

Note:

Spoke w/ Connie & Tom F. after they met w/ Leslie Sgro & Michelle ~~[illegible]~~ Cacimano that contractual hires, under certain conditions, can proceed. Connie will put the paperwork together again for Personnel to try and get Jim Hoffman in to do the manual. Hold on taking any action to reduce grant to just IDNR staff w/o Jim Hoffman (contractual) till end of the year. Ck w/ Connie on status

Rev

From: PAUL VEHLOW
To: FULGENZI, JEFF; WAGGONER, CONNIE
Date: 10/25/04 12:27:37 PM
Subject: Realty Policy & Procedure Manual (T-8-P-1)

The programmatic code that IDNR staff should charge their time to when working on the development, review, revision, etc. of the planned IDNR Realty Policy & Procedure Manual is 2142.

Please let me know as soon as possible if you decide not to continue to pursue approval of a personal services contract for Jin Hoffman. We'll need to review the scope of work in the grant and determine if an amendment is necessary, based on what your approach will be if Jim can not be hired.

If you have any questions, please contact me.

TXS.

CC: JUSTISON, KATHY; UMBERGER, RENE

From: RENE UMBERGER
To: WAGGONER, CONNIE
Date: 7/15/04 3:25:57 PM
Subject: Fwd: Re: CARA - Jim Hoffman Payroll - FWS Project # T-8-P-1

SORRY PROGRAMMATIC NUMBER IS 2142.

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

CC: REILLY, BRIAN; VEHLOW, PAUL

From: RENE UMBERGER
To: VEHLOW, PAUL; WAGGONER, CONNIE
Date: 7/14/04 12:50:14 PM
Subject: Fwd: Re: CARA - Jim Hoffman Payroll - FWS Project # T-8-P-1

WE NEED TO USE PROGRAM CODE 2142 INSTEAD OF # LISTED BELOW. Thanks.

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

CC: ORTMAN, NANCY

From: RENE UMBERGER
To: SCHELLER, TRUMAN; VEHLOW, PAUL; WAGGONER, CONNIE
Date: 7/13/04 5:03:40 PM
Subject: Re: CARA - Jim Hoffman Payroll - FWS Project # T-8-P-1

F Y I :
This federal project has been approved. For OREP personnel working on this project, time should be coded. To clarify my statement below, Jim
Hoffman's pending contract will be completed before the grant actually expires. Upon approval, A copy of his contract should also be sent to Paul Vehlow for the grant file. Thanks!

PROGRAMMATIC CODE TO BE USED: # 1027
SUBA NUMBER TO BE USED: #5210

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

>>> TRUMAN SCHELLER 7/13/04 4:41:33 PM >>>
For now this is on hold til DNR gets the approvals from OMB and the Governor's Office to have a personal services contract with Jim Hoffman.

>>> RENE UMBERGER 7/13/04 3:50:38 PM >>>
Dave Blatchford should establish the contract for this project as:
SFY05 $20,000
SFY06 $ 4,000
Sharon Long will have to also establish dollars in the COD.
The approved grant period is actually July 1, 2004 through May 31, 2006.
His portion of this grant will be done prior to that time.

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Springfield, Illinois 62702-1271
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>>> PAUL VEHLOW 7/13/04 3:42:10 PM >>>
Can you forward to me and Dave Blatchford the timeline uder whcih Jim hoffman will be on a personnal services contract. If you intend for him to be under contract for more the just SFY'05, please indicate a dollar estimate for each state fiscal year so Dave can allocate the dollars.

If you have any questions, please cnatact me.

TXS.

>>> DAVE BLATCHFORD 7/13/04 3:35:28 PM >>>
In the next month or two we will want to reactivate a payroll (12-422) from CARA funding to pay personal

services for a contractual employee, Jim Hoffman. We should use CARA appropriation 041 42220 1900 0024 0000 since all payrolls use a 0000 SUBA. The contract for personal services is for $24,000.00 in FY05.

If possible, we would like to change the name of the payroll to "CARA Realty Manual".

Let me know if you have any questions.

Thanks,

Dave

CC: BLATCHFORD, DAVE; RUETER, KAREN; SUNDEEN, ANN

T-8-P1

From: KAREN BRUBAKER
To: BLATCHFORD, DAVE
Date: 7/13/04 3:56:40 PM
Subject: Re: CARA - Jim Hoffman Payroll

I will be glad to set up 12-422 again.....my only comment is that 12-422 is not a contractual paycode..... we can set up one in contractual, but it won't be 12-422,.....

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Thanks,

Dave

CC: SCHELLER, TRUMAN; VEHLOW, PAUL; WAGGONER, CONNIE

From: RENE UMBERGER
To: SCHELLER, TRUMAN; VEHLOW, PAUL; WAGGONER, CONNIE
Date: 7/13/04 5:03:47 PM
Subject: Re: CARA - Jim Hoffman Payroll - FWS Project # T-8-P-1

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Thanks,

Dave

CC: BLATCHFORD, DAVE; BRUBAKER, KAREN; CUSUMANO, MICHELE; GWILLIM, TERRY; RUETER, KAREN; SUNDEEN, ANN

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CC: BLATCHFORD, DAVE; RUETER, KAREN; SUNDEEN, ANN

T-8-P-1

From: RENE UMBERGER
To: GWILLIM, TERRY
Date: 7/12/04 11:36:09 AM
Subject: Re: Fed Funds

Sorry, I thought someone gave you an explanation and you wanted me to explain.

Paul Vehlow is the Federal Aid Coordinator and a grant has already been approved by the USFWS Grant # T-8-P-1. DNR needs to prepare a Realty Manual. This fact was based upon prior external audit reviews.

The funds are in the CARA approp 041-42220-1900-0023 for the full amount. The matching amount (25%) is from Connie Wagner, Tom Flattery, and other OREP staff spending time on this project. We will recover all of what we spend on Jim's contract from the US Fish & Wildlife Service.

Let me know if you need anything else. We can copy you the grant if you wish.

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

>>> TERRY GWILLIM 7/12/04 11:23:30 AM >>>
no - its the grant Jim Hoffman is going to work under to Draft a U.S. Fish and Wildlife Grant.

CC: VEHLOW, PAUL

STATE

UNITED STATES
DEPARTMENT OF THE INTERIOR
Fish and Wildlife Service
Division of Federal Aid

GRANT AGREEMENT

State: Illinois	Grant No.: T 8 P
DCN (FWS Use Only)	Segment No.: U1
Agreement Period From: 06/01/2004	To: 05/31/2006

GRANT TITLE: Reality Policy & Procedure Manual

Grant Cost Distribution:	Grantee Share	%	Federal Share	%	Third Party	%	Total Cost
State Wildlife Grant-planning	8,250.00	25%	24,750.00	75%			33,000.00
TOTAL COST	8,250.00		24,750.00				33,000.00

OTHER GRANT PROVISIONS:

In-Kind Match Used? Yes ○ No ○ $_____
Describe:

Estimated Program Income: $_____
Method of Crediting Program Income: ___ Additive ___ Deductive

Coastal States Allocation:
Freshwater: _____% Marine: _____%

The Grantee agrees to execute this grant in accordance with the appropriate Acts above, the pertinent rules and regulations of the Secretary of the Interior contained in the Code of Federal Regulations, and the previously approved Grant Proposal to the extent encompassed by this Agreement.

GRANTEE (Name and Address):
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, Illinois 62702

Signature: Paul E. Vehlow
Title: FAC
Date: 5/12/04

SPECIAL GRANT CONDITIONS (FWS Use Only):

Effective Date (FWS Use Only): 6/8/04

cc: Connie Waggner
Rene Umberger
✓ICIC

APPROVED FOR THE SECRETARY OF THE INTERIOR

Signature: Bud Fuchs, Acting | Title: ROBERT BRYANT CHIEF FEDERAL ASSISTANCE | Date: 6/9/04

Form 3 - 1552
(Revised December 2003)

OMB Approval No. 1018 - 0049
Approval Expires 12/31/2006

Illinois
Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us
Rod R. Blagojevich, Governor

July 8, 2004

Legislative Research Unit
Attn: Michell Cantrell
222 South College
Suite 301
Springfield, Illinois 62704

Re: Grant Agreement Approvals

Dear Ms. Cantrell:

Enclosed are three copies of an approved Grant Agreement and the ICIC Form 192 for an existing federal projects:

- W-087-R-27 SAI #04042307 - Ecology of White Tailed Deer
- W-135-R-06 SAI#04042309 - Cooperative Fur-bearing and Nongame Mammal Investigations
- T-8-P-1 SAI #04012302 -Reality Policy and Procedure Mammal
- W-136-R-05 SAI #04042310 - Effect of Traditional Habitat for Ecosystem Management on the Population Ecology of the Northern Bob White
- W-43-R-52 SAI #04042306 - Waterfowl Surveys and Investigations
- W-106-R-15 SAI#04042308 - Cooperative Upland Wildlife Research and Surveys
- T-7-E-1 SAI#04012301 - Lake County fire Equipment and Training
- W-145-R-02 SAI#03031403 - Wildlife Disease Surveillance, Prevention and Reporting

If there are any questions, please call me at 217/782-2602.

Sincerely,

Paul E. Vehlow
Federal Aid Coordinator
Office of Resource Conservation

PEV:kj

Attachments

19. ACTION TAKEN	20. FUNDING	21. ACTION DATE
X a. Awarded ___ b. Rejected ___ c. Returned for Amendment ___ d. Deferred ___ e. Withdrawn	a. Federal $24,750 b. Applicant $ c. State $8,250 d. Local $ e. Other $ f. Total $33,000	July 7, 2004 22. STARTING DATE 06/01/04 23. ENDING DATE 05/31/06

CFDA No. 15.634

SAI No. 04-01-23-02

T-8-P-1

Reality Policy & Procedure Manual

ICIC FORM 192

PAGE 2

OFFICE OF REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Agreement

PROJECT NUMBER: T-8-P-01

PROJECT TITLE: Realty Policy & Procedure Manual

OBJECTIVES:

Between June 1, 2004 and May 31, 2006 the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds which will include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property.

EXPECTED RESULTS OR BENEFITS:

The Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LOCATION:

The contractual Administrator will be located at One Natural Resources Way, Springfield, IL 62702-1271.

ESTIMATED COST:

	Federal $	Match	
One Administrator	$24,000.00	$2,978.00	$26,978.00
Travel	$500.00	0.00	$500.00
Contractual (Printing)	$200.00	0.00	$200.00
Commodities	$50.00	0.00	$50.00
Ind@ 19.54%		$5,272.00	$5,272.00
TOTAL	$24,750.00 +	$8,250.00	$33,000.00

PERSONNEL:

The following personnel from the Department of Natural Resources

One Contractual Employee

COMPLIANCE:

The Policy & Procedure Manual will be available in alternate format for all to access via internet.

GRANT AGREEMENT SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Grant Agreement (Standard Form 3-1552)
2. Grant Agreement - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. NEPA Compliance Checklist
5. U. S. Department of Interior, Part E: Certification Regarding Lobbying

GRANT AGREEMENT – BUDGET INFORMATION ILLINOIS/DEPT OF NATURAL RESOURCES

PROJECT NO. T-8-P-1 SEGMENT NO. 1

PROJECT NAME: Reality Policy & Procedure Manual

EFFECTIVE DATES: FROM: 06/01/04 TO: 05/31/06

BY OBJECT CATEGORIES:	FED SHARE	STATE SHARE	TOTALS
SALARIES & WAGES	$24,000 *	$2,978 **	$26,978
FRINGE BENEFITS	$0	$0	$0
TRAVEL	$500	$0	$500
EQUIPMENT/(revised A-102 definition)	$0	$0	$0
SUPPLIES/COMMODITIES	$50	$0	$50
CONTRACTUAL	$200	$0	$200
TOTAL DIRECT CHARGES	$24,750	$2,978	$27,728
INDIRECT CHARGES	$0	$5,272	$5,272
T O T A L S	$24,750	$8,250	$33,000
	@ 75%	@ 25%	100%

PROGRAM INCOME: NONE

IDENTIFY PROJECT PERSONNEL:
*/Fed Share:

Jim Hoffman	$24,000
Total shown on line a	$24,000

IDENTIFY PROJECT PERSONNEL:
*/State Share:

Jim Hoffman	$2,978
Total shown on line a	$2,978

Note 1: The Fringe Benefits are included in the Salaries & Wages line item figure.
Note 2: The Indirect rate of 19.54% is on personal services only.

DOC FORM/SF424A

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

MEMORANDUM

to: Tom Flattery - Office of Realty and Environmental Planning

from: Brian Anderson - Office of Resource Conservation

date: July 2, 2004

subject: Realty Policy & Procedure Manual - Federal Aid Project # T-8-P-1

I am please to inform you that the Division of Realty in the Office of Realty and Environmental Planning has received a project funded under the above referenced State Wildlife Grant federal assistance program from the U. S. Fish & Wildlife Service.

The following activities are included in this project. Any activity directly related to the approved grant project should be coded to program code **2142** on all programmatic time sheets and vendor payment forms.

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit draft manual to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

Budget was approved as follows:

	Federal $	**Match $**	**Subtotal**
Personal Services	$24,000.00 (Hoffman)	$2,978.00 (OREP)	$26,978.00
Travel	500.00	0.00	500.00
Contractual (Printing)	200.00	0.00	200.00
Commodities	50.00	0.00	50.00
Total Direct Expenditures	$24,750.00	$2,978.00	$27,728.00
Indirect Rate @ 19.54%	0.00	$5,272.00	$5,272.00 *
TOTAL	**$24,750.00**	**$8,250.00**	**$33,000.00**

*Approved Indirect rate for July 1, 2004 is now 23.3%.

The following standards must be adhered to assure the proper execution of the grant.

- The federal funding requirements for this grant program is 75% federal and 25% state match.
- Jim Hoffman will be placed on a Personal Services payroll established for this program. He will need to complete a programmatic sheet signed by his supervisor. This will need to be turned in to Dave Blatchford as soon as the pay period ends. (15th and 30th). Dave will then call payroll to turn in how many hours were worked. If this is not done the day after a payroll ends, the payroll will not be processed until the next pay cycle.

- The expenses shown on the federal portion (travel, printing, commodities) will be expended from appropriation account **#041-42220-1900-0024 Suba 5010** established for that purpose. Maximum expenditures are established for $750. Other expenses cannot be incurred without written approval from Paul Vehlow.

- The state matching share for this grant of $8,250 will derive from OREP personnel charging time through the Programmatic Accounting System and Indirects.

- Calculations for Indirects and reimbursement requests for the federal portion will be handled through the Federal Aid & Special Funds Section by Rene Umberger.

- All request for purchase (RFP) documents and vendor payment forms must be prepared and approved by OREP and then forwarded to Dave Blatchford for final fiscal signoff and processing.

- Only the work authorized under the approved grant agreement for the effective grant period of June 8, 2004 - May 31, 2006, will be eligible for this grant.

- All department and state regulations remain applicable for any activities done under this grant. In addition, federal requirements of ADA, NEPA, compliance certificates, etc. are in effect and apply to all aspects of the project whether done by the IDNR or through subgrantee. Therefore all contractual agreements associated with these projects must contain specific wording to assure compliance with federal regulations. Paul Vehlow will work with your staff on the specific elements covered by the grant.

- If your office receives any income for these projects during the effective period of the federal grant, June 8, 2004 - May 31, 2006, regardless of the sources, then this income must be reported to Rene Umberger.

Please sign and return this form as an acknowledgment of compliance with these requirements.

Tom Flattery 7/13 Date

Robert Davis 7-12-04 Date

cc: Leslie Sgro
Ann Sundeen
Connie Waggoner
Rene Umberger

From: NANCY ORTMAN
To: UMBERGER, RENE
Date: 7/1/04 11:40:28 AM
Subject: Re: New Program Code Needed - let me know when approved.

I have added the following to PAS and AIS for FY'05. If any questions, please let me know. Thanks.

>>> RENE UMBERGER 07/01/04 11:22AM >>>
Code 2142
Federal Agency USFWS
Project No T-8-P-1
Title Realty Manual
Federal Y

Definition All work related to the development and implementation of the Realty Policy & Procedure Manual, including DNR Personnel and expenditures, including contractual employees.

Contact Connie Waggoner

If you need any other information, please let me know. Thanks.

Rene Umberger, Federal Aid Coordinator
Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702-1271
Phone 217/782-2602
Fax 217/785-2438

CC: VEHLOW, PAUL; WAGGONER, CONNIE

From: PAUL VEHLOW
To: WAGGONER, CONNIE
Date: 6/23/04 11:22:54 AM
Subject: Fwd: Re: IL-T-8-P & T-8-P-1 signed effective June 8, 2004

Now that the RTealty Policy and Procedure Manual grant has been approved you need to get a programmatic account code set-up for this project. Please work through Rene Umberger to get one established.

I will also be drafting an interoffice agreement between ORC and OREP that will outline the grant requirements that ORC must comply with. The agreement will come from Brian Anderson and it will need Tom Flattery and Robert Davis' signatures. We have had a number of theses interoffice agreements between ORC and OLM&E on other CARA-Lite grants. We use these interoffice agreements to document to the feds our efforts to comply with all IDNR, state and federal regulations and to help frame what your office's obligations will be under this grant. Once Brian Anderson signs off on the agreement would you prefer the agreement is sent to you so you can explain it to Tom? I would be glad to participate in that meeting if you wish.

TXS.

CC: UMBERGER, RENE

From: PAUL VEHLOW
To: "Everett_Fuchs@fws.gov".GWIA55.DNRDOM3
Date: 6/22/04 4:35:19 PM
Subject: Re: IL-T-8-P & T-8-P-1 signed effective June 8, 2004

Thanks for the information and I'm pleased Illinois can add to your travel experience as you motor thru Wisconsin ! (Feel free to send this to this onto Tom Niebauer)

>>> <Everett_Fuchs@fws.gov> 6/22/04 4:26:11 PM >>>

Resending - Paul, this grant was actually signed on June 8 when I was in a Van traveling to a meeting in Wisconsin, but I was unable to get it entered in FAIMS until June 10. However, June 8 is the effective date, the date it was signed.

We think so highly of your grants we even take them on the road with us.

Bud
----- Forwarded by Everett Fuchs/R3/FWS/DOI on 06/22/2004 04:21 PM -----

Everett Fuchs
06/10/2004 06:17 AM

To: pvehlow@dnrmail.state.il.us
cc: Michael Vanderford/R3/FWS/DOI@FWS, Linnae Moey/R3/FWS/DOI@FWS, Robert Bryant/R3/FWS/DOI@FWS
Subject: IL-T-8-P & T-8-P-1 signed effective June 8, 2004

CC: "Linnae_Moey@fws.gov".GWIA55.DNRDOM3; "Michael_Vanderford@fws.gov".GWIA55.DNRDOM3; JUSTISON, KATHY; TICE, LINDA; WAGGONER, CONNIE

From: <Everett_Fuchs@fws.gov>
To: <pvehlow@dnrmail.state.il.us>
Date: 6/10/04 6:16:57 AM
Subject: IL-T-8-P & T-8-P-1 signed effective June 8, 2004

CC: <Michael_Vanderford@fws.gov>, <Linnae_Moey@fws.gov>, <Robert_Bryant@fws.gov>

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:

RECEIVED
JUN 2 1 2004
FEDERAL AID

FWS/AFA

June 10, 2004

Mr. Joel Brunsvold, Director
Illinois Department of Natural Resources
1 Natural Resources Way
Springfield, Illinois 62702

Dear Mr. Brunsvold:

The Grant Proposal for T-8-P, "Reality Policy and Procedure Manual," and the Grant Agreement for Segment 1 have been approved effective June 08, 2004. The original signed copy of the approved documents has been forwarded to your grant coordinator.

Sincerely yours,

Bud Fuchs, Actng

Mr. Robert Bryant
Chief
Federal Aid

cc:Mr. Paul Vehlow, Federal Aid Coordinator

Region 3 Federal Aid Transmittal Form
U.S. Fish and Wildlife Service

Fed. Ex
5/12/04

Federal Aid
Bishop Henry Whipple Federal Building
One Federal Drive
Fort Snelling, MN 55111-4056

Date Received: (Region 3 FA Date Stamp)	**Date Requested by:** ASAP **Date Provided:** 05/11/04
State: Illinois	**Project No.** T- -P-1
Project Title: Reality Policy & Procedure Manual	
FWS Biologist: Michael Vanderford	**State Contact:** Paul E. Vehlow **Telephone Number:** 217/782-2602 **e-mail address:** Pvehlow@dnrmail.state.il.us

Track (circle one): Routine = 15 day Non-Routine = 30 day Non-Routine = 45 day

Type(s): **GP:** X **GP Renewal:** _____ **GA:** X

GP Amend: _____ (USFWS will complete) **GA Amend:** _____ (USFWS will complete)

Obligation Intent:	Sub-Account	Federal Share
WR Regular	5220	$
WR Sect 4 Hunter Ed	5210	$
WR Sect 10 Hunter Ed	523_	$
WL Cons. & Rest.	551_	$
SFR Regular	9514	$
SFR Aquatic Ed.	9511	$
SFR Boat Access	9521	$
Other SWG 04	5722	$24,750

Circle or Check if Applicable:

In-Kind Value
Program Income
SHPO
NEPA (EA checklist or EA)
Section 7
Lobby Certification
Other (describe in Note/Special Instructions section below)
Needs funding condition (describe in Note/Special Instructions section below)

COMPETITIVE ( ) or NON-COMPETITIVE (X)

Notes/Special Instructions (circle): Biologist Fiscal Land Secretary

H:\OrcFedAid\FEDAID\CARA-Lite Grants\SWG (FFY'04) - Apportionment Grant Program\Reality Policy & Procedure Manual\Transmittal New wildlife 5-7-02.wpd

05/07/02

From: <Michael_Vanderford@fws.gov>
To: <kjustison@dnrmail.state.il.us>
Date: 4/27/04 5:27:41 PM
Subject: Comments on SWG proposal: Realty Manual

April 27, 2004

Kathy,

my comments on the
Draft State Wildlife Grant proposal, "Realty Policy and Procedures Manual."

1/ The proposal is eligible for a State Wildlife Grant (SWG) implementation grant. The purpose of the project is to create a tool (the procedural manual) that will help carry out the State's Comprehensive Wildlife Conservation Strategy (CWCS) when it is completed.

I think with the following items the proposal is good to go. I think the following can be easily incorporated into your current 2-page Grant Proposal narrative.

2/ The proposal needs to note that the Manual to be produced (by April 2005) is:

a/ the manual highly recommended in the Service's Realty review report of December 2002 (John Saxhaug and Lois Lawson);

b/ the manual that in his letter of February 5, 2003, Tom Flattery, Director, Office of Realty and Environmental Planning, committed to producing by March 2004; and

c/ delayed due to budget cuts and staff reductions in the IL DNR during the last 15 months.

3/ The Objectives section needs to include the key elements referred to in the Purpose and Needs sections. That is, the Objectives section needs to elaborate on producing the "Policy and Procedures Manual" sub-section to include the elements:

a/ describe standard procedures for acquiring fee title, easements, and other real property rights;

b/ describe standard procedures for identifying real property acquired with Federal Aid grant funds;

c/ describe standard procedures for monitoring and tracking real property acquired with Federal Aid grant funds over time;

d/ describe standard procedures for evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant funds, including obtaining prior-approval of the Federal agency providing the grant; and,

e/ describe standard procedures for trades and transfers of real property.

4/ The Approach section needs to identify:

X a/ the authority within the DNR the Manual will have once it is produced;

X b/ who will get copies of the Manual;

X c/ in what form the Manual will be provided; and

X d/ how the Manual will updated in the future.

- Michael

CC: <pvehlow@dnrmail.state.il.us>, <Lois_Lawson@fws.gov>, <Everett_Fuchs@fws.gov>, <Robert_Bryant@fws.gov>

OFFICE OF REALTY & ENVIRONMENTAL PLANNING

State of Illinois

Grant Proposal

PROJECT NUMBER:

PROJECT TITLE: Realty Policy & Procedure Manual

PURPOSE:

The IDNR currently owns, manages and leases over 450,000 acres of land at 349 sites. Currently there is no Policy & Procedure Manual stating the process of how we acquire these lands.

The IDNR has 18 sites statewide with federal interest, federal grants were used for these acquisitions. We need to track and flag the parcels within the sites that have federal interest. We need a manual that will provide instructions on buying sites for habitat restoration, wildlife management and hunting/fishing opportunities.

The IDNR will provide drafts to the U.S. Fish & Wildlife Service so we have continuity and joint agreement. As we study other states procedure manuals, we will be sure that, when easements, licenses and additions are granted on sites with federal aid grants, we are in compliance.

The proposal is eligible for a State Wildlife Grant (SWG) implementation grant. The purpose of the project is to create a tool (the procedural manual) that will help carry out the State's Comprehensive Wildlife Conservation Strategy (CWCS) when it is completed.

new language

~~The Manual is to be produced by April 2005.~~ ~~The manual highly recommends the Service's Realty review report of December 2002 (John Saxhaug and Lois Lawson).~~ Due to budget cuts and staff reduction in the last 15 months within the Illinois Department of Natural Resources, the Manual could not be completed as previously stated in Tom Flattery's (Office Director for Office of Realty and Environmental Planning) February 5, 2003 letter.

NEED:

The IDNR needs to develop and maintain a Policy and Procedures Manual and to contract an experienced, retired employee from the Office of Realty & Environmental Planning to produce the manual. This manual will help meet the objectives of the Comprehensive Wildlife Conservation Management Plan, in the area of the Federal Aid Owned & Leased Property, by establishing a policy & procedure by which all IDNR staff will know how to respond. Examples, like property transfer or development using Federal Grants.

OBJECTIVES:

Between May 1, 2004 and April 1, 2005 the IDNR will review other States manuals, draft for review by US Fish & Wildlife, edit and assemble a complete Policy & Procedure Manual. The manual is to be developed for the IDNR, by the Division of Realty, which will establish guidelines and procedures to be followed for identifying real property acquired with Federal Aid grant funds; acquiring fee titles, easements, and other real property rights; monitoring and tracking real property which has been acquired with Federal Aid grant funds over time; evaluating and granting easements, licenses, and additions on real property acquired with Federal Aid grant

new language

funds which will include procedures in obtaining prior approval of the Federal agency providing the grant; and establishing guidelines and procedures for trades and transfers of real property.

EXPECTED RESULTS OR BENEFITS:

The Policy & Procedure Manual will guide all Realty activities, not just those involving Federal Grant funds. The manual will be used as a guide to land acquisition agency wide.

APPROACH:

The IDNR, Division of Realty, will use the following process:

a. hire an experienced, retired employee who worked in the Division for over 11 years managing and directing the land acquisition process.
b. our contractual employee will review other States manuals.
c. develop a draft Policy & Procedure Manual combining review of other States manuals, federal compliance needs and circulate throughout the division of Realty for comments and review.
d. Submit to U.S. Fish & Wildlife Agency for review.
e. make changes as needed by US Fish & Wildlife Agency.
f. contract outside agency for publishing manual.

* new language

The Manual will establish guidelines for the IDNR with the final approval of the Department's Director, and Chief Fiscal Officer and forwarded to the U.S. Fish and Wildlife Service for final approval. The manual will be posted on the Department's intranet for agency use and will also be made available in hard copy to the various offices within the Department. The Manual will be updated as State and Federal rules and requirements occur.

LC

T 5th paragraph ...urces Way, Springfield, IL 62702-1271.

Based on the Service's review of December 2002 (John Saxhaug and Lois Lawson) the manual will establish guidelines for ~~the~~ IDNR to follow when acquiring land. Due to budget cuts...

0

sources

The Policy ... nate format for all to access via internet.

GRANT PROPOSAL SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant proposal:

1. Application for Federal Assistance (Standard Form 424)
2. Grant Proposal - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. Illinois Clearinghouse Response per Federal Executive Order 12372
5. NEPA Compliance Checklist
6. U. S. Department of Interior, Part E: Certification Regarding Lobbying

STATE OF ILLINOIS
EXECUTIVE OFFICE OF THE GOVERNOR

GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET

SPRINGFIELD 62706

DATE: February 20, 2004

RECEIVED
FEB 23 2004
FEDERAL AID

TO: Paul Vehlow
Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702

SUBJECT: PA80:1029

Program Title:	Reality Policy/Procdur Manul TP1
CFDA:	15.634
Funding:	$33,000 ($25,000 Federal, $8,250 State)
SAI#:	04-01-23-02

The Governor's Office of Management and Budget (GOMB) has been notified of the subject application pursuant to Public Acts 80:1029 and 87:961. This letter certifies that your agency has complied with the notice of intent phase of the review process and that your application is approved for submission to the federal government for funding consideration.

Please notify the Illinois Commission on Intergovernmental Cooperation at 707 Stratton Office Building immediately after federal award action is taken on the subject application. This notification is made by completing items 19-23 on Forms ICIC 192 or submitting notice of award forms for the SF-424. The State Application Identifier (SAI) must appear in the State Application Identifier box in the upper right hand corner of the ICIC 192 or the SF-424 when this notification is made, and also be provided to the Comptroller on the Receipts Deposit Transmittal (Form C-64) when funds for the subject project are deposited in a receipt account.

Unless your agency has a special agreement with the GOMB for achieving compliance with PA 80:1029 and PA 87:961, all amendments, revisions, or supplements to the subject application must be submitted as provided for in the GOMB and Commission's joint instructions for Federal Grant Applicants/Awards dated September 30, 1992.

Thank you for your cooperation.

Budget Analyst

APPLICATION FOR FEDERAL ASSISTANCE			Version 9/03
1. TYPE OF SUBMISSION:		2. DATE SUBMITTED	Applicant Identifier T- - P-1
Application	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier 6401230 2
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- - P-1
☐Non-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	**Organizational Unit:** Department: Illinois Department of Natural Resources
Organizational DUNS: 617554506	Division: Office of Resource Conservation
Address: Street: One Natural Resources Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Mr. First Name: Paul
City: Springfield	Middle Name: Edward
County: Sangamon	Last Name: Vehlow
State: Illinois Zip Code: 62702	Suffix:
Country: USA	Email: Pvehlow@dnrmail.state.il.us
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* 37-1349602	Phone Number (give area code) (217)782 -2602 / Fax Number (give area code) (217)785 -2438
8. TYPE OF APPLICATION: New	**7. TYPE OF APPLICANT:** (See back of form for Application Types)
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)	State Government
Other (specify):	Other (specify):
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634 Planning	**9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service**
Other (specify):	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Reality Policy & Procedure Manual
12. AREAS AFFECTED BY PROJECT: *Statewide*	**Clearinghouse Copy**
13. PROPOSED PROJECT Start Date: 4/01/04 Ending Date: 03/31/06	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: 20 b. Project: 1- 20

15. ESTIMATED FUNDING:				**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**	
a. Federal	$	25,000.	.00	a. Yes. ☐	THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	$		.00		
c. State	$	8,250.	.00		DATE: 01/15/04
d. Local	$		.00	b. No. ☐	PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$		.00	☐	OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$		.00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**	
g. TOTAL	$	33,000.	.00	☐ Yes If "Yes" attach an explanation.	☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative

Prefix Mr.	First Name: Paul	Middle Name: Edward
Last Name: Vehlow		Suffix:
b. Title: Federal Aid Coordinator		c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us		Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative		e. Date Signed: 1/16/04

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

APPLICATION FOR FEDERAL ASSISTANCE			Version 9/03
1. TYPE OF SUBMISSION:		2. DATE SUBMITTED	Applicant Identifier T- - P-1
Application	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier 0401202
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- - P-1
☐Non-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	**Organizational Unit:**
Organizational DUNS: 617554506	Department: Illinois Department of Natural Resources
Address:	Division: Office of Resource Conservation
Street: One Natural Resources Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)**
City: Springfield	Prefix: Mr. First Name: Paul
County: Sangamon	Middle Name: Edward
State: Illinois Zip Code: 62702	Last Name: Vehlow
Country: USA	Suffix:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:	Email: Pvehlow@dnrmail.state.il.us
37-1349602	Phone Number (give area code) (217)782 -2602 Fax Number (give area code) (217)785 -2438
8. TYPE OF APPLICATION: New	**7. TYPE OF APPLICANT:** (See back of form for Application Types)
If Revision, enter appropriate letter(s) in box(es)	State Government
(See back of form for description of letters.)	Other (specify):
Other (specify):	**9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service**
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634 Planning	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
Other (specify):	Reality Policy & Procedure Manual
12. AREAS AFFECTED BY PROJECT: *Statewide*	**Clearinghouse Copy**
13. PROPOSED PROJECT	**14. CONGRESSIONAL DISTRICTS OF:**
Start Date: 4/01/04 Ending Date: 03/31/06	a. Applicant: 20 b. Project: 1- 20
15. ESTIMATED FUNDING:	**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**

a. Federal	$	25,000.	.00	a. Yes. ☐	THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	$		.00		DATE: 01/15/04
c. State	$	8,250.	.00	b. No. ☐	PROGRAM IS NOT COVERED BY E. O. 12372
d. Local	$		.00	☐	OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	$		.00		
f. Program Income	$		.00		
g. TOTAL	$	33,000.	.00		

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative

Prefix Mr.	First Name: Paul	Middle Name: Edward
Last Name: Vehlow		Suffix:
b. Title: Federal Aid Coordinator		c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us		Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative Paul E. Vehlow		e. Date Signed: 1/16/04

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Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

From: CONNIE WAGGONER
To: VEHLOW, PAUL
Date: 2/11/04 12:28PM
Subject: Fwd: Grant Proposal

Here is the information we provided to Kathy. Steve Cottrell is the gentlement that helped me put the info together for Kathy. She was kind enough to meet with him and make sure we were headed in the right direction as far as what the Feds were looking for.
I will contact Terry Gwilliam.
Thanks for all your efforts. Do you really think this will take 3 months to get approved?

>>> MICHELLE GUNTERMAN 02/06/04 10:59AM >>>
Please see attached Grant Proposal

Sent draft to Steve Cottrell 2/26/04 3/11/04

Draft how reality operates within IDNR.

NEED comprehensive wildlife conservation mgmt. Plan
Jeff Walk working on.

Sent: to Steve Cottrell 3/11/04

REQUEST FOR APPROVAL OF FEDERAL AID PROPOSAL

DIVISION OF REALTY

Federal Program/Special Contract: State Wildlife Grant (SWG '04)

Project Name: Realty Policy & Procedure Manual **Project Number:** _____

Project Leader: Connie Waggoner **Telephone #:** 217/524-5464

Processing Comments: *(specify any unique circumstances or contingency issues here relating to processing of this proposal)*
This grant is to hire and contract an experienced retired employee from the Office of Realty and Environmental Planning who will produce and oversee a manual which meets the objectives of the Comprehensive Wildlife Conservation Management Plan for the Department of Natural Resources in the area of the fderal aid-owned and leased property. This will be CARA funding.

Recommended by: Connie Waggoner 4/1/04
Connie Waggoner, Division Chief Date

Reviewed by: Paul E. Vehlow 4/1/04
Paul Vehlow, Federal Aid Coordinator Date

Reviewed by: David L. Blatchford 4/1/04
DaveBlatchford, Budget and Finance Officer Date

Approved: 4/1/04
Brian Anderson, Office Director Date
Office of Resource Conservation

Approved: Tom Flattery 4/3/04
Tom Flattery, Office Director Date
Office of Realty and Environmental Planning

Approved: Eddy Fisher 4/2/04
Eddy Fisher, Office Director Date
Office of Fiscal Management

Approved: Joel Brunsvold 4/2/04
Joel Brunsvold, Director Date
Department of Natural Resources

Proposal Information

Federal Program/Special Project: State Wildlife Grant '04

Project Title: IDNR Realty Policy & Procedure Manual **Project # Not available**

Project Leader: Connie Waggoner

Federal Agency: U.S. Fish & Wildlife Services

(Note if monies are received through another state agency)

Contribution from other organizations: $ 0 (%) **Identify At Bottom**

Total Federal: $ 24,750 (75 %) **Total State:** $8,250 (25 %)

Total Combined State-Federal Dollars: $33,000

Source of State Dollars: **Fund #1:** 041

Fund #2: _____ **Fund #3:** _____

Federal Monies Deposited in: **Fund #1:** 041

Fund #2: _____ **Fund #3:** _____

Type of Federal Funding (Circle One):

Reimbursement **Advance** **Other *(Describe)*:** _____

Are State appropriations available for this project? *(Circle One)* (Yes) No

Will new administrative rules be required to accommodate this program project *(Circle One)* Yes (No)

Are programmatic numbers assigned to track costs? *(Circle one)* Yes* (No**)

* *List the number and Title*

** *Programmatic number will be established upon federal grant approval.*

Description of Project: This grant is to hire and contract an experienced retired employee from the Office of Realty and Environmental Planning who will produce and oversee a manual which meets the objectives of the Comprehensive Wildlife Conservation Management Plan for the Department of Natural Resources in the area of the federal aid-owned and leased property.

Substantive Authority to receive and expend Federal monies: 520 ILCS 15/1 Ch 61 Par 133

Impacts on Department: *(e.g. additional administrative effort, Divisions involved, etc.)*

Office of Realty and Environmental Planning will oversee the project implementation, Office of Resource Conservation/Federal Aid will coordinate with Federal agency.

TYPE OF PROGRAM: Formula X Competitive _____ Cooperative Agreement _____ Other _____

Federal Due Date for Application: ASAP

Anticipated Date of Award: within 30 days

Completed by Kathy Justison **Phone** 782-3378 if you need additional information.

OFFIC F REALTY & ENVIRONMENTAL ANNING

State of Illinois

Grant Agreement - Work Plan

PROJECT NUMBER:

PROJECT TITLE: Realty Policy & Procedure Manual

OBJECTIVES:

Between April 1, 2004 and March 31, 2006 develop a Realty Policy and Procedures Manual working with the US Fish and Wildlife Service. The manual will contain policy and procedures to follow when the Department uses Federal Aid Funds to purchase land for the purposes of tracking federal interest on lands held by IDNR. The manual will integrate the priorities of the Comprehensive Wildlife Conservation Plan (CWCP).

APPROACH:

The IDNR Office of Realty & Environmental Planning oversees and manages all acquisitions of land for recreation use and development. When Federal money is used, we need to have a policy and procedures manual that includes a section on procedures to follow when considering developments affecting land acquired with Federal Aid funding. The IDNR will provide drafts of this manual to the US Fish and Wildlife Agency so they can work together and provide input for continuity. Before our drafts are started and during, we will review several other State's procedures in developing this manual to assure that when easements, licenses, additions are granted on project areas where Federal Aid monies are involved that we are in compliance.

Finally we will develop the manual to follow a format that is easy and allows for continual updating.

LOCATION:

The contractual Administrator to write the Policy & Procedures Manual will be located at the IDNR Building at One Natural Resources Way, Springfield, IL, 62702-1271.

ESTIMATED COST:

One Administrator	$25,000.00
Travel & Printing	$5,000.00
Fish & Wildlife 2004 State Wildlife Grant Program	$30,000.00
Office of Realty & Environmental Planning	In Kind Match
TOTAL	$30,000.00

PERSONNEL:

The following personnel from the Department of Natural Resources:

Jim Hoffman: Contractual

33,000?
Fed. 25,000.
State 8,000.
33,000
Total

GRANT AGREEMENT SUPPORT DOCUMENTATION:

The following documents are attached in support of this grant agreement:

1. Application for Federal Assistance (Standard Form 424)
2. Grant Proposal - Budget Information
3. Federal Aid Section 7 Evaluation Form
4. Illinois Clearinghouse Response per Federal Executive Order 12372
5. NEPA Compliance Checklist
6. U. S. Department of Interior, Part E: Certification Regarding Lobbying

Illinois
Department of
Natural Resources
One Natural Resources Way • Springfield, Illinois 62702-1271
http://dnr.state.il.us
Rod R. Blagojevich, Governor

January 20, 2004

Legislative Research Unit
Attn: Ms. Michell Cantrell
222 S. College
Suite 301
Springfield, IL 62704

Re: Reality Policy & Procedure Manual
Fire Department Burn Incentive Program

Dear Ms. Cantrell:

Attached are three copies of an Application for Federal Assistance for a project titled "Reality Policy & Procedure Manual" and "Fire Department Burn Incentive Program". When an award or other action is taken, Form ICIC 192 will also be forwarded on to you.

Please review this project at your earliest convenience. If there are any questions, please call me at 782-2602.

Sincerely,

Paul Vehlow /kj

Paul E. Vehlow
Federal Aid Coordinator
Office of Resource Conservation

PEV:kj

Attachments

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Version 9/03 Applicant Identifier T- -M-1
1. TYPE OF SUBMISSION:		3. DATE RECEIVED BY STATE	State Application Identifier
Application	Pre-application		
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- -M-1
☐Non-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	**Organizational Unit:** Department: Illinois Department of Natural Resources
Organizational DUNS: 617554506	Division: Office of Resource Conservation
Address: Street: One Natural Resources Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Mr. First Name: Paul
City: Springfield	Middle Name: Edward
County: Sangamon	Last Name: Vehlow
State: Illinois Zip Code: 62702	Suffix:
Country: USA	Email: Pvehlow@dnrmail.state.il.us
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* 37-1349602	Phone Number (give area code): (217)782 -2602 Fax Number (give area code): (217)785 -2438
8. TYPE OF APPLICATION: New	**7. TYPE OF APPLICANT:** (See back of form for Application Types)
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)	State Government Other (specify):
Other (specify):	**9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service**
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
Other (specify):	Fire Department Burn Incentive Program
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.):* **Statewide**	**CLEARINGHOUSE COPY**
13. PROPOSED PROJECT Start Date: 03/01/04 Ending Date: 02/28/07	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: 20 b. Project: 1 - 20

15. ESTIMATED FUNDING:				**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**	
a. Federal	$	100,000.	.00	a. Yes. ☐	THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	$		.00		
c. State	$	100,000.	.00		DATE: 01/15/04
d. Local	$		.00	b. No. ☐	PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$		.00	☐	OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$		.00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**	
g. TOTAL	$	200,000.	.00	☐ Yes If "Yes" attach an explanation.	☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative

Prefix Mr.	First Name: Paul	Middle Name: Edward
Last Name: Vehlow		Suffix:
b. Title: Federal Aid Coordinator		c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us		Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative Paul E. Vehlow		e. Date Signed: 1/16/04

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Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

APPLICATION FOR FEDERAL ASSISTANCE			Version 9/03
1. TYPE OF SUBMISSION:		2. DATE SUBMITTED	Applicant Identifier T- - P-1
Application	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
☐Construction	☐Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier T- - P-1
☐Non-Construction	☐Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Illinois Department of Natural Resources	**Organizational Unit:**
Organizational DUNS: 617554506	Department: Illinois Department of Natural Resources
Address:	Division: Office of Resource Conservation
Street: One Natural Resources Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)**
City: Springfield	Prefix: Mr. First Name: Paul
County: Sangamon	Middle Name: Edward
State: Illinois Zip Code: 62702	Last Name: Vehlow
Country: USA	Suffix:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* 37-1349602	Email: Pvehlow@dnrmail.state.il.us
8. TYPE OF APPLICATION: New	Phone Number (give area code) (217)782 -2602 / Fax Number (give area code) (217)785 -2438
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)	**7. TYPE OF APPLICANT:** (See back of form for Application Types) State Government
Other (specify):	Other (specify):
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15.634 Planning	**9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish & Wildlife Service**
Other (specify):	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Reality Policy & Procedure Manual
12. AREAS AFFECTED BY PROJECT: *Statewide*	**Clearinghouse Copy**
13. PROPOSED PROJECT Start Date: 4/01/04 Ending Date: 03/31/06	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: 20 b. Project: 1- 20

15. ESTIMATED FUNDING:

a. Federal	$	25,000.	.00
b. Applicant	$		.00
c. State	$	8,250.	.00
d. Local	$		.00
e. Other	$		.00
f. Program Income	$		.00
g. TOTAL	$	33,000.	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 01/15/04

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative		
Prefix Mr.	First Name: Paul	Middle Name: Edward
Last Name: Vehlow		Suffix:
b. Title: Federal Aid Coordinator		c. Telephone Number (give area code) (217)782 -2602
Email: Pvehlow@dnrmail.state.il.us		Fax Number (give area code) (217)785 -2438
d. Signature of Authorized Representative		e. Date Signed: 1/16/04

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Prescribed by OMB Circular A-102

Realty Policy & Procedure Manual

→ 9:00 am (Fri.) 1/16/04

From: PAUL VEHLOW
To: JUSTISON, KATHY
Date: 1/13/04 12:19PM
Subject: Fwd: Re: Jim Hoffman's position

Here's the e-mail on the proposed project under SWG'04 to hire Jim Hoffman to do the Realty Policy & Procedure Manual. Please set up a meeting with Connie Waggoner, Rene Umberger, you and me to go over the GP and GA requirements with Connie.

TXS.

- Title: Realty P & P Manual
- CMA: SWG'04
  - Start: ± April 1, '04
    - 2 yr AFA & GA
  - Funds: ± $33,333 = $25K - Fed share + ± 8K State share

Realty P&P Manual (SWG '04) * Check w/ FWS on copy of Realty Manual for other Region's states to Connie Waggoner ASAP

From: BRIAN ANDERSON
To: VEHLOW, PAUL
Date: 1/12/04 3:40PM
Subject: Re: Jim Hoffman's position

OK. - BDA

>>> PAUL VEHLOW 01/12/04 03:00PM >>>
No, this is persuant to development of the SWCP. I'd be glad to talk to you more about it tomorrow in our 9:00 am meeting, if that okay with you.

>>> BRIAN ANDERSON 01/12/04 01:42PM >>>
Paul, why is this needed? Is it pursuant to a DCCA audit finding? - Brian A.

>>> PAUL VEHLOW 01/09/04 04:53PM >>>
The information you provided is enough for now. As I mentioned, I need to get Brian Anderson's approval to use federal aid to assist in funding this project. If Brain agrees, I'd like to make the total for the contact and the grant proposal to the Fish & Wildlife Service $25,000, based on the following assumptions:

1. 1 year contract between Jim Hoffman and the IDNR

2. 1 year federal aid grant between the IDNR and the FWS would correspond to the same period as the contract period in item 1 above.

3. Hire Jim at $42.36/hour ($6,354/mo.) with a upper limit of compensation not to exceed $25,000.00. (Note $42.36/hr. x 7.5 hrs./day x 75 days = $23,827.50).

4. The scope of work for Jim's services would be related to the development of the Comprehensive Wildlife Conservation Plan (CWCP) and qualify for 75% federal funding with 25% state share match. I believe the development of the Realty Manual is related to the Comprehensive Statewide Conservation Plan because the Realty Manual will contain the policy and procedures the Department will follow when using federal aid funds to purchase land, for the purposes of tracking federal interest on lands held by the IDNR along with intergrating the priorities of the CWCP into the Department's land acquisition strategy.

5. Federal funding for Jim's services will come from the FWS's 2004 State Wildlife Grant Program at a total of $18,750 (75%).

6. Realty Unit, OREP, will be responsible for funding the state share total of $6,250 (25%).

Please look over my assumptions and let me know if you have any questions or comments. I'm also sharing this e-mail with Rene Umberger and Brian Anderson for their review and comments. I would ask everyone to get back to me by no later than 1/16/04 with their comments.

If anyone has any questions, please contact me.

TXS.

>>> CONNIE WAGGONER 01/09/04 03:42PM >>>
I've never worked up a contract and not sure if this is what your looking for. I would assume this would take Jim at least 75 days to complete. Jim's salary was $6,354 per month when he retired. Thanks for your help. Let me know if I need to do more.

LAND ACQUISITION ADMINISTRATOR - Contractual

Under administrative direction of the Office of Realty and Environmental Planning will develop a comprehensive Policy and Procedures Manual to assist the Division of Realty and the Department of

Natural Resources in working with the US Fish and Wildlife Service on Federally funded land owned by the Department, to ensure compliance with Illinois and Federal regulations.

- The Policy and Procedures manual needs to include a section on procedures to follow when considering developments affecting land acquired with Federal Aid funding.

- Drafts of this manual shall be provided to the US Fish and Wildlife Agency so they can work together on this section.

- Review several other States procedures in developing this manual to assure that when easements, licenses, etc., are granted on project areas where Federal Aid monies are involved that we are in compliance.

- Develop manual in an easy to follow format that will allow for continual updating.

Project # T-8-P-1

Financial Reports

DOCUMENTATION LEDGER 11/20/07

PROJECT # >	T-8-P-1	Project Leader >	Don McFall
PROJECT NAME >	Realty Policy & Procedure Manual		
GRANTEE >	IDNR	S A I # >	04-01-23-02
TOTAL COST >	$ 46,333	Federal share >	$ 34,750
		Matching share >	$ 11,583
SEGMENT PERIOD>	06/08/04 to 12/31/07		
CFDA #	15.634	Program Name >	State Wildlife Grants Program

Approp # 041-42220-1900-0023 Suba 5010 Established $ 750.00
Remaining balance of $24,000 would be set up as Pers Serv payroll for Jim Hoffman - if his hiring is approved.

Amendment No. & Description
Amend # 1 extend to 12/31/06
Amend #2 - budget increase/extend grant

Date Smartlink checked? 7/23/04 jw

Bill #	Billing Date	Total Expenses	Fed Share 75% Billed Amount	Quarterly Expense Period	Fund/Category #041/081 Receipts	Date Received
1P	06/01/05	$ 979.40	$ 734	Oct - Dec 04	$ 734	06/03/05
2P	06/01/05	$ 3,259.06	$ 2,445	Jan - Mar 05	$ 2,445	06/03/05
3P		$ 20,430.59	$ 15,323	Apr - June 05	$ 15,323	08/24/05
		$ 2,049.15		Lapse 05		
4P	03/14/06	$ 1,709.44	$ 2,818	July - Sept 05	$ 2,818	03/15/06
		-$ 1.33		Oct - Dec 05		
		-$ 38.64		Jan - Mar 06		
5P	06/11/07	$ 52.65	$ 49	Apr - Lapse 06	$ 49	06/13/07
		$ 51.87		July 06 - Mar 07		
6P	08/02/07	$ 79.73	$ 60	Apr - June 07	$ 60	08/03/07
n/a	update only	-$ 0.45	n/a	Lapse 07	n/a	n/a
		[redacted]	$ 21,429		$ 21,429	

Fed Share Balance $13,321

	Total Expenditures	Total Amount Billed	Total Amount Received
SFY 04	$ 0.00	$ 0	$ 0
SFY 05	$ 26,718.20	$ 20,039	$ 3,179
SFY 06	$ 1,722.12	$ 1,291	$ 18,141
SFY 07	$ 131.15	$ 99	$ 49
SFY 08			$ 60
	[redacted]	$ 21,429	$ 21,429

FSR Time Period	Due Date	Sent
06/08/04 to 06/07/05	09/07/05	08/19/05
06/08/05 to 06/07/06	09/07/06	06/08/06
06/08/06 to 06/07/07	09/07/07	06/11/07
06/08/07 to 12/31/07	06/30/08	

	BUDGET	IDNR ACTUAL EXP
Pers Serv	$ 36,613.00	$ 23,099.08
Contractual	$ 200.00	$ 0.00
Travel	$ 500.00	$ 0.00
Commodities	$ 50.00	$ 0.00
Equipment	$ 0.00	$ 0.00
Telecom	$ 0.00	$ 0.00
Op of Auto	$ 0.00	$ 0.00
Lump Sum	$ 0.00	$ 133.41
Subtotal	$ 37,363.00	$ 23,232.49
Ind @ 23.3%PS	$ 8,970.00	$ 5,338.98
TOTAL	$ 46,333.00	[redacted]
% COMPLETED	62%	

EXPENSE SUMMARY: PROJECT # T-8-P-1 11/20/07

Programmatic Code: 2142

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$ 0.00
Contractual-1200						$ 0.00
Travel - 1290						$ 0.00
Commodities-1300						$ 0.00
Equipment-1500						$ 0.00
Telecom-1700						$ 0.00
Op of Auto -1800						$ 0.00
Lump Sum-1900						$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Ind @ 19.54%PS						$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$ 793.74	$ 2,643.78	$ 16,461.62	$ 1,661.92	$ 21,561.06
Contractual-1200		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900		$ 0.00	$ 0.00	$ 133.41	$ 0.00	$ 133.41
Subtotal	$ 0.00	$ 793.74	$ 2,643.78	$ 16,595.03	$ 1,661.92	$ 21,694.47
Ind @ 23.3%PS		$ 184.94	$ 616.00	$ 3,835.56	$ 387.23	$ 5,023.73
TOTAL	$ 0.00	$ 978.68	$ 3,259.78	$ 20,430.59	$ 2,049.15	$ 26,718.20

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100	$ 1,422.16	-$ 1.11	-$ 32.15	$ 35.35	$ 8.45	$ 1,432.70
Contractual-1200	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Subtotal	$ 1,422.16	-$ 1.11	-$ 32.15	$ 35.35	$ 8.45	$ 1,432.70
Ind @ 20.2%PS	$ 287.28	-$ 0.22	-$ 6.49	$ 7.14	$ 1.71	$ 289.42
TOTAL	$ 1,709.44	-$ 1.33	-$ 38.64	$ 42.49	$ 10.16	$ 1,722.12

	1st Quarter Jul-Sep 06	2nd Quarter Oct-Dec 06	3rd Quarter Jan-Mar 07	4th Quarter Apr-Jun 07	Lapse Qtr	SFY 07
Pers Serv-1100	No Report	$ 42.07	-$ 0.42	$ 64.03	-$ 0.36	$ 105.32
Contractual-1200		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Subtotal	$ 0.00	$ 42.07	-$ 0.42	$ 64.03	-$ 0.36	$ 105.32
Ind @ 24.52%PS		$ 10.32	-$ 0.10	$ 15.70	-$ 0.09	$ 25.83
TOTAL	$ 0.00	$ 52.39	-$ 0.52	$ 79.73	-$ 0.45	$ 131.15

	1st Quarter Jul-Sep 07	2nd Quarter Oct-Dec 07	3rd Quarter Jan-Mar 08	4th Quarter Apr-Jun 08	Lapse Qtr	SFY 08
Pers Serv-1100	No Report					$ 0.00
Contractual-1200						$ 0.00
Travel - 1290						$ 0.00
Commodities-1300						$ 0.00
Equipment-1500						$ 0.00
Telecom-1700						$ 0.00
Op of Auto -1800						$ 0.00
Lump Sum-1900						$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Ind @ %PS		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

	All SFY's
Pers Serv-1100	$ 23,099.08
Contractual-1200	$ 0.00
Travel - 1290	$ 0.00
Commodities-1300	$ 0.00
Equipment-1500	$ 0.00
Telecom-1700	$ 0.00
Op of Auto -1800	$ 0.00
Lump Sum-1900	$ 133.41
Subtotal	$ 23,232.49
Indirects	$ 5,338.98
TOTAL	[redacted]

PGM	LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
2032	1900	43,001.68	46,835.42	52,042.10	23,359.87	4,955.07	170,194.14
2032		43,001.68	47,094.62	52,042.10	23,359.87	4,955.07	170,453.34
LAKE CALUMET ECOLOGICAL AREA							
2050	1100	209.62	2,591.65	358.40	929.92	22.37	4,111.96
2050	1200	0.00	10.30	0.00	11.96	0.96	23.22
2050		209.62	2,601.95	358.40	941.88	23.33	4,135.18
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES							
2140	1100	2,768.84	171.51	3,327.15	2,417.80	122.29	8,807.59
2140	1200	16.75	4.72	8.57	0.84	8.79	39.67
2140	1300	0.00	0.00	0.00	1.04	74.77	75.81
2140	1700	0.00	0.00	0.00	0.09	0.01-	0.08
2140		2,785.59	176.23	3,335.72	2,419.77	205.84	8,923.15
REALTY MANUAL							
2142	1100	0.00	42.07	0.42-	64.03	0.36-	105.32
2142		0.00	42.07	0.42-	64.03	0.36-	105.32
ILLINOIS IMPORTANT BIRD AREAS							
2149	1900	33,599.00	0.00	0.00	19,581.90	0.00	53,180.90
2149		33,599.00	0.00	0.00	19,581.90	0.00	53,180.90
FARMLAND/PRAIRIE CAMPAIGN PLANNING & IMPLEMENTATION							
2150	1100	0.00	2,443.71	10,524.30	4,928.83	197.42	18,094.26
2150	1200	0.00	22.81	112.97	93.13	68.16	297.07
2150	1290	0.00	0.00	314.80	0.00	0.00	314.80
2150	1300	0.00	5.50	25.79	66.46	41.14	138.89
2150	1900	0.00	0.00	1.29	0.78	6.39	8.46
2150	1910	0.00	0.00	0.00	0.12	0.00	0.12
2150		0.00	2,472.02	10,979.15	5,089.32	313.11	18,853.60
IL WILDLIFE HABITAT CONS PLAN							
2162	1100	11,410.87	17,792.00	9,597.48	6,054.70	2,049.94	46,904.99
2162	1200	52.65	1,460.89	1,134.87	82.05	152.52	2,882.98
2162	1290	0.00	49.00	0.00	101.60	0.00	150.60
2162	1300	2.59	31.49	1.84	58.67	47.70	142.29
2162	1700	0.00	30.94	8.67	60.29	2.96	102.86
2162	1800	0.00	70.73	167.07	94.79	9.84	342.43
2162	1900	4.91	33,859.45	0.54-	0.33	7.49	33,871.64
2162		11,471.02	53,294.50	10,909.39	6,452.43	2,270.45	84,397.79
GENERAL GIS/DATABASE IT SUPPORT							
2163	1100	16,464.24	23,346.02	20,037.17	20,798.76	1,689.69	82,335.88
2163	1200	7.03	131.37	6.54	23.15-	2.50	124.29
2163	1300	0.00	1.32	0.57-	23.55	15.53	39.83
2163	1700	0.00	2.80	0.73-	1.74	0.16-	3.65
2163	1800	0.00	6.41	6.04	0.24	0.53-	12.16
2163	1900	2,125.56	601.33	0.94	331.41	0.61-	3,058.63
2163		18,596.83	24,089.25	20,049.39	21,132.55	1,706.42	85,574.44

08/06/07

DOCUMENTATION LEDGER

PROJECT # >	T-8-P-1	Project Leader >	Don McFall
PROJECT NAME >	Realty Policy & Procedure Manual		
GRANTEE >	IDNR	S A I # >	04-01-23-02
TOTAL COST >	$ 46,333	Federal share >	$ 34,750
		Matching share >	$ 11,583
SEGMENT PERIOD>	06/08/04 to 12/31/07	AFA EXP DATE >>	12/31/07
CFDA #	15.634	Program Name >	State Wildlife Grants Program

Approp # 041-42220-1900-0023 Suba 5010 Established $ 750.00
Remaining balance of $24,000 would be set up as Pers Serv payroll for Jim Hoffman - if his hiring is approved.

Amendment No. & Description
Amend # 1 extend to 12/31/06
Amend #2 - budget increase/extend grant

Date Smartlink checked? 7/23/04 jw

Fund/Category #041/081

Bill #	Billing Date	Total Expenses	Fed Share 75% Billed Amount	Quarterly Expense Period	Receipts	Date Received
1P	06/01/05	$ 979.40	$ 734	Oct - Dec 04	$ 734	06/03/05
2P	06/01/05	$ 3,259.06	$ 2,445	Jan - Mar 05	$ 2,445	06/03/05
3P		$ 20,430.59	$ 15,323	Apr - June 05	$ 15,323	08/24/05
		$ 2,049.15		Lapse 05		
4P	03/14/06	$ 1,709.44	$ 2,818	July - Sept 05	$ 2,818	03/15/06
		-$ 1.33		Oct - Dec 05		
		-$ 38.64		Jan - Mar 06		
5P	06/11/07	$ 52.65	$ 49	Apr - Lapse 06	$ 49	06/13/07
		$ 51.87		July 06 - Mar 07		
6P	08/02/07	$ 79.73	$ 60	Apr - June 07	$ 60	08/03/07
			$ 21,429		$ 21,429	

Fed Share Balance $13,321

	Total Expenditures	Total Amount Billed	Total Amount Received
SFY 04	$ 0.00	$ 0	$ 0
SFY 05	$ 26,718.20	$ 20,039	$ 3,179
SFY 06	$ 1,722.12	$ 1,291	$ 18,141
SFY 07	$ 131.60	$ 99	$ 49
SFY 08			$ 60
		$ 21,429	$ 21,429

FSR Time Period	Due Date	Sent
06/08/04 to 06/07/05	09/07/05	08/19/05
06/08/05 to 06/07/06	09/07/06	06/08/06
06/08/06 to 06/07/07	09/07/07	06/11/07
06/08/07 to 12/31/07	06/30/08	

	BUDGET	IDNR ACTUAL EXP
Pers Serv	$ 36,613.00	$ 23,099.44
Contractual	$ 200.00	$ 0.00
Travel	$ 500.00	$ 0.00
Commodities	$ 50.00	$ 0.00
Equipment	$ 0.00	$ 0.00
Telecom	$ 0.00	$ 0.00
Op of Auto	$ 0.00	$ 0.00
Lump Sum	$ 0.00	$ 133.41
Subtotal	$ 37,363.00	$ 23,232.85
Ind @ 23.3%PS	$ 8,970.00	$ 5,339.07
TOTAL	$ 46,333.00	
% COMPLETED	62%	

REQUEST FOR REIMBURSEMENT OR ADVANCE

1. FEDERAL AGENCY: US Fish & Wildlife Service

2. FEDERAL GRANT #: T-8-P-1

3. TYPE OF PAYMENT REQUESTED:
PARTIAL OR FINAL: Partial

4. BASIS OF REPORT: CASH

5. PAYMENT REQUEST #: 6 - Partial

6. EMPLOYER ID#: 37-1349602

7. GRANTEE ACCT#: DUNS # 617554506

8. PERIOD COVERED (MONTH, DAY,YEAR)
FROM: 06/08/04 TO: 06/30/07

9. NAME OF GRANTEE ORGANIZATION:
ILLINOIS DEPT OF NATURAL RESOURCES
OFFICE OF RESOURCE CONSERVATION
ONE NATURAL RESOURCES WAY
SPRINGFIELD, ILLINOIS 62702-1271

10. NAME OF PAYEE: (IF DIFFERENT THAN NO. 9)

SMARTLINK PAYMENT MANAGEMENT SYSTEM
SAI # 04-01-23-02

11. COMPUTATION OF AMOUNT REQUESTED	Directs	Indirects 23.3% & 20.2%, 24.52%	TOTAL
A. Total Program Outlays	$ 23,233	$ 5,339	$ 28,572
B. Less Adjustments	$ 0	$ 0	$ 0
C. Net Program Outlays	$ 23,233	$ 5,339	$ 28,572
D. Estimated net cash outlays for advance period	NA	NA	NA
E. Total of lines c and d	$ 23,233	$ 5,339	$ 28,572
F. Non-Federal Share of Amount	$ 1,804	$ 5,339	$ 7,143
G. Federal Share of Amount @ 75%	$ 21,429	$ 0	$ 21,429
H. Federal Payments Previously Requested:	$ 21,369	$ 0	$ 21,369
I. Federal Share Now Requested	$ 60	$ 0	$ 60

Fund/Cat #041/081

Prepared by >>>>>> SS

Program Income	$ 0
Overmatch	$ 0
Adjustments	$ 0
Total Line B:	$ 0

In-kind Total: $ 0

	TOTALS
Max Fed Share	$ 34,750
Total Requested	$ 21,429
Balance	$ 13,321

15/ I certify that to the best of my knowledge and belief that data reported above is correct and that all outlays were made in accordance with grant conditions & that payment is due & has not been previously requested.

Name: Scott Schmitz - Federal Aid Operations

Telephone # 217/782-2602

Signature: Scott Schmitz

Billing Date: 08/02/07

H:FAFormqp.DOCLED.bill

ILL FORM:SF270

EXPENSE SUMMARY: PROJECT # T-8-P-1 07/31/07

Programmatic Code: 2142

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$ 0.00
Contractual-1200						$ 0.00
Travel - 1290						$ 0.00
Commodities-1300						$ 0.00
Equipment-1500						$ 0.00
Telecom-1700						$ 0.00
Op of Auto -1800						$ 0.00
Lump Sum-1900						$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Ind @ 19.54%PS						$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$ 793.74	$ 2,643.78	$ 16,461.62	$ 1,661.92	$ 21,561.06
Contractual-1200		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900		$ 0.00	$ 0.00	$ 133.41	$ 0.00	$ 133.41
Subtotal	$ 0.00	$ 793.74	$ 2,643.78	$ 16,595.03	$ 1,661.92	$ 21,694.47
Ind @ 23.3%PS		$ 184.94	$ 616.00	$ 3,835.56	$ 387.23	$ 5,023.73
TOTAL	$ 0.00	$ 978.68	$ 3,259.78	$ 20,430.59	$ 2,049.15	$ 26,718.20

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100	$ 1,422.16	-$ 1.11	-$ 32.15	$ 35.35	$ 8.45	$ 1,432.70
Contractual-1200	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Subtotal	$ 1,422.16	-$ 1.11	-$ 32.15	$ 35.35	$ 8.45	$ 1,432.70
Ind @ 20.2%PS	$ 287.28	-$ 0.22	-$ 6.49	$ 7.14	$ 1.71	$ 289.42
TOTAL	$ 1,709.44	-$ 1.33	-$ 38.64	$ 42.49	$ 10.16	$ 1,722.12

	1st Quarter Jul-Sep 06	2nd Quarter Oct-Dec 06	3rd Quarter Jan-Mar 07	4th Quarter Apr-Jun 07	Lapse Qtr	SFY 07
Pers Serv-1100	No Report	$ 42.07	-$ 0.42	$ 64.03		$ 105.68
Contractual-1200		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Travel - 1290		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Commodities-1300		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Equipment-1500		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Telecom-1700		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Op of Auto -1800		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Lump Sum-1900		$ 0.00	$ 0.00	$ 0.00		$ 0.00
Subtotal	$ 0.00	$ 42.07	-$ 0.42	$ 64.03	$ 0.00	$ 105.68
Ind @ 24.52%PS		$ 10.32	-$ 0.10	$ 15.70	$ 0.00	$ 25.92
TOTAL	$ 0.00	$ 52.39	-$ 0.52	$ 79.73	$ 0.00	$ 131.60

	1st Quarter Jul-Sep 07	2nd Quarter Oct-Dec 07	3rd Quarter Jan-Mar 08	4th Quarter Apr-Jun 08	Lapse Qtr	SFY 08
Pers Serv-1100						$ 0.00
Contractual-1200						$ 0.00
Travel - 1290						$ 0.00
Commodities-1300						$ 0.00
Equipment-1500						$ 0.00
Telecom-1700						$ 0.00
Op of Auto -1800						$ 0.00
Lump Sum-1900						$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Ind @ %PS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

	All SFY's
Pers Serv-1100	$ 23,099.44
Contractual-1200	$ 0.00
Travel - 1290	$ 0.00
Commodities-1300	$ 0.00
Equipment-1500	$ 0.00
Telecom-1700	$ 0.00
Op of Auto -1800	$ 0.00
Lump Sum-1900	$ 133.41
Subtotal	$ 23,232.85
Indirects	$ 5,339.07
TOTAL	[redacted]

Illinois Department of Natural Resources
Program Summary Report - Fy 07

Pgm	Line	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Fifth Qtr	Year To Date
REALTY MANUAL							
2142	1100	0.00	42.07	-0.42	64.03	0.00	105.68
2142		0.00	42.07	-0.42	64.03	0.00	105.68
	Totals	$0.00	$42.07	($0.42)	$64.03	$0.00	$105.68

Screen Help

Request for Payment

Request Payment
Completed Transaction Info

Account:	1G61D	Payment Request Amount:	$57,861.00
Request Date:	08/02/2007	DUNS Number:	617554506-
Settlement Date:	08/03/2007		

Subaccount	Amount
T10P2I	$3,464.00
T11P1	$8,030.00
T15P1	$18,332.00
T17P1D	$8,190.00
T19P1I	$12,063.00
T19P1P	$5,705.00
T7E1	$2,017.00
T8P1	$60.00

Payment Request is in Process, The Transaction Number For Future Reference:4032121803

Done

DANIEL W. HYNES
COMPTROLLER
www.ioc.state.il.us

RECEIPTS DEPOSIT TRANSMITTAL

Submit COPIES 1 thru 5 to the Comptroller

Distribution
1. White - Returned To Comptroller
2. Blue - Treasurer-Banking Division
3. Buff - Treasurer-Warrant Division
4. Pink -Returned to Agency
5. Canary - Retained by Comptroller
6. Goldenrod - Retained by Agency

AGENCY: Department of Natural Resources
ADDRESS: One Natural Resources Way
Springfield, IL 62702-1271
Attention: Lori Gredzieleski

Transmittal Number: NR2235
Transmittal Date: 08/02/07
Fund Name: Wildlife and Fish
(FOR AGENCY COMPLETION)

RECEIPT ACCOUNT CODE				AMOUNT	DESCRIPTION OF EACH SOURCE & LOC/SUB SOURCE LISTED	Deposit Instrument Identification	
Agency	Source	Loc/Sub Source	Fund			Type	Number
422	831	100	041	$57,861.00	Catg #081 State Wildlife Grant Program (Interior)	1	Advice of Credit
					T-7-E-1 #12 Partial SAI# 04-01-23-01 $2,017.00		
					T-8-P-1 #6 Partial SAI# 04-01-23-02 $60.00		
					T-10-P-2I #4 Partial SAI# 05-10-14-06 $3,464.00		
					T-11-P-1 #7 Partial SAI# 05-01-28-06 $8,030.00		
					T-15-P-1 #6 Partial SAI# 05-02-18-05 $18,332.00		
					T-17-P-1 #7 Partial SAI# 05-07-22-03 $8,190.00		
					T-19-P-1P #2 Partial SAI# 05-01-28-05 $5,705.00		
					T-19-P-1I #2 Partial SAI# 05-01-28-05 $12,063.00		
					Scott Schmitz/CC#9000/Div 20 Bill Date: 08/02/07		

TOTAL DEPOSIT $ 57,861.00

SIGNED: _____ TITLE: General Office Finance
PHONE: (217) 557-1738

COMPTROLLER DEPOSIT ORDER
TO THE TREASURER OF THE STATE OF ILLINOIS

Date: AUG 03 2007 Order No: NR2235

Document Total: $57,861.00

Fund Number: 041

Alexander G. [illegible]
COUNTERSIGNED - STATE TREASURER

Daniel W. Hynes
COMPTROLLER, STATE OF ILLINOIS

DEPOSIT INSTRUMENT TYPE CODE

CODE	TYPE INSTRUMENT
1	Advice of Credit
2	State Warrant
3	Treasurer's Draft
4	United States Check
5	University Check
6	Other

State of Illinois
Form C-64

DOCUMENTATION LEDGER 06/18/07

PROJECT # >	T-8-P-1	Project Leader >	Don McFall
PROJECT NAME >	Realty Policy & Procedure Manual		
GRANTEE >	IDNR	S A I # >	04-01-23-02
TOTAL COST >	$ 46,333	Federal share >	$ 34,750
		Matching share >	$ 11,583
SEGMENT PERIOD>	06/08/04 to 12/31/07	AFA EXP DATE >>	12/31/07
CFDA #	15.634	Program Name >	State Wildlife Grants Program

Approp # 041-42220-1900-0023 Suba 5010 Established $ 750.00
Remaining balance of $24,000 would be set up as Pers Serv payroll for Jim Hoffman - if his hiring is approved.

Amendment No. & Description
Amend # 1 extend to 12/31/06
Amend #2 - budget increase/extend grant

Date Smartlink checked? 7/23/04 jw

Bill #	Billing Date	Total Expenses	Fed Share 75% Billed Amount	Quarterly Expense Period	Fund/Category #041/081 Receipts	Date Received
1P	06/01/05	$ 979.40	$ 734	Oct - Dec 04	$ 734	06/03/05
2P	06/01/05	$ 3,259.06	$ 2,445	Jan - Mar 05	$ 2,445	06/03/05
3P		$ 20,430.59	$ 15,323	Apr - June 05	$ 15,323	08/24/05
		$ 2,049.15		Lapse 05		
4P	03/14/06	$ 1,709.44	$ 2,818	July - Sept 05	$ 2,818	03/15/06
		-$ 1.33		Oct - Dec 05		
		-$ 38.64		Jan - Mar 06		
5P	06/11/07	$ 52.65	$ 49	Apr - Lapse 06	$ 49	06/13/07
		$ 51.87		July 06 - Mar 07		
			$ 21,369		$ 21,369	

Fed Share Balance $13,381

	Total Expenditures	Total Amount Billed	Total Amount Received
SFY 04	$ 0.00	$ 0	$ 0
SFY 05	$ 26,718.20	$ 20,039	$ 3,179
SFY 06	$ 1,722.12	$ 1,291	$ 18,141
SFY 07	$ 51.87	$ 39	$ 49
SFY 08			
		$ 21,369	$ 21,369

FSR Time Period	Due Date	Sent
06/08/04 to 06/07/05	09/07/05	08/19/05
06/08/05 to 06/07/06	09/07/06	06/08/06
06/08/06 to 06/07/07	09/07/07	06/11/07
06/08/07 to 12/31/07	06/30/08	

	BUDGET	IDNR ACTUAL EXP
Pers Serv	$ 26,156.00	$ 23,035.41
Contractual	$ 200.00	$ 0.00
Travel	$ 500.00	$ 0.00
Commodities	$ 50.00	$ 0.00
Equipment	$ 0.00	$ 0.00
Telecom	$ 0.00	$ 0.00
Op of Auto	$ 0.00	$ 0.00
Lump Sum	$ 0.00	$ 133.41
Subtotal	$ 26,906.00	$ 23,168.82
Ind @ 23.3%PS	$ 6,094.00	$ 5,323.37
TOTAL	$ 33,000.00	

% COMPLETED 61%

REQUEST FOR REIMBURSEMENT OR ADVANCE

1. FEDERAL AGENCY: US Fish & Wildlife Service

2. FEDERAL GRANT #: T-8-P-1

3. TYPE OF PAYMENT REQUESTED: PARTIAL OR FINAL: Partial

4. BASIS OF REPORT: CASH

5. PAYMENT REQUEST #: # 5 - Partial

6. EMPLOYER ID#: 37-1349602

7. GRANTEE ACCT#: DUNS # 617554506

8. PERIOD COVERED (MONTH, DAY, YEAR) FROM: 06/08/04 TO: 03/31/07

9. NAME OF GRANTEE ORGANIZATION:
ILLINOIS DEPT OF NATURAL RESOURCES
OFFICE OF RESOURCE CONSERVATION
ONE NATURAL RESOURCES WAY
SPRINGFIELD, ILLINOIS 62702-1271

10. NAME OF PAYEE: (IF DIFFERENT THAN NO. 9)

SMARTLINK PAYMENT MANAGEMENT SYSTEM
SAI # 04-01-23-02

11. COMPUTATION OF AMOUNT REQUESTED	Directs	Indirects 23.3% & 20.2%, 24.52%	TOTAL
A. Total Program Outlays	$ 23,169	$ 5,323	$ 28,492
B. Less Adjustments	$ 0	$ 0	$ 0
C. Net Program Outlays	$ 23,169	$ 5,323	$ 28,492
D. Estimated net cash outlays for advance period	NA	NA	NA
E. Total of lines c and d	$ 23,169	$ 5,323	$ 28,492
F. Non-Federal Share of Amount	$ 1,800	$ 5,323	$ 7,123
G. Federal Share of Amount @ 75%	$ 21,369	$ 0	$ 21,369
H. Federal Payments Previously Requested:	$ 21,320	$ 0	$ 21,320
I. Federal Share Now Requested	$ 49	$ 0	$ 49

Fund/Cat #041/081

Prepared by >>>>>> SS

Program Income	$ 0
Overmatch	$ 0
Adjustments	$ 0
Total Line B:	$ 0
In-kind Total:	$ 0

TOTALS	
Max Fed Share	$ 34,750
Total Requested	$ 21,369
Balance	$ 13,381

15/ I certify that to the best of my knowledge and belief that data reported above is correct and that all outlays were made in accordance with grant conditions & that payment is due & has not been previously requested.

Name: Scott Schmitz - Federal Aid Operations

Telephone # 217/782-2602

Signature: Scott Schmitz

Billing Date: 06/11/07

EXPENSE SUMMARY: PROJECT # T-8-P-1 06/11/07

Programmatic Code: 2142

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$ 0.00
Contractual-1200						$ 0.00
Travel - 1290						$ 0.00
Commodities-1300						$ 0.00
Equipment-1500						$ 0.00
Telecom-1700						$ 0.00
Op of Auto -1800						$ 0.00
Lump Sum-1900						$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Ind @ 19.54%PS						$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$ 793.74	$ 2,643.78	$ 16,461.62	$ 1,661.92	$ 21,561.06
Contractual-1200		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900		$ 0.00	$ 0.00	$ 133.41	$ 0.00	$ 133.41
Subtotal	$ 0.00	$ 793.74	$ 2,643.78	$ 16,595.03	$ 1,661.92	$ 21,694.47
Ind @ 23.3%PS		$ 184.94	$ 616.00	$ 3,835.56	$ 387.23	$ 5,023.73
TOTAL	$ 0.00	$ 978.68	$ 3,259.78	$ 20,430.59	$ 2,049.15	$ 26,718.20

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100	$ 1,422.16	-$ 1.11	-$ 32.15	$ 35.35	$ 8.45	$ 1,432.70
Contractual-1200	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Travel - 1290	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Commodities-1300	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Equipment-1500	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Telecom-1700	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Op of Auto -1800	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Lump Sum-1900	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Subtotal	$ 1,422.16	-$ 1.11	-$ 32.15	$ 35.35	$ 8.45	$ 1,432.70
Ind @ 20.2%PS	$ 287.28	-$ 0.22	-$ 6.49	$ 7.14	$ 1.71	$ 289.42
TOTAL	$ 1,709.44	-$ 1.33	-$ 38.64	$ 42.49	$ 10.16	$ 1,722.12

	1st Quarter Jul-Sep 06	2nd Quarter Oct-Dec 06	3rd Quarter Jan-Mar 07	4th Quarter Apr-Jun 07	Lapse Qtr	SFY 07
Pers Serv-1100	No Report	$ 42.07	-$ 0.42			$ 41.65
Contractual-1200		$ 0.00	$ 0.00			$ 0.00
Travel - 1290		$ 0.00	$ 0.00			$ 0.00
Commodities-1300		$ 0.00	$ 0.00			$ 0.00
Equipment-1500		$ 0.00	$ 0.00			$ 0.00
Telecom-1700		$ 0.00	$ 0.00			$ 0.00
Op of Auto -1800		$ 0.00	$ 0.00			$ 0.00
Lump Sum-1900		$ 0.00	$ 0.00			$ 0.00
Subtotal	$ 0.00	$ 42.07	-$ 0.42	$ 0.00	$ 0.00	$ 41.65
Ind @ 24.52%PS		$ 10.32	-$ 0.10	$ 0.00	$ 0.00	$ 10.22
TOTAL	$ 0.00	$ 52.39	-$ 0.52	$ 0.00	$ 0.00	$ 51.87

	1st Quarter Jul-Sep 07	2nd Quarter Oct-Dec 07	3rd Quarter Jan-Mar 08	4th Quarter Apr-Jun 08	Lapse Qtr	SFY 08
Pers Serv-1100						$ 0.00
Contractual-1200						$ 0.00
Travel - 1290						$ 0.00
Commodities-1300						$ 0.00
Equipment-1500						$ 0.00
Telecom-1700						$ 0.00
Op of Auto -1800						$ 0.00
Lump Sum-1900						$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Ind @ %PS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

	All SFY's
Pers Serv-1100	$ 23,035.41
Contractual-1200	$ 0.00
Travel - 1290	$ 0.00
Commodities-1300	$ 0.00
Equipment-1500	$ 0.00
Telecom-1700	$ 0.00
Op of Auto -1800	$ 0.00
Lump Sum-1900	$ 133.41
Subtotal	$ 23,168.82
Indirects	$ 5,323.37
TOTAL	

Illinois Department of Natural Resources
Program Summary Report - Fy 07

Pgm	Line	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Fifth Qtr	Year To Date
REALTY MANUAL							
2142	1100	0.00	42.07	-0.42	0.00	0.00	41.65
2142		0.00	42.07	-0.42	0.00	0.00	41.65
	Totals	$0.00	$42.07	($0.42)	$0.00	$0.00	$41.65

DANIEL W. HYNES
COMPTROLLER
www.ioc.state.il.us

RECEIPTS DEPOSIT TRANSMITTAL

Submit COPIES 1 thru 5 to the Comptroller

Distribution
1. White - Returned To Comptroller
2. Blue - Treasurer-Banking Division
3. Buff - Treasurer-Warrant Division
4. Pink -Returned to Agency
5. Canary - Retained by Comptroller.
6. Goldenrod - Retained by Agency

AGENCY: Department of Natural Resources
ADDRESS: One Natural Resources Way
Springfield, IL 62702-1271
Attention: Lori Gredzieleski

Transmittal Number: NR2229
Transmittal Date: 06/11/07
Fund Name: Wildlife and Fish
(FOR AGENCY COMPLETION)

RECEIPT ACCOUNT CODE				AMOUNT	DESCRIPTION OF EACH SOURCE & LOC/SUB SOURCE LISTED	Deposit Instrument Identification	
Agency	Source	Loc/Sub Source	Fund			Type	Number
422	831	100	041	$49.00	Catg #081 State Wildlife Grant Program (Interior)	1	Advice of Credit
					T-8-P-1 #5 Partial SAI# 04-01-23-02 $49.00		
					Scott Schmitz/CC#9000/Div 20 Bill Date: 06/11/07		

TOTAL DEPOSIT $ 49.00

SIGNED: _____ TITLE: General Office Finance

PHONE: (217) 557-1738

COMPTROLLER DEPOSIT ORDER
TO THE TREASURER OF THE STATE OF ILLINOIS

Date: JUN 13 2007 Order No: NR2229

Document Total: $49.00 Fund Number: 041

Alexander G. [illegible]
COUNTERSIGNED - STATE TREASURER

Daniel W. Hynes
COMPTROLLER, STATE OF ILLINOIS

DEPOSIT INSTRUMENT TYPE CODE

CODE	TYPE INSTRUMENT
1	Advice of Credit
2	State Warrant
3	Treasurer's Draft
4	United States Check
5	University Check
6	Other

State of Illinois
Form C-64

DOCUMENTATION LEDGER — hfile: T8P1 Reality — 01/11/07

PROJECT # >	T-8-P-1	Project Leader >	Don McFall
PROJECT NAME >	Reality Policy & Procedure Manual		
GRANTEE >	IDNR	S A I # >	04-01-23-02
TOTAL COST >	$46,333	Federal share >	$34,750
		Matching share >	$11,583
SEGMENT PERIOD>	06/08/04 to 12/31/07	AFA EXP DATE >>	12/31/07
CFDA #	15.634	Program Name >	State Wildlife Grant Program

Approp # 041-42220-1900-0023 Suba 5010 Established $ 750.00
Remaining balance of $24,000 would be set up as Pers Serv payroll for Jim Hoffman - if his hiring is approved.

Amendment No. & Description
Amend # 1 extend to 12/31/06
Amend #2 - budget increase/extend grant

Date Smartlink checked? 7/23/04 jw

Bill #	Billing Date	Total Expenses	Fed Share 75% Billed Amount	Quarterly Expense Period	Fund/Category #041/081 Total Receipts	RECD DATE
1P	06/01/05	$979.40	$734	Oct - Dec 04	$734	06/03/05
2P	06/01/05	$3,259.06	$2,445	Jan - Mar 05	$2,445	06/03/05
3P		$20,430.59	$15,323	Apr - June 05	$15,323	08/24/05
		$2,049.15		Lapse 05		
4P	03/14/06	$1,709.44	$2,818	July - Sept 05	$2,818	03/15/06
		-$1.33		Oct - Dec 05		
	update only	-$38.64		Jan - Mar 06		
	update only	$52.65		Apr - Lapse 06		
		[redacted]	$21,320		$21,320	

		$0.00	< SFY 04
Federal Share Bal=	$13,430.00	$26,718.20	< SFY 05
		$1,722.12	< SFY 06
			< SFY 07
		[redacted]	< TOTAL EXPENDED

		$0.00	< SFY 04
		$3,179.00	< SFY 05
		$18,141.00	< SFY 06
			< SFY 07
		$21,320.00	< TOTAL RECD

FSR Time Period	Due Date	Sent
06/08/04 to 06/07/05	09/07/05	08/19/05
06/08/05 to 06/07/06	09/07/06	06/08/06
06/08/06 to 06/07/07	09/30/07	
06/08/07 to 12/31/07	06/30/08	

	BUDGET	IDNR ACTUAL EXP
Pers Serv	$26,156.00	$22,993.76
Contractual	$200.00	$0.00
Travel	$500.00	$0.00
Commodities	$50.00	$0.00
Equipment	$0.00	$0.00
Telecom	$0.00	$0.00
Op of Auto	$0.00	$0.00
	$0.00	$133.41
Subtotal	$26,906.00	$23,127.17
Ind @ 23.3%PS	$6,094.00	$5,313.15
TOTAL	$33,000.00	[redacted]
PERCENT COMPLETED		86%

EXPENSE SUMMARY: PROJECT # T-8-P-1 01/11/07

Programmatic Code: 2142

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 19.54%PS				$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$793.74	$2,643.78	$16,461.62	$1,661.92	$21,561.06
Contractual-1200		$0.00	$0.00	$0.00	$0.00	$0.00
Travel - 1290		$0.00	$0.00	$0.00	$0.00	$0.00
Commodities-1300		$0.00	$0.00	$0.00	$0.00	$0.00
Equipment-1500		$0.00	$0.00	$0.00	$0.00	$0.00
Telecom-1700		$0.00	$0.00	$0.00	$0.00	$0.00
Op of Auto -1800		$0.00	$0.00	$0.00	$0.00	$0.00
Lump Sum-1900		$0.00	$0.00	$133.41	$0.00	$133.41
Subtotal	$0.00	$793.74	$2,643.78	$16,595.03	$1,661.92	$21,694.47
Ind @ 23.3%PS	$0.00	$184.94	$616.00	$3,835.56	$387.23	$5,023.73
TOTAL	$0.00	$978.68	$3,259.78	$20,430.59	$2,049.15	$26,718.20

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100	$1,422.16	-$1.11	-$32.15	$35.35	$8.45	$1,432.70
Contractual-1200	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel - 1290	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Commodities-1300	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment-1500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Telecom-1700	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Op of Auto -1800	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Lump Sum-1900	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal	$1,422.16	-$1.11	-$32.15	$35.35	$8.45	$1,432.70
Ind @ 20.2%PS	$287.28	-$0.22	-$6.49	$7.14	$1.71	$289.42
TOTAL	$1,709.44	-$1.33	-$38.64	$42.49	$10.16	$1,722.12

	1st Quarter Jul-Sep 06	2nd Quarter Oct-Dec 06	3rd Quarter Jan-Mar 07	4th Quarter Apr-Jun 07	Lapse Qtr	SFY 07
Pers Serv-1100	No Report					$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 24.52%PS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	1st Quarter Jul-Sep 07	2nd Quarter Oct-Dec 07	3rd Quarter Jan-Mar 08	4th Quarter Apr-Jun 08	Lapse Qtr	SFY 08
Pers Serv-1100						$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ %PS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

All SFY's	
Pers Serv-1100	$22,993.76
Contractual-1200	$0.00
Travel - 1290	$0.00
Commodities-1300	$0.00
Equipment-1500	$0.00
Telecom-1700	$0.00
Op of Auto -1800	$0.00
Lump Sum-1900	$133.41
Subtotal	$23,127.17
Indirects	$5,313.15
TOTAL	[redacted]

Pgm	Line	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Fifth Qtr	Year To Date
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES							
2140	1100	3,904.29	238.31	1,229.54	620.17	170.41	6,162.72
2140	1200	20.85	-1.55	10.39	-0.58	3.53	32.64
2140	1290	82.00	0.00	22.50	0.00	0.00	104.50
2140	1300	0.47	-0.26	8.88	62.06	72.75	143.90
2140		4,007.61	236.50	1,271.31	681.65	246.69	6,443.76
REALTY MANUAL							
2142	1100	1,422.16	-1.11	-32.15	35.35	8.45	1,432.70
2142		1,422.16	-1.11	-32.15	35.35	8.45	1,432.70
IL WILDLIFE HABITAT CONS PLAN							
2162	1100	3,952.21	109,929.62	6,223.13	2,598.96	1,242.33	123,946.25
2162	1200	1.28	1,170.18	1,003.41	768.40	372.94	3,316.21
2162	1290	0.00	621.89	136.84	-1.28	1.04	758.49
2162	1300	0.11	109.84	167.00	179.25	206.61	662.81
2162	1700	0.00	0.18	8.61	-1.78	-0.10	6.91
2162	1800	0.00	0.81	-0.29	3.69	0.20	4.41
2162	1900	6,300.00	1,322.68	451.11	-4.13	15.91	8,085.57
2162	1910	0.00	1.50	0.83	-0.65	-0.08	1.60
2162		10,253.60	113,156.70	7,990.64	3,542.46	1,838.85	136,782.25
GENERAL GIS/DATABASE IT SUPPORT							
2163	1100	21,095.27	15,556.52	5,706.66	9,747.76	906.85	53,013.06
2163	1200	0.00	0.00	0.00	0.00	9.05	9.05
2163	1300	8.37	101.60	57.59	266.68	27.37	461.61
2163		21,103.64	15,658.12	5,764.25	10,014.44	943.27	53,483.72
IL MUSSEL DATABASE							
2165	1100	246.09	1,443.01	-36.38	859.75	3.16	2,515.63
2165	1200	3.89	7.91	3.85	2.34	-0.56	17.43
2165	1900	0.00	0.00	0.00	1.39	-0.13	1.26
2165		249.98	1,450.92	-32.53	863.48	2.47	2,534.32

DOCUMENTATION LEDGER — hfile T8P1 Reality — 04/11/06

PROJECT # > T-8-P-1 — Project Leader > Conbie Waggoner

PROJECT NAME > Reality Policy & Procedure Manual

GRANTEE > IDNR — S A I # > 04-01-23-02

TOTAL COST > $33,000 — Federal share > $24,750 — Matching share > $8,250

SEGMENT PERIOD> 06/08/04 to 05/31/06 extend to 12/31/06 — AFA EXP DATE >> 12/31/06

CFDA # 15.634 — Program Name > State Wildlife Grant Program

Approp # 041-42220-1900-0023 Suba 5010 Established $ 750.00
Remaining balance of $24,000 would be set up as Pers Serv payroll for Jim Hoffman - if his hiring is approved.

Amendment No. & Description
6/16/05 Amend # 1 extend to 12/31/06

Date Smartlink checked? 7/23/04 bj

Fund/Category #041/081

Bill #	Billing Date	Total Expenses	Fed Share 75% Billed Amount	Quarterly Expense Period	Total Receipts	RECD DATE
1P	06/01/05	$979.40	$734	Oct - Dec 04	$734	06/03/05
2P	06/01/05	$3,259.06	$2,445	Jan - Mar 05	$2,445	06/03/05
3P		$20,430.59	$15,323	Apr - June 05	$15,323	08/24/05
		$2,049.15		Lapse 05		
4P	03/14/06	$1,709.44	$2,818	July - Sept 05	$2,818	03/15/06
		-$1.33		Oct - Dec 05		
		$28,426.31	$21,320		$21,320	

	$0.00	< SFY 04	$0.00 < SFY 04
Federal Share Bal= $3,430.00	$26,718.20	< SFY 05	$3,179.00 < SFY 05
	$1,708.11	< SFY 06	$18,141.00 < SFY 06
	$28,426.31	< TOTAL EXPENDED	$21,320.00 < TOTAL RECD

FSR Reports >	Period Covered	Due Date	Sent
	06/08/04 to 06/07/05	09/07/05	08/19/05
	06/08/05 to 06/07/06	09/07/06	
	06/08/06 to 12/31/06	06/30/07	
Performance Reports>			
	06/08/04 to 06/07/05	09/07/05	08/30/05
	06/08/05 to 06/07/06	09/07/06	
	06/08/06 to 12/31/06	06/30/07	

	BUDGET	*IDNR ACTUAL EXP*	
Pers Serv	$26,156.00	$22,982.11	
Contractual	$200.00	$0.00	
Travel	$500.00	$0.00	
Commodities	$50.00	$0.00	
Equipment	$0.00	$0.00	
Telecom	$0.00	$0.00	
Op of Auto	$0.00	$0.00	
	$0.00	$133.41	
Subtotal	$26,906.00	$23,115.52	
Ind @ 23.3%PS	$6,094.00	$5,310.79	23.3% & 20.2%
TOTAL	$33,000.00	$28,426.31	
PERCENT COMPLETED		86%	

REQUEST FOR REIMBURSEMENT OR ADVANCE

1. FEDERAL AGENCY: US Fish & Wildlife Service

2. FEDERAL GRANT #: T-8-P-1

3. TYPE OF PAYMENT REQUESTED: PARTIAL OR FINAL

4. BASIS OF REPORT: CASH

5. PAYMENT REQUEST #: # 4 - Partial

6. EMPLOYER ID#: 37-1349602

7. GRANTEE ACCT#: DUNS # 617554506

8. PERIOD COVERED (MONTH, DAY, YEAR) FROM: 06/08/04 TO: 12/31/05

9. NAME OF GRANTEE ORGANIZATION:
ILLINOIS DEPT OF NATURAL RESOURCES
OFFICE OF RESOURCE CONSERVATION
ONE NATURAL RESOURCES WAY
SPRINGFIELD, ILLINOIS 62702-1271

10. NAME OF PAYEE: (IF DIFFERENT THAN NO. 9)

SMARTLINK PAYMENT MANAGEMENT SYSTEM
SAI # 04-01-23-02

11. COMPUTATION OF AMOUNT REQUESTED	Directs	Indirects @ 23.3% & 20.2%	TOTAL
A. Total Program Outlays	$23,116	$5,311	$28,426
B. Less Adjustments	$0	$0	$0
C. Net Program Outlays	$23,116	$5,311	$28,426
D. Estimated net cash outlays for advance period	NA	NA	NA
E. Total of lines c and d	$23,116	$5,311	$28,426
F. Non-Federal Share of Amount	$1,795	$5,311	$7,106
G. Federal Share of Amount @ 75%	$21,320	$0	$21,320
H. Federal Payments Previously Requested:	$18,502	$0	$18,502
I. Federal Share Now Requested	$2,818	$0	$2,818

Fund/Cat #041/081

Prepared by >>>>>> SS

Program Income	$0
Overmatch	$0
Adjustments	$0
Total Line B:	$0
In-kind Total:	$0

TOTALS	
Max Fed Share	$24,750
Total Requested	$21,320
Balance	$3,430

15/ I certify that to the best of my knowledge and belief that data reported above is correct and that all outlays were made in accordance with grant conditions & that payment is due & has not been previously requested.

Name: Scott Schmitz - Federal Aid Operations

Telephone # 217/782-2602

Signature: Scott Schmitz

Billing Date: 3-14-06

H:FAFormqp.DOCLED.bill

ILL FORM:SF270

Screen Help

Request for Payment

Request Payment
Completed Transaction Info

Account:	1G61D	Payment Request Amount:	$49.00
Request Date:	06/11/2007	DUNS Number:	617554506-
Settlement Date:	06/12/2007		

Subaccount	Amount
T8P1	$49.00

Payment Request is in Process, The Transaction Number For Future Reference:4032063930

Done

EXPENSE SUMMARY: PROJECT # T-8-P-1 03/10/06

Programmatic Code: 2142

Project begins 6/8/04

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 19.54%PS				$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$793.74	$2,643.78	$16,461.62	$1,661.92	$21,561.06
Contractual-1200		$0.00	$0.00	$0.00	$0.00	$0.00
Travel - 1290		$0.00	$0.00	$0.00	$0.00	$0.00
Commodities-1300		$0.00	$0.00	$0.00	$0.00	$0.00
Equipment-1500		$0.00	$0.00	$0.00	$0.00	$0.00
Telecom-1700		$0.00	$0.00	$0.00	$0.00	$0.00
Op of Auto -1800		$0.00	$0.00	$0.00	$0.00	$0.00
Lump Sum-1900		$0.00	$0.00	$133.41	$0.00	$133.41
Subtotal	$0.00	$793.74	$2,643.78	$16,595.03	$1,661.92	$21,694.47
Ind @ 23.3%PS	$0.00	$184.94	$616.00	$3,835.56	$387.23	$5,023.73
TOTAL	$0.00	$978.68	$3,259.78	$20,430.59	$2,049.15	$26,718.20

Project ends 5/31/06

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100	$1,422.16	-$1.11				$1,421.05
Contractual-1200	$0.00	$0.00				$0.00
Travel - 1290	$0.00	$0.00				$0.00
Commodities-1300	$0.00	$0.00				$0.00
Equipment-1500	$0.00	$0.00				$0.00
Telecom-1700	$0.00	$0.00				$0.00
Op of Auto -1800	$0.00	$0.00				$0.00
Lump Sum-1900	$0.00	$0.00				$0.00
Subtotal	$1,422.16	-$1.11	$0.00	$0.00	$0.00	$1,421.05
Ind @ 20.2%PS	$287.28	-$0.22	$0.00	$0.00	$0.00	$287.06
TOTAL	$1,709.44	-$1.33	$0.00	$0.00	$0.00	$1,708.11

All SFY's	
Pers Serv-1100	$22,982.11
Contractual-1200	$0.00
Travel - 1290	$0.00
Commodities-1300	$0.00
Equipment-1500	$0.00
Telecom-1700	$0.00
Op of Auto -1800	$0.00
Lump Sum-1900	$133.41
Subtotal	$23,115.52
Indirects	$5,310.79
TOTAL	$28,426.31

PGM LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
PHEASANT FUND						
2025 1100	356.83	31.38	0.00	0.00	0.00	388.21
2025 1200	4.33	0.54	0.00	0.00	0.00	4.87
2025 1300	0.44	0.17-	0.00	0.00	0.00	0.27
2025 1600	0.00	0.04	0.00	0.00	0.00	0.04
2025 6900	13,133.59	17,591.21	0.00	0.00	0.00	30,729.80
2025	13,500.19	17,623.00	0.00	0.00	0.00	31,123.19
MIGRATORY WATERFOWL STAMP FUND						
2026 4400	160,000.00	0.00	0.00	0.00	0.00	160,000.00
2026 4480	160,000.00	0.00	0.00	0.00	0.00	160,000.00
2026	320,000.00	0.00	0.00	0.00	0.00	320,000.00
PRIVATE LANDOWNER INCENTIVE PROGRAM-HABITAT FUND						
2027 1100	1,040.75	244.08	0.00	0.00	0.00	1,284.83
2027 1200	16.43	1.61	0.00	0.00	0.00	18.04
2027 1300	1.16	0.16-	0.00	0.00	0.00	1.00
2027 1600	0.00	0.08	0.00	0.00	0.00	0.08
2027 6900	44,449.23	36,020.55	0.00	0.00	0.00	80,469.78
2027	45,507.53	36,266.20	0.00	0.00	0.00	81,773.73
PRIVATE LANDOWNER INCENTIVE PROGRAM-PHEASANT FUND						
2028 1100	639.22	505.13	0.00	0.00	0.00	1,144.35
2028 1200	7.79	6.56	0.00	0.00	0.00	14.35
2028 1300	0.79	0.02	0.00	0.00	0.00	0.81
2028 1600	0.00	0.11	0.00	0.00	0.00	0.11
2028 6900	7,098.70	16,492.66	0.00	0.00	0.00	23,591.36
2028	7,746.46	17,004.52	0.00	0.00	0.00	24,750.98
ILLINOIS WILDLIFE PRESERVATION FUND						
2032 1302	0.00	320.50	0.00	0.00	0.00	320.50
2032 1900	59,262.44	32,300.33	0.00	0.00	0.00	91,562.77
2032	59,262.44	32,620.83	0.00	0.00	0.00	91,883.27
LAKE CALUMET ECOLOGICAL AREA						
2050 1100	805.29	314.20	0.00	0.00	0.00	1,119.45
2050 1200	0.38	0.06-	0.00	0.00	0.00	0.32
2050	805.81	314.14	0.00	0.00	0.00	1,119.77
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES						
2140 1100	3,904.52	237.70	0.00	0.00	0.00	4,142.22
2140 1200	20.89	1.56-	0.00	0.00	0.00	19.33
2140 1290	82.00	0.00	0.00	0.00	0.00	82.00
2140 1300	0.47	0.26-	0.00	0.00	0.00	0.21
2140	4,007.88	235.88	0.00	0.00	0.00	4,243.76
REALTY MANUAL						
2142 1100	1,422.16	1.11-	0.00	0.00	0.00	1,421.05
2142	1,422.16	1.11-	0.00	0.00	0.00	1,421.05

REQUEST FOR REIMBURSEMENT OR ADVANCE

1. FEDERAL AGENCY: US Fish & Wildlife Service

2. FEDERAL GRANT #: [redacted] T-8-P-1

3. TYPE OF PAYMENT REQUESTED: PARTIAL OR FINAL

4. BASIS OF REPORT: [redacted] CASH

5. PAYMENT REQUEST #: [redacted] 3 Partial

6. EMPLOYER ID#: 37-1349602

7. GRANTEE ACCT#: DUNS # 617554506

8. PERIOD COVERED (MONTH, DAY,YEAR) FROM: [redacted] TO: [redacted]

9. NAME OF GRANTEE ORGANIZATION:
ILLINOIS DEPT OF NATURAL RESOURCES
OFFICE OF RESOURCE CONSERVATION
ONE NATURAL RESOURCES WAY
SPRINGFIELD, ILLINOIS 62702-1271

10. NAME OF PAYEE: (IF DIFFERENT THAN NO. 9)

SMARTLINK PAYMENT MANAGEMENT SYSTEM

SAL# [redacted]

11. COMPUTATION OF AMOUNT REQUESTED	Directs	Indirects @ 19.54% & 23.3%	TOTAL
A. Total Program Outlays	$20,033	$4,636	$24,669
B. Less Adjustments	$0	$0	$0
C. Net Program Outlays	$20,033	$4,636	$24,669
D. Estimated net cash outlays for advance period	NA	NA	NA
E. Total of lines c and d	$20,033	$4,636	$24,669
F. Non-Federal Share of Amount	$1,531	$4,636	$6,167
G. Federal Share of Amount @ 75%	$18,502	$0	$18,502
H. Federal Payments Previously Requested:	$3,179	$0	$3,179
I. Federal Share Now Requested	$15,323	$0	$15,323

Fund/Cat #041/081

Prepared by >>>>>> jw

Program Income	$0
Overmatch	$0
Adjustments	$0
Total Line B:	$0
In-kind Total:	$0

TOTALS	
Max Fed Share	[redacted]
Total Requested	$18,502
Balance	$6,248

15/ I certify that to the best of my knowledge and belief that data reported above is correct and that all outlays were made in accordance with grant conditions & that payment is due & has not been previously requested.

Name: Rene Umberger - Federal Aid Coordinator

Telephone # 217/782-2602

Signature: Rene Umberger

Billing Date: 8/19/05

H:FAFormqp.DOCLED.bill

ILL FORM:SF270

EXPENSE SUMMARY: **PROJECT # T-8-P-1** **08/18/05**

Programmatic Code: **2142**

Project begins 6/8/04

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 19.54%PS				$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$793.74	$2,643.78	$16,461.62		$19,899.14
Contractual-1200		$0.00	$0.00	$0.00		$0.00
Travel - 1290		$0.00	$0.00	$0.00		$0.00
Commodities-1300		$0.00	$0.00	$0.00		$0.00
Equipment-1500		$0.00	$0.00	$0.00		$0.00
Telecom-1700		$0.00	$0.00	$0.00		$0.00
Op of Auto -1800		$0.00	$0.00	$0.00		$0.00
Lump Sum-1900		$0.00	$0.00	$133.41		$133.41
Subtotal	$0.00	$793.74	$2,643.78	$16,595.03	$0.00	$20,032.55
Ind @ 23.3%PS	$0.00	$184.94	$616.00	$3,835.56	$0.00	$4,636.50
TOTAL	$0.00	$978.68	$3,259.78	$20,430.59	$0.00	$24,669.05

Project ends 5/31/06

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100						$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 20.2%PS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

PGM	LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
2025	1200	0.00	0.00	9.22	0.27	0.00	9.49
2025	6900	72,915.60	2,465.03	5,206.36	75,472.00	0.00	156,059.99
2025		73,150.68	3,005.36	5,446.85	75,441.36	0.00	157,045.05
MIGRATORY WATERFOWL STAMP FUND							
2026	1100	0.00	664.26	19.77-	4.35-	0.00	640.24
2026	1200	0.00	23.17	3.35-	1.78	0.00	21.59
2026	1300	0.00	1.37	0.91-	0.21-	0.00	0.65
2026	1800	0.00	0.74	0.27-	0.12-	0.00	0.35
2026	6900	304.20	30,000.00	0.00	0.00	0.00	30,804.00
2026		304.00	30,689.54	23.91-	2.90-	0.00	31,466.83
PRIVATE LANDOWNER INCENTIVE PROGRAM-HABITAT FUND							
2027	1100	154.51	1,376.77	1,242.92	678.93	0.00	3,451.45
2027	1200	0.00	29.43	84.70	56.57	0.00	170.70
2027	1300	0.00	3.76	0.92-	2.89	0.00	5.73
2027	6900	13,879.57	51,652.97	45,740.97	74,224.73	0.00	185,507.94
2027		14,034.28	53,063.73	47,067.67	74,959.12	0.00	189,135.82
PRIVATE LANDOWNER INCENTIVE PROGRAM-PHEASANT FUND							
2028	1100	0.00	328.82	1,257.62	257.94	0.00	1,844.38
2028	1200	0.00	23.66	92.62	25.58	0.00	141.86
2028	6900	6,617.39	13,164.72	7,192.00	42,508.76	0.00	69,484.87
2028		6,617.39	13,517.20	8,542.24	42,792.28	0.00	71,471.11
ILLINOIS WILDLIFE PRESERVATION FUND							
2032	1900	49,954.01	18,552.10	35,015.35	17,210.05	0.00	120,731.51
2032		49,954.01	18,552.10	35,015.35	17,210.05	0.00	120,731.51
LA	CALUMET ECOLOGICAL AREA						
2050	1100	1,383.43	1,384.21	1,080.33	2,806.44	0.00	7,754.26
2050	1200	3.52	6.90	11.78	7.30	0.00	23.50
2050	1290	0.00	25.40	0.00	0.00	0.00	25.40
2050	1300	0.00	4.43	1.93	0.65	0.00	7.01
2050		1,387.00	1,419.74	1,094.04	2,814.39	0.00	7,810.17
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES							
2140	1100	3,015.42	379.27	347.09	202.59	0.00	4,444.17
2140	1200	172.52	21.59-	6.32-	13.42	0.00	157.93
2140	1300	0.00	1.32	2.34	1.58	0.00	5.04
2140		3,187.94	357.00	343.91	217.59	0.00	4,607.14
REALTY MANUAL							
2142	1100	0.00	793.74	2,643.78	16,461.62	0.00	19,899.14
2142	1900	0.00	0.00	0.00	133.41	0.00	133.41
2142		0.00	793.74	2,643.78	16,595.03	0.00	20,032.55
UNDER ILLINOIS SKIES							
2153	1100	4,229.66	984.39	68.88	41.53-	0.00	4,835.40
2153	1290	0.00	385.84	0.00	0.00	0.00	385.84

REQUEST FOR REIMBURSEMENT OR ADVANCE

1. FEDERAL AGENCY: US Fish & Wildlife Service

2. FEDERAL GRANT #: T-8-P-1

3. TYPE OF PAYMENT REQUESTED: PARTIAL OR FINAL

4. BASIS OF REPORT: CASH

5. PAYMENT REQUEST #: # 2 - Partial

6. EMPLOYER ID#: 37-1349602

7. GRANTEE ACCT#: DUNS # 617554506

8. PERIOD COVERED (MONTH, DAY,YEAR) FROM: 06/08/04 TO: 03/31/05

9. NAME OF GRANTEE ORGANIZATION:
ILLINOIS DEPT OF NATURAL RESOURCES
OFFICE OF RESOURCE CONSERVATION
ONE NATURAL RESOURCES WAY
SPRINGFIELD, ILLINOIS 62702-1271

10. NAME OF PAYEE: (IF DIFFERENT THAN NO. 9)

SMARTLINK PAYMENT MANAGEMENT SYSTEM
SAI # 04-01-23-02

11. COMPUTATION OF AMOUNT REQUESTED	Directs	Indirects @ 19.54% & 23.3%	TOTAL
A. Total Program Outlays	$3,438	$800	$4,238
B. Less Adjustments	$0	$0	$0
C. Net Program Outlays	$3,438	$800	$4,238
D. Estimated net cash outlays for advance period	NA	NA	NA
E. Total of lines c and d	$3,438	$800	$4,238
F. Non-Federal Share of Amount	$260	$800	$1,060
G. Federal Share of Amount @ 75%	$3,179	$0	$3,179
H. Federal Payments Previously Requested:	$734	$0	$734
I. Federal Share Now Requested	$2,445	$0	$2,445

Fund/Cat #041/881

Prepared by >>>>>> jw

Program Income	$0
Overmatch	$0
Adjustments	$0
Total Line B:	$0

In-kind Total: $0

TOTALS	
Max Fed Share	$24,750
Total Requested	$3,179
Balance	$21,572

15/ I certify that to the best of my knowledge and belief that data reported above is correct and that all outlays were made in accordance with grant conditions & that payment is due & has not been previously requested.

Name: Rene Umberger - Federal Aid Coordinator

Telephone # 217/782-2602

Signature: Rene Umberger

Billing Date: 5/31/05

H:FAFormqp.DOCLED.bill

ILL FORM:SF270

EXPENSE SUMMARY: **PROJECT # T-8-P-1** 05/23/05

Programmatic Code: 2142

Project begins 6/8/04

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 19.54%PS				$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$793.74	$2,643.78			$3,437.52
Contractual-1200		$0.00	$0.00			$0.00
Travel - 1290		$0.00	$0.00			$0.00
Commodities-1300		$0.00	$0.00			$0.00
Equipment-1500		$0.00	$0.00			$0.00
Telecom-1700		$0.00	$0.00			$0.00
Op of Auto -1800		$0.00	$0.00			$0.00
Lump Sum-1900		$0.00	$0.00			$0.00
Subtotal	$0.00	$793.74	$2,643.78	$0.00	$0.00	$3,437.52
Ind @ 23.3%PS	$0.00	$184.94	$616.00	$0.00	$0.00	$800.94
TOTAL	$0.00	$978.68	$3,259.78	$0.00	$0.00	$4,238.46

Project ends 5/31/06

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100						$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ %PS						$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

PGM LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
2024	39,844.02	4,315.96	20,967.26	135,881.20	276.87	201,285.31
PHEASANT FUND						
2025 1100	235.08	540.53	230.87	30.91-	22.39	997.96
2025 1200	0.00	0.00	9.22	0.27	0.39-	9.10
2025 1900	0.00	0.00	0.00	0.00	2,300.00	2,300.00
2025 6900	72,915.60	2,465.83	5,206.56	75,472.00	0.00	156,059.99
2025	73,150.68	3,006.36	5,446.65	75,441.36	2,322.00	159,367.05
MIGRATORY WATERFOWL STAMP FUND						
2026 1100	0.00	664.36	19.77-	4.35-	3.18-	637.06
2026 1200	0.00	23.17	3.36-	1.78	1.43	23.02
2026 1300	0.00	1.37	0.51-	0.21-	0.89	1.54
2026 1800	0.00	0.74	0.27-	0.12-	0.02-	0.33
2026 6900	804.00	30,000.00	0.00	0.00	0.00	30,804.00
2026	804.00	30,689.64	23.91-	2.90-	0.88-	31,465.95
PRIVATE LANDOWNER INCENTIVE PROGRAM-HABITAT FUND						
2027 1100	154.61	1,376.99	1,242.92	676.93	6.51	3,457.96
2027 1200	0.00	25.43	84.70	60.57	7.06-	163.64
2027 1300	0.00	3.76	0.92-	2.89	1.87	7.60
2027 6900	13,879.67	51,662.57	45,740.97	74,224.73	0.00	185,507.94
2027	14,034.28	53,068.75	47,067.67	74,965.12	1.32	189,137.14
PRIVATE LANDOWNER INCENTIVE PROGRAM-PHEASANT FUND						
2028 1100	0.00	328.82	1,257.62	257.94	9.84-	1,834.54
2028 1200	0.00	23.66	92.62	25.58	5.88-	135.98
2028 6900	6,619.39	13,164.72	7,192.00	42,508.76	0.00	69,484.87
2028	6,619.39	13,517.20	8,542.24	42,792.28	15.72-	71,455.39
ILLINOIS WILDLIFE PRESERVATION FUND						
2032 1900	49,954.01	18,552.10	35,015.35	17,210.05	2,000.00	122,731.51
2032	49,954.01	18,552.10	35,015.35	17,210.05	2,000.00	122,731.51
LAKE CALUMET ECOLOGICAL AREA						
2050 1100	1,883.48	1,384.01	1,680.33	2,806.44	525.21	8,279.47
2050 1200	3.52	0.90	11.78	7.30	3.02	26.52
2050 1290	0.00	25.40	0.00	0.00	0.00	25.40
2050 1300	0.00	4.43	1.93	0.65	0.35	7.36
2050 1900	0.00	0.00	0.00	0.00	4.43	4.43
2050	1,887.00	1,414.74	1,694.04	2,814.39	533.01	8,343.18
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES						
2140 1100	3,015.42	878.27	347.89	204.63	12.14	4,458.35
2140 1200	172.52	21.69-	6.32-	13.42	1.06-	156.87
2140 1300	0.00	1.02	2.34	1.67	0.26	5.29
2140	3,187.94	857.60	343.91	219.72	11.34	4,620.51
REALTY MANUAL						
2142 1100	0.00	793.74	2,643.78	16,461.62	1,661.92	21,561.06

PGM	LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
2142	1900	0.00	0.00	0.00	133.41	0.00	133.41
2142		0.00	793.74	2,643.78	16,595.03	1,661.92	21,694.47
UNDER ILLINIOIS SKIES							
2153	1100	4,225.66	584.39	66.88	41.53-	16.81-	4,818.59
2153	1290	0.00	385.84	0.00	0.00	0.00	385.84
2153		4,225.66	970.23	66.88	41.53-	16.81-	5,204.43
WCE/URBAN FISHING CFDA #15.625							
2157	1100	172.36	17.48	0.46	2.21	1.64-	190.87
2157	1200	3.56	0.76-	1.03	0.08	0.70	4.61
2157	1300	0.00	0.00	0.00	0.00	0.08	0.08
2157	1900	14,083.25	1,859.00	0.00	0.00	0.00	15,942.25
2157		14,259.17	1,875.72	1.49	2.29	0.86-	16,137.81
WCE/URBAN FISHING CFDA #15.625							
2158	1100	100,167.40	13,556.52	2,928.71	1,446.37-	1,270.68-	113,935.58
2158	1200	47.19	32.92	32.03	49.16	25.10	186.40
2158	1300	3.08	2.08	4.13	9.00	4.28	22.57
2158	1800	0.00	0.00	0.20	0.28	0.02-	0.46
2158	1910	288.61	456.01	0.00	0.00	0.00	744.62
2158		100,506.28	14,047.53	2,965.07	1,387.93-	1,241.32-	114,889.63
WILDERNESS CAMPING EXPERIENCE							
2159	1100	3,983.20	28.12	55.75	34.61-	14.01-	4,018.45
2159	1290	0.00	127.50	0.00	0.00	0.00	127.50
2159		3,983.20	155.62	55.75	34.61-	14.01-	4,145.95
WCE/ACCESS TO FISHING CFDA #15.625							
2160	1100	1,172.73	131.34	395.74	46.50-	14.92-	1,638.39
2160	1200	0.00	0.00	0.18	0.05-	0.00	0.13
2160	1300	0.00	0.00	0.47	0.13-	0.02-	0.32
2160		1,172.73	131.34	396.39	46.68-	14.94-	1,638.84
WCE/ACCESS TO FISHING CFDA #15.625							
2161	1100	1,322.57	484.54	35.69	44.73-	20.11-	1,777.96
2161	1200	0.00	1.22	0.07-	0.82	0.15-	1.82
2161	1300	0.00	0.03	0.10	0.04-	0.00	0.09
2161		1,322.57	485.79	35.72	43.95-	20.26-	1,779.87
IL WILDLIFE HABITAT CONS PLAN							
2162	1100	17,533.95	41,701.15	8,557.32	4,095.47	899.87	72,787.76
2162	1200	404.98	805.24	417.92	26.54	74.69	1,729.37
2162	1290	0.00	83.50	150.00	0.09	0.00	233.59
2162	1300	4.49	35.31	35.00	9.72	22.03	106.55
2162	1302	0.00	0.00	0.00	6.49	2.03	8.52
2162	1700	0.00	2.91	0.64-	1.47	0.19	3.93
2162	1800	0.00	1.91	8.50	2.89-	0.14-	7.38
2162	1900	153.74	4,893.82	97.95	9.40	15.67	5,170.58
2162		18,097.16	47,523.84	9,266.05	4,146.29	1,014.34	80,047.68

Screen Help

Request for Payment

Request Payment
Completed Transaction Info

Account:	1G61D	Payment Request Amount:	$23,460.00
Request Date:	03/14/2006	DUNS Number:	617554506-
Settlement Date:	03/15/2006		

Subaccount	Amount
T10P1I	$7,117.00
T10P1P	$13,525.00
T8P1	$2,818.00

Payment Request is in Holding file. The Transaction Number For Future Reference:2048676569

Done

DANIEL W. HYNES

www.ioc.state.il.us

RECEIPTS DEPOSIT TRANSMITTAL

Submit COPIES 1 thru 5 to the Comptroller

Distribution

1. White - Returned To Comptroller
2. Blue - Treasurer-Banking Division
3. Buff - Treasurer-Warrant Division
4. Pink -Returned to Agency
5. Canary - Retained by Comptroller
6. Goldenrod - Retained by Agency

AGENCY: Department of Natural Resources

ADDRESS: One Natural Resources Way
Springfield, IL 62702-1271

Attention: Lori Gredzieleski

Transmittal Number: NR2069

Transmittal Date: 03/14/06

Fund Name: Wildlife and Fish

(FOR AGENCY COMPLETION)

RECEIPT ACCOUNT CODE				AMOUNT	DESCRIPTION OF EACH SOURCE & LOC/SUB SOURCE LISTED	Deposit Instrument Identification	
		Loc/Sub				Type	Number
Agency	Source	Source	Fund			1	Advice of Credit
422	831	100	041	$23,460.00	Catg #081 State Wildlife Grant Program (Interior)		
					T-8-P-1 #4 Partial SAI #04-01-23-02 $2,818		
					T-10-P-1 #1 Partial SAI #04-12-10-01 $20,642		
					Scott Schmitz/CC#9000/Div 20 Bill Date: 03/14/06		

TOTAL DEPOSIT $ 23,460.00

SIGNED: _____ TITLE: General Office Finance

PHONE: (217) 557-1738

COMPTROLLER DEPOSIT ORDER
TO THE TREASURER OF THE STATE OF ILLINOIS

Date: MAR 15 2006 Order No: NR2069

Document Total: $23,460.00 Fund Number: 041

Judy Baar Topinka
COUNTERSIGNED - STATE TREASURER

Daniel W. Hynes
COMPTROLLER, STATE OF ILLINOIS

DEPOSIT INSTRUMENT TYPE CODE

CODE	TYPE INSTRUMENT
1	Advice of Credit
2	State Warrant
3	Treasurer's Draft
4	United States Check
5	University Check
6	Other

T-8-P-1

PGM	LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
2028		6,819.39	13,517.20	8,542.24	0.00	0.00	28,678.83
ILLINOIS WILDLIFE PRESERVATION FUND							
2032	1900	49,954.01	18,552.10	35,015.35	0.00	0.00	103,521.46
2032		49,954.01	18,552.10	35,015.35	0.00	0.00	103,521.46
LAKE CALUMET ECOLOGICAL AREA							
2050	1100	1,883.48	1,384.01	1,680.33	0.00	0.00	4,947.82
2050	1200	3.52	0.90	11.78	0.00	0.00	16.20
2050	1290	0.00	25.40	0.00	0.00	0.00	25.40
2050	1300	0.00	4.43	1.93	0.00	0.00	6.36
2050		1,887.00	1,414.74	1,694.04	0.00	0.00	4,995.78
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES							
2140	1100	3,015.42	678.27	347.89	0.00	0.00	4,241.58
2140	1200	172.52	21.69-	0.32-	0.00	0.00	144.51
2140	1300	0.00	1.02	2.34	0.00	0.00	3.36
2140		3,187.94	857.60	343.91	0.00	0.00	4,389.45
REALTY MANUAL							
2142	1100	0.00	793.74	2,643.78	0.00	0.00	3,437.52
2142		0.00	793.74	2,643.78	0.00	0.00	3,437.52
UNDER ILLINOIS SKIES							
2153	1100	4,225.66	584.39	66.88	0.00	0.00	4,876.93
2153	1290	0.00	385.84	0.00	0.00	0.00	385.84
2153		4,225.66	970.23	66.88	0.00	0.00	5,262.77
WCE/URBAN FISHING CFDA #15.625							
2157	1100	172.36	17.48	0.46	0.00	0.00	190.30
2157	1200	3.56	0.76-	1.03	0.00	0.00	3.83
2157	1900	14,083.25	1,859.00	0.00	0.00	0.00	15,942.25
2157		14,259.17	1,875.72	1.49	0.00	0.00	16,136.38
WCE/URBAN FISHING CFDA #15.625							
2158	1100	100,167.40	13,556.52	2,928.71	0.00	0.00	116,652.63
2158	1200	47.19	32.92	32.03	0.00	0.00	112.14
2158	1300	3.08	2.08	4.13	0.00	0.00	9.29
2158	1800	0.00	0.00	0.20	0.00	0.00	0.20
2158	1910	288.61	456.01	0.00	0.00	0.00	744.62
2158		100,506.28	14,047.53	2,965.07	0.00	0.00	117,518.88
WILDERNESS CAMPING EXPERIENCE							
2159	1100	3,983.20	28.12	55.75	0.00	0.00	4,067.07
2159	1290	0.00	127.50	0.00	0.00	0.00	127.50
2159		3,983.20	155.62	55.75	0.00	0.00	4,194.57
WCE/ACCESS TO FISHING CFDA #15.625							
2160	1100	1,172.73	131.34	395.74	0.00	0.00	1,699.81
2160	1200	0.00	0.00	0.18	0.00	0.00	0.18

REQUEST FOR REIMBURSEMENT OR ADVANCE

1. FEDERAL AGENCY: US Fish & Wildlife Service

2. FEDERAL GRANT #: T-8-P-1

3. TYPE OF PAYMENT REQUESTED: PARTIAL OR FINAL

4. BASIS OF REPORT: CASH

5. PAYMENT REQUEST #: #1; Partial

6. EMPLOYER ID#: 37-1349602

7. GRANTEE ACCT#: DUNS # 617554506

8. PERIOD COVERED (MONTH, DAY,YEAR) FROM: 06/08/04 TO: 12/31/04

9. NAME OF GRANTEE ORGANIZATION:
ILLINOIS DEPT OF NATURAL RESOURCES
OFFICE OF RESOURCE CONSERVATION
ONE NATURAL RESOURCES WAY
SPRINGFIELD, ILLINOIS 62702-1271

10. NAME OF PAYEE: (IF DIFFERENT THAN NO. 9)

SMARTLINK PAYMENT MANAGEMENT SYSTEM

11. COMPUTATION OF AMOUNT REQUESTED	Directs	Indirects @ 19.54% & 23.3%	TOTAL
A. Total Program Outlays	$794	$185	$979
B. Less Adjustments	$0	$0	$0
C. Net Program Outlays	$794	$185	$979
D. Estimated net cash outlays for advance period	NA	NA	NA
E. Total of lines c and d	$794	$185	$979
F. Non-Federal Share of Amount	$60	$185	$245
G. Federal Share of Amount @ 75%	$734	$185	$734
H. Federal Payments Previously Requested:	$0	$0	$0
I. Federal Share Now Requested	$734	$0	$734

Fund/Cat #041/081

Prepared by >>>>>> jw

Program Income	$0
Overmatch	$0
Adjustments	$0
Total Line B:	$0
In-kind Total:	$0

TOTALS	
Max Fed Share	$24,750
Total Requested	$734
Balance	$24,016

15/ I certify that to the best of my knowledge and belief that data reported above is correct and that all outlays were made in accordance with grant conditions & that payment is due & has not been previously requested.

Name: Rene Umberger - Federal Aid Coordinator

Telephone # 217/782-2602

Signature: Rene Umberger

Billing Date: 5/31/05

H:FAFormqp.DOCLED.bill

ILL FORM:SF270

EXPENSE SUMMARY: **PROJECT # T-8-P-1** **02/09/05**

Programmatic Code: **2142**

Project begins 6/8/04

				4th Quarter Apr-Jun	Lapse Qtr	SFY 04
Pers Serv-1100				No Report	No Report	$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ 19.54%PS				$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	1st Quarter Jul-Sep 04	2nd Quarter Oct-Dec 04	3rd Quarter Jan-Mar 05	4th Quarter Apr-Jun 05	Lapse Qtr	SFY 05
Pers Serv-1100	No Report	$794.32				$794.32
Contractual-1200		$0.00				$0.00
Travel - 1290		$0.00				$0.00
Commodities-1300		$0.00				$0.00
Equipment-1500		$0.00				$0.00
Telecom-1700		$0.00				$0.00
Op of Auto -1800		$0.00				$0.00
Lump Sum-1900		$0.00				$0.00
Subtotal	$0.00	$794.32	$0.00	$0.00	$0.00	$794.32
Ind @ 23.3%PS	$0.00	$185.08	$0.00	$0.00	$0.00	$185.08
TOTAL	$0.00	$979.40	$0.00	$0.00	$0.00	$979.40

Project ends 5/31/06

	1st Quarter Jul-Sep 05	2nd Quarter Oct-Dec 05	3rd Quarter Jan-Mar 06	4th Quarter Apr-Jun 06	Lapse Qtr	SFY 06
Pers Serv-1100						$0.00
Contractual-1200						$0.00
Travel - 1290						$0.00
Commodities-1300						$0.00
Equipment-1500						$0.00
Telecom-1700						$0.00
Op of Auto -1800						$0.00
Lump Sum-1900						$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ind @ %PS						$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

FINANCIAL STATUS REPORT
(Short Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page 1 of 1 pages
US FISH AND WILDLIFE SERVICE	T-8-P-1		

3. Recipient Organization (Name and complete address, including ZIP code)

Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, IL 62702-1271

Final Report

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
37-1349602	DUNS #617554506	X Yes ___ No	X Cash ___ Accrual

8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
06/08/04	12/31/07	06/08/04	12/31/07

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	$ 28,492.00	$ 80.00	$ 28,572.00
b. Recipients share of outlays	$ 7,123.00	$ 20.00	$ 7,143.00
c. Federal share of outlays	$ 21,369.00	$ 60.00	$ 21,429.00
d. Total unliquidated obligations			
e. Recipient's share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total federal share (sum of lines c and f)			$ 21,429.00
h. Total federal funds authorized for this funding period			$ 34,750.00
i. Unobligated balance of federal funds (Line h minus line g)			$ 13,321.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box)			
	Provisional	Predetermined	Final	X Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share
	23.3%, 20.2%, 24.52%	$ 23,099	$ 5,339	$ 0

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Scott Schmitz, Federal Aid Operations	217-785-8291
Signature of Authorized Certifying Official	Date Report Submitted
Scott Schmitz	04/02/08

Standard Form 269A (REV 4-88)
Prescribed by OMB Circulars A-102 and A-110

JOB STATUS REPORT

TIME : 04/02/2008 00:05
NAME : IL DEPT NATURAL RES
FAX# : 217-785-2438
TEL# :
SER.# : BRO2J1501039

DATE,TIME	04/02 00:04
FAX NO./NAME	916127135290
DURATION	00:00:47
PAGE(S)	02
RESULT	OK
MODE	STANDARD ECM

ILLINOIS
DEPARTMENT OF
NATURAL
RESOURCES

Office of Resource Conservation
One Natural Resources Way
Springfield, Illinois 62702

Fax:	217/785-2438
Wildlife Phone:	217/782-6384
Fisheries Phone:	217/782-6424
Habitat Resources:	217/785-8774
Operations:	217/782-2602

FAX TRANSMISSION COVER SHEET

Date: April 2, 2008

To: Linnae Moey **Fax No. (612) 713-5290**

From: Scott Schmitz
Federal Aid Operations
Telephone: (217) 785-8291
email: scott.schmitz@illinois.gov

Number of Pages (including cover): 2

Attached is the following FSR:

T-8-P-1 Final

Let me know if you have any questions.

FINANCIAL STATUS REPORT
(Short Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page 1 of 1 pages
US FISH AND WILDLIFE SERVICE	T-8-P-1		

3. Recipient Organization (Name and complete address, including ZIP code)

Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, IL 62702-1271

Interim Report #3

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
37-1349602	DUNS #617554506	___ Yes _X_ No	X Cash ___ Accrual

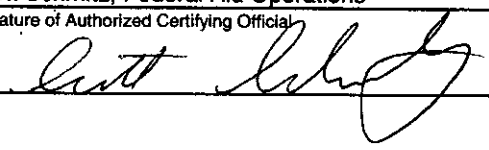
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
06/08/04	12/31/07	06/08/04	06/07/07

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	$ 28,426.00	$ 66.00	$ 28,492.00
b. Recipients share of outlays	$ 7,106.00	$ 17.00	$ 7,123.00
c. Federal share of outlays	$ 21,320.00	$ 49.00	$ 21,369.00
d. Total unliquidated obligations			
e. Recipient's share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total federal share (sum of lines c and f)			$ 21,369.00
h. Total federal funds authorized for this funding period			$ 34,750.00
i. Unobligated balance of federal funds (Line h minus line g)			$ 13,381.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box)			
	Provisional	Predetermined	Final	X Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share
	23.3%, 20.2%, 24.52%	$ 23,035	$ 5,323	$ 0

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Scott Schmitz, Federal Aid Operations	217-785-8291
Signature of Authorized Certifying Official	Date Report Submitted
	06/11/07

Standard Form 269A (REV 4-88)
Prescribed by OMB Circulars A-102 and A-110

FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page 1 of 1 pages
US FISH & WILDLIFE SERVICE	T-8-P-1		

3. Recipient Organization (Name and complete address, including ZIP code)

Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, IL 62702-1271

Interim Report # 2

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
37-1349602 \ DUNS #617554506		___ Yes _x_ No	X Cash _ Accrual

8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
06/08/04	12/31/06	06/08/04	06/07/06

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	$24,669.00	$3,757.00	$28,426.00
b. Refunds, rebates, etc. **Overmatch**	$0.00	$0.00	$0.00
c. Program income used in accordance with the deduction alternative	$0.00	$0.00	$0.00
d. Net outlays (Line a, less the sum of lines b and c)	$24,669.00	$3,757.00	$28,426.00
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions	$0.00	$0.00	$0.00
f. Other Federal awards authorized to be used to match this award	$0.00	$0.00	$0.00
g. Program income used in accordance with the matching or cost share alternative	$0.00	$0.00	$0.00
h. All other recipient outlays not shown on lines e, f or g	$6,167.00	$939.00	$7,106.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	$6,167.00	$939.00	$7,106.00
j. Federal share of net outlays (line d less line i)	$18,502.00	$2,818.00	$21,320.00
k. Total unliquidated obligations			$0.00
l. Recipient's share of unliquidated obligations			$0.00
m. Federal share of unliquidated obligations			$0.00
n. Total federal share (sum of lines j and m)			$21,320.00
o. Total federal funds authorized for this funding period			$24,750.00
p. Unobligated balance of federal funds (Line o minus line n)			$3,430.00
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			$0.00
r. Disbursed program income using the addition alternative			$0.00
s. Undisbursed program income			$0.00
t. Total program income realized (Sum of lines q, r and s)			$0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) ___ Provisional ___ Predetermined ___ Final X Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share
	23.3%, 20.2%	$22,982	$5,311	$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Scott Schmitz - Federal Aid Operations	217-782-2602
Signature of Authorized Certifying Official	Date Report Submitted
Scott Schmitz	06/08/06

Previous Editions not Usable

Standard Form 269 (REV 4-88)
Prescribed by OMB Circulars A-102 and A-110

FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page 1 of 1 pages
US FISH & WILDLIFE SERVICE	T-8-P-1		

3. Recipient Organization (Name and complete address, including ZIP code)

Illinois Department of Natural Resources
Office of Resource Conservation
One Natural Resources Way
Springfield, IL 62702-1271

Interim Rept # 1

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
37-1349602 \ DUNS #617554506		___ Yes _x_ No	X Cash __ Accrual

8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
06/08/04	12/31/06	06/08/04	06/07/05

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	$0.00	$24,669.00	$24,669.00
b. Refunds, rebates, etc. **Overmatch**	$0.00	$0.00	$0.00
c. Program income used in accordance with the deduction alternative	$0.00	$0.00	$0.00
d. Net outlays (Line a, less the sum of lines b and c)	$0.00	$24,669.00	$24,669.00
Recipient's share of net outlays, consisting of: e.Third party (in-kind) contributions	$0.00	$0.00	$0.00
f. Other Federal awards authorized to be used to match this award	$0.00	$0.00	$0.00
g. Program income used in accordance with the matching or cost share alternative	$0.00	$0.00	$0.00
h. All other recipient outlays not shown on lines e, f or g	$0.00	$6,167.00	$6,167.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	$0.00	$6,167.00	$6,167.00
j. Federal share of net outlays (line d less line i)	$0.00	$18,502.00	$18,502.00
k. Total unliquidated obligations			$0.00
l. Recipient's share of unliquidated obligations			$0.00
m. Federal share of unliquidated obligations			$0.00
n. Total federal share (sum of lines j and m)			$18,502.00
o. Total federal funds authorized for this funding period			$24,750.00
p. Unobligated balance of federal funds (Line o minus line n)			$6,248.00
Program income, consisting of: q. Disbursed program income shown on lines c and/or g above			$0.00
r. Disbursed program income using the addition alternative			$0.00
s. Undisbursed program income			$0.00
t. Total program income realized (Sum of lines q, r and s)			$0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) ___ Provisional ___ Predetermined ___ Final X Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share
	23.30%	$19,899.14	$4,636.50	$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Rene Umberger Federal Aid Coordinator	**217-782-2602**
Signature of Authorized Certifying Official: Rene Umberger	Date Report Submitted: 8/19/05

Previous Editions not Usable

Standard Form 269 (REV 4-88)
Prescribed by OMB Circulars A-102 and A-110

Project # T-8-P-1

Performance Reports

Land Acquisition Policy and Procedures Manual - IDNR Division of Realty
Final Report - June 30, 2008

PROJECT NUMBER:	T-08-P-001
OVERALL PROJECT TITLE:	IDNR Division of Realty, Land Acquisition Policy and Procedures Manual
EFFECTIVE DATES:	June 1, 2004 - December 31, 2007
REPORT ON PROJECT BY:	Don McFall Natural Areas Acquisition Program Manager Illinois Department of Natural Resources Division of Realty

PROJECTS COVERED DURING THIS REPORTING PERIOD:

In December, 2002, the U.S. Fish and Wildlife Service (USFWS) cited an audit finding in the Illinois Department of Natural Resources (DNR), Division of Realty. The DNR currently owns, manages or leases more than 450,000 acres of land at 349 sites. The audit finding was that the Division needed to develop a Policy and Procedure Manual to not only address how land is acquired, but to show how the federal interest is tracked and flagged on the 18 sites statewide that have been purchased with the assistance of federal grant dollars.

Preparation of a DNR Division of Realty Land Acquisition Policy and Procedures Manual was started April 1, 2005. The draft was completed in July of 2005 and revised in accordance with USFWS recommendations in November of 2005. The USFWS gave DNR final approval of the manual December 16, 2005.

Shortly after the manual was approved, the federal relocation regulations were revised. DNR asked for an amendment to T-08-P to revise the Policy and Procedures Manual to incorporate the new federal regulations. The amendment to T-08-P was approved by USFWS in December 2006. DNR hired a contract employee to revise the manual. He made revisions to Section IV (Federal Funds Requirement Part A), Form 1 in Appendix III (Federal Forms and Documents) and Appendix IV, (Relocation Forms).

The revised Policy and Procedures Manual was submitted to USFWS in May 2007 for their review and approval. USFWS approved the Manual and the final Policy and Procedures Manual is now being used by DNR Realty staff.

T-8-P-1

PGM	LINE	FIRST QTR	SECOND QTR	THIRD QTR	FOURTH QTR	FIFTH QTR	YEAR TO DATE
2050		1,887.00	1,414.74	0.00	0.00	0.00	3,301.74
COORDINATION OF FISHERIES LEGISLATION/ADMIN RULES							
2140	1100	3,015.42	878.27	0.00	0.00	0.00	3,893.69
2140	1200	172.52	21.69-	0.00	0.00	0.00	150.83
2140	1300	0.00	1.02	0.00	0.00	0.00	1.02
2140		3,187.94	857.60	0.00	0.00	0.00	4,045.54
REALTY MANUAL							
2	1100	0.00	794.32	0.00	0.00	0.00	794.32
2		0.00	794.32	0.00	0.00	0.00	794.32
UNDER ILLINIOIS SKIES							
2153	1100	4,225.66	597.90	0.00	0.00	0.00	4,823.56
2153	1290	0.00	385.84	0.00	0.00	0.00	385.84
2153		4,225.66	983.74	0.00	0.00	0.00	5,209.40
WCE/URBAN FISHING CFDA #15.625							
2157	1100	172.36	17.48	0.00	0.00	0.00	189.84
2157	1200	3.56	0.76-	0.00	0.00	0.00	2.80
2157	1900	14,083.25	1,859.00	0.00	0.00	0.00	15,942.25
2157		14,259.17	1,875.72	0.00	0.00	0.00	16,134.89
WCE/URBAN FISHING CFDA #15.625							
2158	1100	100,167.40	13,556.52	0.00	0.00	0.00	113,723.92
2158	1200	47.19	32.92	0.00	0.00	0.00	80.11
2158	1300	3.08	2.08	0.00	0.00	0.00	5.16
2158	1910	288.61	456.01	0.00	0.00	0.00	744.62
2158		100,506.28	14,047.53	0.00	0.00	0.00	114,553.81
WILDERNESS CAMPING EXPERIENCE							
2	1100	3,983.20	39.35	0.00	0.00	0.00	4,022.55
2	1290	0.00	127.50	0.00	0.00	0.00	127.50
2159		3,983.20	166.85	0.00	0.00	0.00	4,150.05
WCE/ACCESS TO FISHING CFDA #15.625							
2160	1100	1,172.73	131.34	0.00	0.00	0.00	1,304.07
2160		1,172.73	131.34	0.00	0.00	0.00	1,304.07
WCE/ACCESS TO FISHING CFDA #15.625							
2161	1100	1,322.57	484.54	0.00	0.00	0.00	1,807.11
2161	1200	0.00	1.22	0.00	0.00	0.00	1.22
2161	1300	0.00	0.03	0.00	0.00	0.00	0.03
2161		1,322.57	485.79	0.00	0.00	0.00	1,808.36
IL WILDLIFE HABITAT CONS PLAN							
2162	1100	17,533.95	41,697.99	0.00	0.00	0.00	59,231.94
2162	1200	404.98	805.22	0.00	0.00	0.00	1,210.20
2162	1290	0.00	83.50	0.00	0.00	0.00	83.50
2162	1300	4.49	35.32	0.00	0.00	0.00	39.81

Annual Report (June 8, 2005- June 7, 2006) - Realty Policy and Procedure Manual

PROJECT NUMBER:	T-8-P-1
OVERALL PROJECT TITLE:	IDNR Realty Policy and Procedure Manual
EFFECTIVE DATES:	January 1, 2004 - December 31, 2006
REPORT ON PROJECT BY:	Don McFall Natural Areas Acquisition Program Manager Illinois Department of Natural Resources Division of Realty

PROJECTS COVERED DURING THIS REPORTING PERIOD:

In December, 2002, the U.S. Fish and Wildlife Service (USFWS) cited an audit finding in the Illinois Department of Natural Resources (DNR), Division of Realty. The DNR currently owns, manages or leases more than 450,000 acres of land at 349 sites. The audit finding was that the Division needed to develop a Policy and Procedure Manual to not only address how land is acquired, but to show how the federal interest is tracked and flagged on the 18 sites statewide that have been purchased with the assistance of federal grant dollars.

Preparation of the Policy and Procedure Manual was started April 1, 2005. The draft was completed in July of 2005 and revised in accordance with USFWS recommendations in November of 2005. The USFWS gave DNR final approval of the manual December 16, 2005.

Shortly after the manual was approved the federal relocation regulations were revised. The DNR Division of Realty would like to use the remainder of the grant period (the grant expires December 31, 2006) to update the Policy and Procedure Manual to include the current federal relocation requirements. DNR is currently pursuing approval to hire a contractual person to update the manual.

Paul Vehlow, Kathy Justison

Connie Waggoner

August 30, 2005

Annual Report
State Wildlife Grant, T-8-P-1
Realty Policy & Procedure Manual

In December, 2002 the U.S. Fish & Wildlife Service (USFWS) cited an audit finding in the IDNR, Division of Realty. The IDNR currently owns, manages and leases over 450,000 acres of land at 349 sites. The audit finding was that the Division needed to develop a Policy & Procedures Manual to not only address how land is acquired, but to also show how the federal interest is tracked and flagged on the 18 sites statewide that have been purchased with the assistance of federal grant dollars.

Due to loss of staff (early retirements and layoffs) within the Division of Realty there was not an employee qualified or who could devote 100 percent of their time to undertake this monumental task. The IDNR applied for this grant and it was awarded to the former Division Manager of Realty. The Grant Manager for this project began his efforts on April 1, 2005. After review of other State's Manuals he began to draft the Manual in sections. Numerous meetings were held with each land agent in Realty separately to discuss his or her section of the Manual. Realty staff meetings were held to review the manual and a draft was completed and sent to the USFWS to the attention of Michael Vanderford on July 13, 2005.

To date we await comments from USFWS.

T-8-P-1

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

MEMORANDUM

to: Paul Vehlow

from: Connie Waggoner

date: December 6, 2006

subject: Updated Appendix IV Forms for Relocation- Land Acquisition Manual
Illinois Department of Natural Resources
Office of Realty & Environmental Planning - Division of Realty

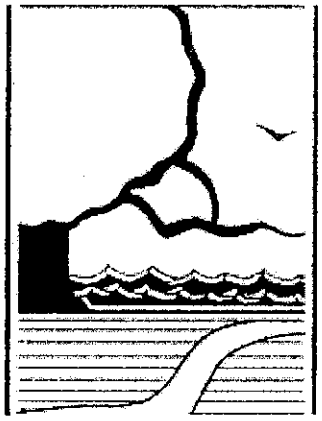
Attached is an updated as of 12-4-06 appendix IV to the IDNR Division of Realty's Land Acquisition Policy and Procedures Manual. The Illinois Department of Transportation (IDOT) Bureau of Land Acquisition has just recently completed updating their relocation forms. The Department of Natural Resources utilizes forms of similar format and content to those of IDOT. These updates represent changes in the fixed rates for some relocation fees and some procedural steps.

The cover page to the manual is changed to indicate an update of appendix IV on December 4, 2006. The introduction page, page 1, has also been changed to comment on this update. Please replace these two pages in your copy of the manual.

Please replace the appendix IV index, the third to last page in the text of the manual. Insert one copy of the new index in the appendix IV section and the updated relocation forms in your copy of the above manual. A second set of cover page, introduction page, forms and index is included for you to forward on to the federal United States Fish & Wildlife Service to update their copy of our manual. If you have any questions about these changes, please call me at 524-5464.

CW:jh
Attachments
cc: Sue Eubanks

[printed on recycled and recyclable paper]



Illinois Department of Natural Resources

12-20-05 **Approved Draft**
12-04-06 **Revised Appendix IV**

Office of Realty and Environmental Planning
Division of Realty
Land Acquisition Policy and Procedures Manual

Introduction: This Policy & Procedures Manual was written in July of 2005 and revised in accordance with USFWS recommendations in November 2005. It was prepared for use by the Illinois Department of Natural Resources, Division of Realty for reference and internal usage. The manual is intended for the use by existing and future staff members of the Division of Realty. It may also be of assistance to IDNR federal LAWCON and USFWS grant administrators, Forest Legacy Coordinator, internal auditors, and federal auditors who may need to know and understand the policies and procedures of the Division of Realty. On December 16, 2005 the USFWS gave the Department of Natural Resources its approval of this manual.

Appendix IV which lists the relocation forms used by the division has been updated as of December 4, 2006. All of the corresponding forms have also been updated. These updates represent changes on the fixed rates of some relocation fees and some procedural steps.

Department of Natural Resources
Office of Realty and Environmental Planning
Division of Realty
Land Acquisition Policy and Procedures Manual

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VII. Appendix
I. Division of Realty Organization Chart
II. Flowchart of Land Acquisition Process
III. Copies of Land Acquisition Forms
IV. Copies of Relocation Forms
V. Forest Legacy Application Guidelines

Acknowledgment: Any future need for updating of the information contained within should be brought to the attention of the Division Manager of this Division. Changes that affect any sections on farm leases, FLP grants, LWCF grants, or USFWS grants should be shared and reviewed by those respective division staffs. The Department of Natural Resources Division of Grants, Land & Water Conservation Fund grant staff, the Department's farm manager, the Forest Legacy Program (FLP) coordinator, the Division of Review & Coordination, Contaminants Assessment Section, the Office of Resource Conservation, and USFWS grant staff all provided review and input for this manual. Everyone in the Division of Realty provided input and review of this material.

I. Mission Statement

The mission of the Illinois Department of Natural Resources is to manage, protect, and sustain Illinois' natural and cultural resources, further the public's understanding and appreciation of those resources, and promote the education, science and public safety of our natural resources for present and future generations.

The Division of Realty is responsible for the acquisition of land and its interest for the department's various programs. These programs include: natural areas, wildlife habitat, trails, bike paths, C2000, Open Land Trust (OLT), pheasant habitat, migratory waterfowl areas, and statewide department purposes. Interest in property is acquired by means of purchase in fee, donations, jurisdictional land transfers, conservation easements, permanent easements, term easements, and legislative transfers. The Division provides appraisal assistance to the department's grant programs. It provides major technical assistance to other Divisions within the Department related to land issues, such as State of Illinois Open Space Land Acquisition and Development Grant Program (OSLAD), Federal Land & Water Conservation Fund Grant Program (LWCF), and Forest Legacy Program (FLP).

State laws under which the Illinois Department of Natural Resources has the authority to acquire or dispose of land by gift, bequest, purchase, jurisdictionally transfer, exchange, or by condemnation proceedings are as follows:

20 ILCS 5/5-675 Acquisition of Land
20 ILCS 801/1-20 Department of Natural Resources Act
20 ILCS 805/ Civil Administrative Code of Illinois- Department of Natural Resources (Conservation) Law
20 ILCS 805/805-255 Transfers and Exchanges Real Estate
20 ILCS 825/ Forest Land Exchange Act
20 ILCS 835/2 State Parks Act
20 ILCS 860/3 Outdoor Recreation Resource Act
20 ILCS 862 /Recreational Trails of Illinois Act-Off Highways Vehicle Trails
35 ILCS 200/ Property Tax Code
525 ILCS 33/15-20 Powers and Duties / Illinois Open Land Trust Program
525 ILCS 35/14 Natural Areas Acquisition Fund

The above laws can be found in the latest edition of the Illinois Compiled Statutes.

A total of over 360,000 acres of owned and 93,300 acres of leased or operated properties statewide are managed by the Illinois Department of Natural Resources. These properties are located at over 300 individual sites in nearly all the 102 counties of the state. The Division may become involved with land ownership issues at these sites.

The organization chart for the Division of Realty can be found in Appendix I, that is attached to this document. The Division's staff is composed of people skilled in appraisal, negotiation, land survey, platting, mapping, relocation, administrative, database management, tax exemption, para-legal, title work, record keeping, and reporting work. They offer assistance to the public and various divisions of the Department and to other State and federal agencies.

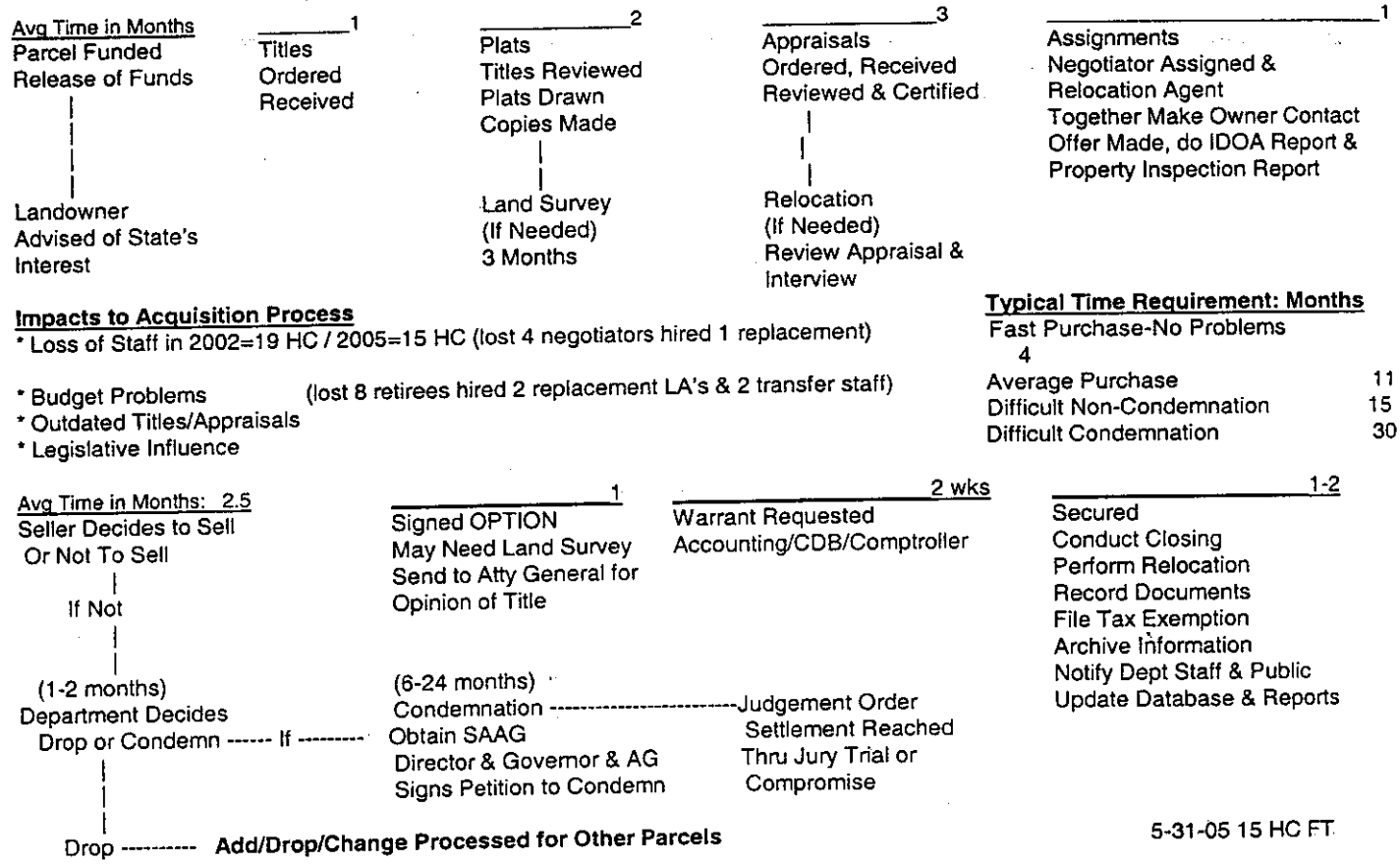
II. Land Acquisition Process

The Division of Realty acquires land through various means. Normally the property will be acquired from willing sellers, who wish to gift or sell part or all of their property. In rare cases the Department must utilize the power of eminent domain to acquire land. There are certain steps that are used in all land acquisitions. These steps to acquiring land are known as the land acquisition process. A flowchart of the process is attached as Appendix II to this document and a copy is on the next page. (Attach copy of flowchart to page 8)

Step one of the process is to submit a specific parcel to the Department for acquisition. This parcel may come directly from the willing landowner interested in selling or donating their property for conservation purposes. The request is referred to as a land offer. Some landowners may telephone in their request to sell or donate property to the Department. They are advised to put their request in writing. The landowner or landowner representative is to contact the IDNR's Division of Realty in writing regarding their possible sale/donation to the Department. Landowners must include location, size and what restrictions if any they may want to place on the property. A plat book map of the parcel being considered and any pertinent information regarding the potential acquisition are sent to management and regional planning staff for comments and review.

For regional site land offers, the regional landscape architect would obtain a consensus recommendation of regional staff for or against the accepting of the land offer. In cases of natural area site land offers, the Springfield headquarters natural area staff would have their natural area staff review the land offer and make the recommendation to deny or seek acceptance of it. For additions of new or expanded sites for tree nurseries, game farms, and fish hatcheries, management staff of those respective divisions would conduct the review of any such land offers. The purpose of the reviews is to see, if it meets the needs and programs of the Department. Items considered would be whether or not the property possesses outstanding natural resources such as identified in the Illinois Natural Areas Inventory or enhances existing department holdings to merit department ownership. The Department has rejected land offers which were too small in size or in a location that is not economically feasible to operate and maintain or that had very restrictive deed language. Restrictive deed language may inadvertently prevent the citizens of Illinois from utilizing the property. These reviews usually take 60 days.

Appendix II
Flowchart of Land Acquisition Process
Illinois Department of Natural Resources-Division of Realty



5-31-05 15 HC FT

The landowner is contacted in writing by the Director of the Office of Realty and Environmental Planning with the results of the regional review. If the Department rejects the land offer, it will often suggest other organizations or government agencies that would be better suited to acquire the property or accept the donation. If the property is accepted for purchase or donation, the property must be free of all encumbrances including all previous outstanding taxes until the date of transfer and the property must have a clean inspection for environmental concerns.

Parcels approved for acquisition under the land offer review process are placed in a file for possible future acquisition dependant upon funding. The property owners are advised of the agency's interest and the time frame for possible funding and acquisition. Land donations that are approved for acceptance will be immediately added to the current program for acquisition.

Some parcels are introduced into the acquisition process by specific program staff. An example would be the natural areas acquisition program and the pheasant habitat program often have parcels that they hope to acquire to complete their long range program goals. Occasionally parcels are added to the acquisition program to resolve management problems. The parcel may be needed for highway access, trail development, or site development. These parcels could result in having unwilling sellers who will not sell their property. If the Department must acquire the land, then eminent domain may be necessary.

Once a parcel is accepted for acquisition and has a funding source, the next step in the acquisition process is for the Division of Realty to obtain a title commitment on the parcel of land. The title commitment provides proof of ownership, accurate legal description of the parcel, list of any outstanding encumbrances (Schedule B), and possible severance of mineral rights.

A parcel plat of the property can be drawn from the legal description contained in the commitment. The plat provides a visual depiction of the parcel's location in regards to its county, section, township, and range. A calculation of the parcel's acreage is made on the plat to show what the area being acquired contains. It will show the parcels access or lack of to public roadways. Physical barriers that may impact the parcel such as waterways or streams will often be depicted. A topographical map of the parcel can also be obtained with the information contained on a parcel plat. If needed, a land survey of the parcel may be obtained to more accurately describe what area the parcel contains and any easements and boundaries.

The third step in the process is to obtain a written land appraisal of the property. The land appraisal is usually performed by a licensed Illinois land appraiser. The appraisal is reviewed by Division of Realty staff appraisers for its quality and methodology. If it meets the review appraiser's approval, it will be certified for use by the Division in negotiating for the purchase of the parcel. Information concerning value of improvements contained in the appraisal are also used by relocation staff in their work. Appraisals for acquisitions that may be reimbursed with Federal grant funds have more rigorous standards. Please read Section VI of this manual, Federal Funds Requirements, on page 61 of this manual to clarify appraisal requirements for acquisitions involving Federal grants.

Step four in the process is the preparing of a negotiator's package on the parcel, this package contains the documents which will be presented to the property owner at time of negotiations. Included in this package are: copy of the title commitment, copy of the parcel plat, copy of the appraisal, the cover letter to the property owner, an option contract or sales contract, a Summary & Offer to Purchase form (S&O) **this S&O form contains the just compensation amount, the S&O form is provided to the landowner per 43 CFR 24 as that statute requires a statement of just compensation be provided to landowners**, certification of Improvement Disposition form, Disclosure of Beneficial Interest/ Affidavit, Real Estate Inspection Report, Vendor Certification & W-9 forms. The cover letter notifies the property owner that the state is sending a specific negotiator to contact them and present an offer to purchase their property. The negotiator is to review the appraisal of the property prior to the meeting for background information. However, the negotiator should never provide any appraisal or copy thereof to any property owners.

Once the negotiator has reviewed the negotiator package, he/she will schedule a meeting with the property owner. At the initial meeting, a landowner may wish to immediately accept or refuse the written offer presented. The owners may request to hold the offer and consider it for a few days/weeks. If the landowner wants to make a counter offer on the sale, the negotiator will report the counter offer to the division office for consideration. Property owners often want to take the presented information to their lawyers for review prior to accepting or rejecting the offer.

Whenever the negotiator presents the landowner with an option, they should be sure to present the Summary & Offer to Purchase Form along with the offer. If the landowner chooses to hold the option and return it by mail, the land agent should check to see that they also returned the signed S&O form. This form insures that the property owner was made aware of what the appraised value was, whose appraisal was used to make the offer,

and requests them to list any tenants or businesses that currently occupy the property. By signing the S&O form they are not acknowledging that they accept the option price, but merely that they were made aware of where the Department got its offer price.

The S&O forms are required for LWCF and USFWS grants and help justify to the federal government that Realty based its offers on appraisals and the landowners were fully aware of what appraisal was used. If the landowner refuses to sign an S&O form, negotiators need to document in the file that they did present it to the landowner and that they refused to sign or return the form.

The negotiator is responsible for following up on the progress of the purchase to insure it moves along reasonably. Several follow up telephone contacts and meetings with the landowners or their representative may be required to complete a land purchase.

If the offer is accepted, the negotiator will return the signed forms to the Division for processing. The negotiator will then, with the permission of the landowners, conduct needed property inspections required for filling out various reports on the parcel. These reports include the Illinois Department of Agriculture Report and the division's Real Estate Inspection Report. If the division's Real Estate Inspection Report indicates the existence of any visible environmental concerns, other IDNR staff may need to inspect the property for additional environmental reviews. Should the Division of Realty be concerned about an environmental condition existing on the parcel, it will order a Phase I environmental study. The Phase I study will either clear the parcel for acquisition or recommend a Phase II study be performed. The Department may either continue to pursue the acquisition, if the landowner will incur the expense of the Phase II study and agree to pay for all clean up costs that the study finds to be needed, or drop the acquisition. If an environmental concern is detected, the appraisal may be amended to reflect the change in value resulting from an environmental issue, such as contaminant sites on the property. The Department will not close on the land purchase until all environmental issues are resolved.

If the parcel qualifies for relocation, the land negotiator will be accompanied on the initial meeting with the property owner by a relocation agent. The relocation agent will review the appraisal report and land acquisition file to determine if relocation may be applicable. When accompanying the negotiator on a land purchase offer, the relocation agent will advise the property owners of their eligibility for relocation assistance. Per 49 CFR 24.203(a), the landowner shall be furnished with a general written description of the Department of Natural

Resources' relocation program. Should the landowners not qualify, but tenants do qualify, the relocation agent will arrange to interview and inform the tenants of their rights. No relocation payments will be made, if the property is not optioned or contracted for purchase by the state.

Upon return of the signed negotiation package documents to the office, the staff will work on preparing an escrow closing. The title commitment along with a deed, copy of the plat, plat act affidavit if needed, affidavit of title, disclosure of ownership, and memorandum advising of disposition of objections prepared by the IDNR land agent will be sent to the Attorney General for a title opinion. For corporations, send the above plus articles of incorporation certificate of good standing, and certified corporate resolution authorizing sale. In order to cover the cost of any outstanding real estate taxes due up to the date of the closing, the Division of Realty will have the estimated amount of unpaid real estate taxes from the previous tax year plus 20% withheld from the sale proceeds. These funds are held in escrow by the escrow agent to pay any outstanding taxes until the new tax bills are issued. Any surplus funds remaining after the taxes are paid are returned to the sellers.

After receiving a good title opinion from the Attorney General, the Division will exercise its option on the parcel. A state warrant is requested from the State Comptroller's Office. Once the state warrant is returned to the Division, a closing is scheduled and held with the property owner.

Closings are typically escrow closings held at title companies located near the property being purchased. A closing package is prepared and sent to the title company several days prior to the closing. The package contains: state warrant made payable to the escrow account of the title company, deeds, real estate transfer declaration, affidavit of title, solicitation form, escrow settlement statement, copies of most recent title commitment, most recent parcel plat, plat act affidavit if needed, and any land surveys that need to be recorded with the deeds. Sometimes the closing package will include a memorandum to file regarding the exceptions and the alta statement. If the purchase was with a trust, then the trust documents are also included. A land agent from the title section and or the negotiator will attend the parcel closing. For special closings, the Director of OREP and or Division Manager may attend the closings.

Following the closing, any documents needing to be recorded are sent to the county recorder for recording. The remaining documents are returned to the division office for processing. Deeds to all land purchases are recorded in the county in which the property

is located. The Department of Natural Resources will accept only warranty deeds, corporate special warranty deeds, trustee's deeds, and only on special occasions a quit claim deed to property. Examples of these type of deeds are in Appendix III. The quit claim deed is normally only used in cases of uncompensated land donations or sales by railroads or mining companies that may have acquired land previously by use of quit claim deeds. The deeds are made out to the People of the State of Illinois, Department of Natural Resources. A tax exemption request is filed with the Chairman of the Board of Review of the County in which the land is located. County taxing bodies are notified of the department's recent purchase, if the tax assessment on the parcel is over $100,000. Land purchase information regarding the parcel is placed into the land database, land card records, and used to prepare land forms. The land form is used to notify management divisions and the Department of Agriculture of any IDNR land purchases.

The original recorded deed, title policy, original affidavit of title, disclosure of ownership and other pertinent documents are sent to the Secretary of State, State Archives Index Division for safe storage. There they are indexed and kept permanently. Copies of the appraisals, vouchers, letters of correspondence, and other file information on an acquisition are retained in the Division of Realty central file for 5 to 7 years. After that date they may be microfilmed and kept on microfilm tape within the division. A copy of the microfilm role is also sent to the State Archives Index Division for safe storage of those records. Documents contained in the Division of Realty files can be obtained by going through the freedom of information officer for the Department. That person will request the Division of Realty to retrieve copies of the information from their central files or the State Archives.

A press release is prepared to advise the public of the new acquisition. The press release provides the site name, county location, parcel cost, funding source and program usage for the parcel. Regional Land Manager (RLM) forms should be promptly sent out after the closing to notify the RLM of the newly purchased property and their management responsibilities.

Information of newly acquired land purchases is later added to the annual Land and Water Report. The information is also provided to Central Management Services for its annual real property inventory. The tax code PIN numbers are added to the annual tax exemption report. This report is filed annually with the County Tax Assessors and copies are provided to various offices within IDNR by January 31st of each year. It contains a listing of all tax exempt PIN numbers within the respective county that the Department claims. The report also provides a listing and copies of all newly signed outstanding leasehold interests made

during the past year for that county.

In cases where a landowner refuses to sell their property at fair market value to the Department, the power of eminent domain may be used to acquire it. Should IDNR feel it necessary to use eminent domain, the Director of OREP will recommend that the Agency Director should agree to use condemnation to acquire the parcel. In order to use this power an approval by the Agency Director, Governor, and the Attorney General must be obtained. The Attorney General will appoint one of their Special Assistant Attorney Generals (SAAG) to handle the case.

The Division of Realty and/or the SAAG will draft a Final Offer Letter (FOL) with a 60 day notification of pending condemnation. This letter is sent certified mail return receipt requested to the property owner. The letter advises the owner that this is the last offer the state will make prior to initiating condemnation. A Complaint for Condemnation of the property will be prepared and filed by the SAAG shortly after this period. The Agency Director in turn must obtain a consent approval from the Governor to use eminent domain for this acquisition. The Complaint for Condemnation carries the signatures of the Director of IDNR, Governor, and the Attorney General of the State of Illinois. The owner is advised to either negotiate a mutually acceptable sale or seek legal representation for the pending court case. Any legal representation on behalf of the property owner is at their own expense. The only situation where the state will pay for landowners legal expenses is when the state decides to drop a condemnation that has been filed with the circuit court. The Division of Realty prepares a consent to condemn approval letter written from the Agency Director to the Governor for the Governor's signature.

Once the Complaint for Condemnation is filed, the SAAG will prepare for pre-trial court hearings. The SAAG may want the Division of Realty to provide them with copies of parcel file information, updated appraisals, new appraisals, land surveys, and access to division staff who will be working on the eminent domain case. Settlement offers may be made by the landowner and will be relayed to the Division through the SAAG. If no negotiated settlement is reached before or after the pre-trial hearings with the judge, a trial date will be established by the judge to start a trial. Attorneys for the state and the defendant landowners may seek and obtain information from one another during the discovery stage of the trial. Depositions of appraisers in the case, expert witnesses, the property owners, and state employees involved in the case are held during this discovery stage. The information gathered during discovery will be the evidence that the respective attorneys will use in the trial.

At the actual trial, both sides present their evidence of the property's value to the judge and jury. Testimony of the land appraiser, expert witnesses, property owners, and state officials will be heard during the trial. The judge may approve a site visit to the parcel, if he/she believes that it is necessary. After both sides have presented their case to the jury, the judge will ask the jury to deliberate and decide the final value to be paid for the property. The jury will come to a verdict on the parcel's value. If the judge accepts the jury's verdict, then he/she will issue a Final Judgement Order in the case.

The Final Judgement Order stipulates what amount of funds the state must pay to the County Treasurer's Office of the county where the property resides, the time period for depositing these funds, and grants conveyance of the property to the State upon fulfilling the order. The state normally has up to 90 days in which to make the payment or it will incur interest on the funds owed by the order.

The Division of Realty uses a copy of the Final Judgement Order to obtain the state warrant to pay the treasurer. The warrant is then deposited with the county treasurer and a receipt for its deposit is obtained for division files and for use by the SAAG. With the receipt for deposited funds, the SAAG can then obtain an Order of Satisfaction from the court that officially vests title to the property to the state. The county treasurer will see that the county collects all outstanding property taxes owed on the property prior to paying the proceeds of the Final Judgement Order to the landowners.

The Final Judgement Order and Order of Satisfaction are the legal documents granting ownership. Upon receipt a new title policy on the property is ordered in the amount that was paid to satisfy the Judgement Order. These documents are filed in lieu of a deed with the State Archives.

When any Federal Funding is involved in land acquisition the following must be met: appraiser qualifications, appraisal guidelines, all relocation requirements, recording of "Federal Interests" on or with the deed, environmental reviews, and record keeping of payments and correspondence. All records/files are to be archived per Federal guidelines and must be complete and easily retrievable. Records must be kept to identify the use of federal funds on a parcel's purchase for a minimum of 5 years or as long as the federal granting agency requires. The records and reports containing information for federal auditors must be easily accessible to them.

The above land acquisition process that is used to purchase fee simple land interest is also

used to acquire conservation easements in the Department's name. However, the power of eminent domain is, rarely if ever, used to acquire conservation easements. The C2000 and Forest Legacy programs are the primary programs for which the Department acquires conservation easements to protect privately owned lands.

III. Funding & Fund Sources

The Department of Natural Resources receives its capital funding from various sources. The major sources of funding are Capital Development Fund (CDF), C2000 Fund, Duck Stamp Fund, Habitat Fund, Furbearer Fund, General Revenue Fund (GRF), Natural Area Acquisition Fund (NAA), Open Lands Trust Fund (OLT), Park & Conservation Fund (PC), PC-Bikeway Fund (PCB), Pheasant Habitat Fund, Special Appropriations, Turkey Fund, Waterfowl Fund, Wildlife and Fish Fund, or any new statewide land acquisition program and federal funds. The federal funds include LWCF and Forest Legacy Program (FLP) funds. Funding for a parcel's purchase will normally be a single source fund. Multiple funding can occur as long as the funds intended purposes are fulfilled by the purchase.

When acquiring parcels with multiple funding sources, the Division must insure that any restrictions or limitations one fund may have on its use are not violated by this purchase. For instance natural area funds may not be appropriately used to purchase land to build a fish hatchery or game farm. Pheasant habitat funds may not be appropriately used to purchase natural areas, etc.

The funding of an IDNR project requires the respective funds to be appropriated. It also requires the release of those funds. For IDNR special funds like Natural Area Acquisition Funds, Migratory Waterfowl, Duck Stamp, Pheasant Habitat Funds, and Wildlife Funds that are not bond funds can be internally released. Bond funds such as Capital Development Fund, C2000, and Open Lands Trust Funds would require a release of funds request be processed through the Bureau of the Budget (BOB). The BOB requires that a release of fund justification form be completed and an estimate of project expenditures be made for the requested fund release. If BOB finds the request and expenditure estimates to be acceptable, they will process the release of funds request. However, if there are insufficient bond funds currently released to cover this new release of funds request, then BOB will hold the release until the next bond sale. The bond sale may not occur for 1 to 12 months in the future. The final release of funds step is to have the Governor sign the release form. These delays can greatly affect the execution of a land purchase project.

The Division of Realty routes its release requests for bond funds through the IDNR Office of Capital Development, operations officer. The special funds release of funds requests are routed to the IDNR Office of Capital Development, operations officer, and on to central accounting. The only exception is C2000 bond fund release requests do not go through the Capital Development operations officer, but rather directly to central accounting and on to the Bureau of the Budget.

The Open Land Trust Program with $200 million allocated over a four year program is the Department's largest current acquisition program. The program has run from FY2000 thru FY2005. As of May 2005 the program has acquired over 41,000 acres of property for the Department of Natural Resources at a cost of $87.7 million. Grants from the program helped acquire more than 6,600 acres at a cost of $78.1 million of land for local units of government. These $165.8 million of funds were all used to protect open space, acquire natural areas, restore and expand wildlife habitat, conserve watersheds, establish greenways, and preserve and protect prairie and forests. The Division of Realty provided appraisal reviews for the OLT grant program.

The C2000 program is a 14 year, multi-agency, $276 million comprehensive program designed to take a holistic, long-term approach to protecting and managing Illinois' natural resources. C2000 funding has provided more than $29.5 million in grants and has leveraged an additional $31.5 million in match for a total of $61 million for 735 projects since 1996. The Division of Realty has assisted with the appraisal reviews, negotiations and securing of conservation easements on many of these projects.

IV. Steps in Acquisition Process

A. Budgeting

The Department of Natural Resources obtains its capital funding sources from both dedicated special funds and openly competitive state funds. The special capital funds include Duck Stamps, Pheasant Habitat, Wildlife and Fish, Migratory Waterfowl, Natural Areas Acquisition, Open Land Trust, C2000 and federal funds. Statewide competitive funds include General Revenue Fund (GRF) and Capital Development Fund (CDF). The Bureau of the Budget and the Capital Development Board may allocate several million dollars or no capital dollars out of these funds to meet the funding needs of IDNR.

Internally the Department prepares a capital budget for both its land acquisition and site improvement needs statewide. Based on internal prioritization, a capital proposal is submitted to the Bureau of the Budget to obtain their approval to submit IDNR projects in the state's capital budget request to the Governor and General Assembly. Projects that request Capital Development Bond Funds must be reviewed and approved for inclusion in the CDB capital bill by the Capital Development Board. These projects compete against state school construction and prison improvement projects for CDB funds.

The legislature may also line item appropriate funds for specific land purchases. The line item appropriations will not become actual funded projects unless the legislature passes the bill and the Governor signs the bill without line item vetoing that specific appropriation. These line item appropriations are normally made out of General Revenue or Capital Development Funds. Lack of funding for line item appropriations may prevent them from ever having funds released for their purpose.

The Department of Natural Resources has the most success in obtaining funding for projects that qualify under its special funds. Natural area acquisitions and wildlife habitat land purchases are more likely to be funded, if the funds exist in current or future fund balances. Open Land Trust (OLT) funded acquisitions are also more likely to be appropriated.

Parcels that meet the criteria for federal acquisition projects, are likely to proceed for acquisition. The availability of the federal dollars will determine their future inclusion into the current land acquisition program.

A parcel may be requested for future capital budget funding or add/drop/changed into the current land acquisition program using existing appropriated and released funds.
The information needed to consider a parcel for future acquisition is gathered and held in a land offer file. This information will be used for future evaluation of the parcel. The owner's name, acreage, presence of wildlife or natural area assets are noted in the file.

The add/drop/change process involves an internal document that requests the approval of several office directors to add, drop, or change a parcel into the existing land acquisition program. The Director of the Office of Realty & Environmental Planning obtains the written approval of the Directors of the Offices of Land Management, Capital Development, and Resource Conservation on the a/d/c request. If any office has a problem with the proposal, they can request additional information or disapprove the proposed change to the program. The signed original a/d/c's should be returned to the Division of Realty and kept in a file/book for future reference and use. The procedure is in the Department's Policy & Procedure Manual under Chapter 5, Sub-chapter A, Section 5A-3.

B. Title Commitments

The section of Realty that deals with ordering title commitments, obtaining Attorney General title opinions, and with closings uses two internal manuals on how to prepare and process their work. These two internal manuals are the "Land Acquisition Closing Procedures" by the Attorney General's Office and an in-house procedures manual for titles, AG title opinions, tax exemptions and closings. When forms, sample letters, or procedures are referenced in sections for titles, AG title opinions, or for closings, they can be found within those manuals.

The Division of Realty uses title commitments for all of its land acquisitions. A title commitment provides the owner of the commitment a history on the ownership of the property. The title company insures the buyer of the title policy that it has researched the parcels abstract to identify who the current owners are, what the correct legal description is, and identifies any encumbrances that exist on the land. The information contained within the document makes it very useful in preparing parcel plats and land surveys.

The Division of Realty always requests copies of the documents referenced in the Schedule B portion of the title commitment. This section lists various deeds, easements, and other documents that currently encumber this parcel of land. Title commitments are ordered in a minimum amount of $1,000 of insured value. The insurance amount will be increased to

the dollar value that the state pays after it acquires the property. The title commitments are to be updated whenever a change in ownership or legal description occurs. For title commitments being sent to the Attorney General's Office for a title opinion the effective date on the document can not be more than 3 months old. The purpose of keeping the commitments up to date is to prevent changes in ownership or encumbrances from going undetected.

Title commitments have a commitment number on them that is used to label the property and search work ordered by the proposed insured. Most title company's can update these commitments for a period of up to 10 or more years. This makes it faster for them and less expensive for the proposed insured to acquire updated information.
The commitment number is placed on internal parcel plats as a reference.

A title commitment lists the proposed insured name, the current owners of records name and type of ownership, the legal description of the property to be insured, and on Schedule B the tax PIN numbers, outstanding taxes owed on the parcel, special easements, mortgages or liens against the property, rights of the public for purposes of roads or highways, rights of way for drainage ditches, drain tiles, feeder, laterals, and underground pipes, and utility easements. The land agent assigned to order title commitments will review the commitment to see that the effective date is timely and that all documents referenced on Schedule B are provided.

The title staff will check the title commitment to see if it has the correct legal description and if the effective date is less than 3 months old. If more that 3 months old, the land agent needs to order an updated title commitment. When an updated title commitment is received, the title staff must make sure that the title is clear or can be cleared at or before closing. Legal description on the commitment should cover the exact description we are covering or more. The larger coverage in a description may be caused by IDNR only acquiring a partial take of a larger parcel of land. If it covers less area than we are purchasing, it must have a revised commitment to cover all the property.

The title commitment will often describe the severance of mineral interests in the property. It is the goal of the Department to own the majority (50+%) of the mineral interests to its properties to prevent disturbance of the surface area from mining and oil drilling operations. The Attorney General requires the Department to acquire a majority of mineral interests in its properties. In situations where the Department has acquired less than 50% of the mineral interest, the Attorney General will advise the Agency that no future improvements

are to be made on that property. Land agents who discover that the mineral interests are totally severed to a parcel should notify management immediately. In the event a review of the records indicates that the mineral rights have been severed but production has ceased or was never accomplished an Affidavit of Non-Production should be obtained.

C. Parcel Plats / Land Surveys

A parcel plat is a visual depiction of the written legal descriptions obtained from title commitments and deeds. The parcel plats used in the Division of Realty are usually not based off of land surveys. These maps would be called premise maps in the Illinois Department of Transportation. For Realty's use the map describes the parcel of land being purchased and are called parcel plats. The land agent responsible for preparing parcel plats checks the accuracy of the commitment against the supporting documentation presented in or referenced in Schedule B. They will notify the title company of any discrepancies.

Parcel plats are drawn for all property to be acquired by the Department of Natural Resources. There are two types of plats, one being a total take and the other a partial take. The partial take requires computation of acreage and the drawing up of a description. Plats should include project name, county, parcel number, commitment number, grantor or contract purchaser, at least one section corner, township and range and principal meridian, roads, streets, easements, north arrow, scale (normally 1"= 400'), area size, and/or area to be acquired, and date drawn. A plat is updated when additional information concerning a change in boundary line is received, or a change in ownership as noted by the title company.

All of the following is required to provide a parcel plat of the factual data utilized by personnel in the Appraisal, Relocation/Negotiation and Closing sections.

Examination and evaluation of Title Commitment legal descriptions and physical encumbrances to the property listed on Schedule B.

Resolution of legal description discrepancies or errors; preliminary field assessments; courthouse document searches, etc.

Preparatory layout and mapping using the legal description of total ownership and/or area to be acquired.

Review and utilization of non-contractual or IDNR contracted land surveys (when required), in conjunction with accurate field inspections and resolution of pre-existing boundary problems.

Acreage computations of total ownership and area to be acquired along with accurately illustrating the property boundary lines, topological features and any significant property encumbrances on detailed, geographically based, parcel acquisition plats.

Parcel plat descriptions can be used in Auto Cad to develop project boundary maps. The project boundary maps are useful in resolving some management issues at a specific site. The availability of the maps is limited due to the time required to research and produce the maps. These internal maps are not prepared from land surveys but rather from the legal descriptions on the deeds to the property represented.

Land surveys are needed when there is a partial acquisition of property, in some eminent domain cases, adjacent property owners are occupying part of the property, in cases where the Department wants to purchase extended title insurance coverage on the parcel, or if management divisions request it to prevent future boundary disputes. In some instances there are cases of over-platting of properties that will require the resolution of disputed deeds. The land survey can only be performed by a licensed registered land surveyor. The project may be performed by registered IDNR staff land surveyors or by contractually hired land surveying companies.

The Department will request either a boundary survey or an ALTA land title survey. The boundary survey requires the surveyor to provide clear and legible field notes containing all pertinent information, measurements and observations made in the course of the field survey, a plat of survey (unless requested otherwise by the client or his/her agent), a legal description for any parcel surveyed, and monuments or witness points (unless requested otherwise by the client or his/her agent) shall be set for all accessible corners of the survey. The ALTA survey is much more detailed and costly. An ALTA land title survey may include many extra features in the survey that are not part of the basic boundary survey. These may include survey of improvements, easements, etc. The ALTA land title surveys are subject to the Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys per Administrative Code 68, Chapter 7, Part 1270, Sect. 1270.6. Selection of contractually hired land surveyors will be in accordance with state contractual guidelines.

D. Appraisal Process and Appraiser Guidelines

Appraisals are required to determine value whenever real property or interests in real property are purchased, sold, transferred, or exchanged.

State and federal constitutional laws provide that private property shall not be acquired without payment of just compensation. The courts have ruled that just compensation is fair market value. Just compensation for real estate is determined by appraisal. It is department policy to protect both private and public interests through the use of market value appraisals as the basis for all land transactions. The purpose of department appraisals is to obtain an estimate of market value for real property or partial interests in real property. Appraisals are required for acquisitions by the Department, local units of government in conjunction with the Division of Grants and C2000 partnerships. Appraisals are the basis upon which property values are determined.

Whether contracted or performed in house, appraisals shall be in compliance with the statutory rules governing the determination of just compensation. Additionally, all appraisals shall be consistent with the "Uniform Standards of Professional Appraisal Practice" and/or the "Uniform Appraisal Standards for Federal Land Acquisition" whichever is applicable. Funding source will typically determine which standard to use.

Per the Fish & Wildlife Service's letter to IDNR dated February 22, 2005, the Department of Natural Resources, Division of Realty may, "with certain constraints, we may conduct our own appraisals and reviews up to $1,000,000 in value, subject to the following conditions: In concert with 49 CFR 24 1.03 and 104, appraisers and reviewers performing this work must hold a Certified General Real Property Appraiser Licenses and have successfully completed Appraisal Review Class A-35 or its equivalent. The appraisal and appraisal review must be to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisition (UAS).http//www.usdoj.gov/enrd/land-acq/land_acquisitions.htm"

The appraisal staff of the Division of Realty has been certified to prepare or review appraisals that must meet the US Fish & Wildlife Services "Yellow Book" appraisal guidelines. Each division staff appraiser has been certified by the US Fish & Wildlife Service to prepare or review federal grant funded land appraisals up to a value of $1 million. They have received training in federal appraisal requirements for preparation and

review of land appraisals. Should a new appraiser be hired to work for the Division of Realty, their qualifications and training history would have to be reviewed and approved by the US Fish & Wildlife Service prior to their reviewing or preparing any appraisals that would be used to acquire lands with federal funds.

Division of Realty appraisers use the federal "Yellow Book" which contains the Uniform Appraisal Standards for Federal Land Acquisitions. This book was created under the direction of the Interagency Land Acquisition Conference composed of representatives from the many federal agencies engaged in the acquisition of real estate for public use. It is published by the Appraisal Institute in cooperation with the U.S. Department of Justice. The "Yellow Book" is reported to be in full compliance with the appraisal of real property provisions of the Uniform Relocation Assistance and Real Property Act of 1970, P.L. 91-646 as amended 42 U.S.C. &4601,et seq.(URA).

A federally funded grant program titled Forest Legacy Program (FLP) is funded through the US Forest Service / Department of Agriculture. Staff appraisers are trained and certified by that agency to review appraisals for projects that involve those federal funds.

Appraisal objectivity is imperative for landowners to trust their valuations. The appraisal program must maintain high standards of integrity and objectivity so that administration may confidently rely on receiving recommendations that are consistently fair to owners and to protect the interest of the state and landowner. Department staff and contract appraisers must have the expertise and independence to make analyses without distortion by political priorities or pressures, either personal feelings and prejudices or others' bias.

In order to achieve this objective, it is essential to maintain technical independence between the appraiser and the appraisal's end use. The appraisal staff within OREP and IDNR must be structured so that no user of the report (landowner, legislator, IDNR management or supervisor) influences the contract or staff appraiser in arriving at his/her conclusions. The appraisal staff must have complete independence.

Types of appraisals needed. Generally a narrative complete summary appraisal is sought. The majority of the appraisal assignments will require this level of reporting. This will however depend upon the complexity of the appraisal project. A complete self contained report is sought on Federally Funded Projects (Subject to USFLA) and on those properties where a higher standard of proof is necessary. Restricted or limited reports may be sought depending upon the property being appraised.

Contract appraisers must be Illinois certified general appraisers. The only exception is when an out of state certified general contract appraiser is needed for a special use or complex property for which there are no Illinois appraisers with equal qualifications. This will include (but not limited to) certified general appraisers from the St. Louis, Missouri metropolitan area who may be contracted due to their special knowledge and expertise associated with the Metro East Area. Also excepted will be those out of state appraisers who are experts in Federal Land Acquisition appraisal methodology who can be contracted when no suitable Illinois appraiser is deemed qualified. Other exceptions will include the use of out of state timber and minerals experts. These exceptions will be made by the Director of OREP or from recommendations from IDNR staff appraisers. When necessary for projects outside the expertise of the staff/review appraisers, contract reviewers will be chosen in the same manner as contract appraisers.

Staff/review appraisers must be Illinois certified general appraisers. Unless otherwise noted, staff appraisers are review appraisers depending upon their function on the project. In-house appraisals will be done by staff appraisers. Review appraisers will review the work of the contract appraisers or other staff appraisers. The position of Land Acquisition Agent 3, when acting in the capacity of a staff or review appraiser, must be an Illinois certified general appraiser prior to being hired by IDNR, OREP.

Appraisal contracts are used by the Division of Realty to hire fee appraisers. The appraisal staff will be responsible for the contracting of independent appraisers at the direction of the Director of OREP or from the Division Manager of Realty. The list of potential contract appraisers will be updated periodically based on a review of the work quality of the contract appraisers (as evidenced in the review process) and on their level of expertise as determined by staff/review appraisers. Contract appraisers should be chosen in a regional manner (e.g. Chicago and Suburban appraisers working on assignments in the Chicago and Suburban Metro Areas). Qualified rural appraisers are sought for non-urban properties and should be located in the region or market area in which they appraise and are doing business. Contract appraisers may submit their qualifications at any time to IDNR OREP. Contract appraisers may be chosen for the "project" by the staff appraiser(s), Division Manager of Realty, or Director of OREP.

Paper work necessary for the contracting of independent appraisers includes:

a) Contract proposal form

b) Plats and legal descriptions to the property sought
c) Title commitment
d) Engagement letter - adaptable to specific assignments

This letter will include information specific to the assignment and may include contact person, owner's name, a brief description of the appraisal assignment and instructions to the appraiser relative to the contract. A form letter as such is not recommended as each appraisal and acquisition project is different. Letter can be signed by staff appraiser, Division Manager of Realty, or Director of OREP. Engagement letter may also include appraisal guidelines (see example in forms).

e) Other information but not limited to (e.g timber cruise, minerals report, survey)
f) Letter to Appraiser authorizing permission to proceed with the appraisal assignment. Letter signed by Director of OREP, Division Manager of Realty, or staff appraiser.

Bidding for appraisal services. Appraisal contracts under $10,000 can be approved by the Director of OREP without bidding. Appraisal contracts over $10,000 must have Agency Director and Budget approval and are subject to bid requirements (3 bids indicated). Given the artistic and intellectual nature of "Appraisals", bidding for the lowest price is seen as contrary to the mission of Just Compensation. Appraisers should be chosen based on their past performance, level of expertise, and familiarity with the market area or project and as such would qualify as a "sole source" contractor and be exempt from the bid process.

Contracts will be processed by staff appraisers, Division Manger of Realty, or Director of OREP. Contracts will be signed by the Director of IDNR or his/her designated signatory (Director of OREP). Information included in the contract is:

a) contractor name & address
b) project number, project name, landowner name
c) deadline for completion of contracted services
d) signature of contractor
e) signature of Director of Agency (or signatory)
f) other information - see example

Contract justification form will be prepared by staff/review appraiser showing:

a) name of project - parcel number - name of location - owner of property
b) contract number
c) name and address of contractor
d) FEIN or SSN number of contractor
e) Fund source & Department number
f) Amount of contract
g) The type of deliverable, e.g. appraisal, review, timber cruise,
h) Project billing period (start and end)
I) Reason for selecting contractor
j) Project manager (staff appraiser/Division Manager of Realty/Director OREP)
k) Signatures of Division Manager of Realty, Finance Manager, Director OREP

Contract is sent to the contractor for his signature and fee requirements. Upon return of the contract to OREP, if fee requirements are satisfactory, the contract is sent to the Director of OREP or Agency Director for their signature. Signed contracts, signed contract justification forms, and letter authorizing appraiser to proceed with the appraisal assignment are all copied and placed in central files.

Billing of Contractual Appraisal Services (also includes Contract Review Appraisal). Billing will be made upon delivery of the appraisal service. Billing will be transmitted to appropriate staff upon receipt of billing for processing.

Review of appraisal assignments are required on all appraisals. IDNR staff appraisers take on the role of appraisal reviewers for OREP land acquisition projects when contract appraisals are submitted for review, on C2000 appraisal review assignments, and on Division of Grants appraisal review assignments. A standard 3 appraisal review (as per USPAP) will be made on all appraisals. While a "desk" review is always required, the reviewing appraiser may also elect to do a field review at his/her discretion. The review process can be initiated by the Director of OREP, Division Manager of Realty or staff appraiser/reviewer.

Necessary Paper work for the review process :

1) Narrative or form appraisal review (standard 3 USPAP)

2) Certification Form signed by staff reviewer, Division Manager of Realty, and Director of OREP. Certification forms may have revisions specific to the property acquired if

necessary. Note that certification form for OREP land acquisition, C2000 projects, and Division of Grants have minor variations from each other.

3) Upon authorization by the Division Manager of Realty or Director of OREP, staff reviewer will prepare S & O form (Summary of Property Acquisition and Offer to Purchase). This form contains the name of the owner, parcel number, the offer amount, and other information relevant to the property sought for acquisition. See example. Form can be revised to fit the exact nature of the property sought. Fee Simple example, Conservation Easement Example and other variations.

4) All paper work is to be filed in central files and numbered with the parcel number.

The Division of Realty is often confronted with the situation when a landowner rejects the department's fair market value appraised offer. In those cases the following provision may be followed.

1) If the landowner is not satisfied with the offer, the Director of OREP may make this the final offer and abandon the project.

2) The Director of OREP may offer up to an additional 10% over the indicated appraised value with or without further market justification. Such additional market justification may be provided by the appraiser of record or by IDNR staff appraisers/reviewers.

3) Negotiations - The Director of OREP may seek additional analysis through contract appraisal services or may seek additional staff analysis justifying a higher offer to the landowner through negotiations. The additional value evidence or analysis may take the form of a file memo, detailed memo, or full appraisal. The Director of OREP may allow as evidence the landowner's appraisal. Staff appraisal reviewers or contract appraisal reviewers may be asked to review the landowner's appraisal evidence - <u>The Department will not be bound by any values in a landowner's appraisal that it does not agree with.</u>

PROVISION FOR WHEN THE APPRAISAL IS NOT CERTIFIED.

When the review appraiser is not satisfied with the work product or value estimate by the contract appraiser or staff appraiser, the reviewer may require the appraiser to provide additional information or analysis to further justify their value estimate. If the additional analysis is not sufficient, the review appraiser, Division Manager of Realty, or Director of

OREP may contract the services of a second contract appraiser. On highly complex or controversial properties, a third contract appraiser may also be utilized at the direction of the Director of OREP, Division Manager of Realty, or staff appraiser. If the staff appraisers acting as review appraisers do not feel qualified to review a complex contract appraisal, they may seek the services of a contract-review-appraiser at the direction of the Director of OREP, Division Manager of Realty, or staff appraiser.

PROVISION ON PROPERTIES SCHEDULED FOR EMINENT DOMAIN.

Appraisal evidence will be under the control and direction of the Special Assistant Attorney General. Staff/review appraisers will be under his/her direction for the course of the condemnation action. The SAAG may require that new appraisals be made by contract appraisers and may also require that the contract appraisers perform these services to the SAAG's specifications which may be different than defined in these guidelines. Staff/review appraiser will act as liaison between the Department and the SAAG. Final offers made by the Department prior to condemnation will be done so at the SAAG's direction according to Illinois State Law.

Market Studies, Non-Appraisal Value Estimates

Staff appraisers are called upon to make non-appraisal value estimates for forecasting and budget purposes. Under these circumstances, these analyses will not be considered appraisals and can be made without regard to USPAP guidelines. These analyses can be verbal or written and will generally take the form of a memo or a more detailed written document. These value estimates can be made on specific properties that might be scheduled for acquisitions (but cannot be used as the basis for an offer to purchase) or made for projects where no specific property has been designated. This type of value estimate includes intergovernmental transfers of lands (e.g. from IDNR to IDOT).

At the discretion of the staff appraiser, market studies as previously defined will require direct research from published land sales publications, phone research, or field research of county assessors, treasurer or county recorder offices.

Conferences, meetings, and negotiations

Staff appraisers have unique knowledge of "value" and the history of the acquisition project and are qualified to attend meetings, conferences, or negotiations between the agency

and the land owner.

Continuing Education

Staff appraisers are required to have continuing education on appraisal issues and techniques and to have full access to continuing education as required by the Office of Banks & Real Estate. Time spent in training will be considered work time and is therefore compensable. The agency will budget sufficient funds to cover the costs of the continuing educational requirements from Appraisal Foundation approved educational providers, study materials, travel, and license fees.

FORMS

The appraisal section has its own internal form letters and documents that are described below and in this section of the manual.

A) Sample appraiser engagement letter to contract appraiser (accompanied with plat and legal description). If available, title commitment is to accompany engagement letter.

B) Sample Contract Justification Form

C) Sample Contract

D) Sample Amended Contract form

E) Sample Authorization letter

F) Sample Appraisal Review

G) Sample Certification Forms (acquisition, C2000, Grants)

H) Sample S & O form 2 pages (Summary to purchase for Acquisition (Realty) & C2000 easement example)

I) Optional 3rd page on S & O on properties with improvement disposition. This form is used where value estimates are made on buildings or improvements that the State does not want. If accepted, the seller may opt to buy back (at a discount) buildings or

improvements that the State would ordinarily schedule for removal or destruction. Price paid by the landowner will generally reflect a salvage value. Value estimate is prepared by contract appraiser or staff appraiser.

J) Justification for higher offer over appraised value

K) Sample letter to land owner

L) Appraisal Guidelines (based on both USPAP and USFLA)

M) Sample plat and legal description to be sent with engagement letter.

E. Negotiations

The negotiator is often the first department person to meet with the property owner. The initial contact may be by telephone or in person. The negotiator is to treat all landowners impartially. All contacts with the landowner or landowner's representative are to be documented. The negotiator should complete and sign an initial contact report describing the major details of the contact, the parties involved, and the date and time of the contact. A copy of the report should be shared with the Division Manager and the Office Director. The negotiator reports are critical evidence for the Department in cases that require the use of eminent domain. The reports also assist the negotiator in situations where a property owner incorrectly thinks that they were made promises concerning property retention or leasing rights for after the sale. A review of the negotiator's report can clearly state what was said on that date. Follow up contacts with the landowners should also be documented for the parcel file via telephone reports or memos. The Negotiators Initial Contact Report is referenced in Appendix III.

An assignment package is a package that contains the documentation necessary to secure a piece of property. The package includes a checklist indicating that the negotiator has the authority to enter into negotiation at a given certified value listed on the Assignment Checklist. The checklist also identifies the time period for which the option is to be in effect.

The checklist includes the following documents; Letter to the Owner, Summary of Property Acquisition and Offer to Purchase Form (S&O), Improvement Disposition Values Form, Option Contract, Copy(s) of the Title Commitment, Copy of the Plat, Approved Appraisal,

Disclosure of Ownership or Beneficial Interest/Affidavit, Real Estate Inspection Report, Copies of Letters, Memos, etc, Vendor Certification & W-9 Form. The package is assigned to a negotiator with the checklist of above documents required to make an offer.

Negotiators are required to review documents presented to them in a negotiator packet for their meeting with the property owner. The packet includes the above documents. They should make certain that all other pertinent forms and information specific to the parcel are included in the package. The negotiator should review the parcel's appraisal prior to meeting with the landowners. Under no circumstances should a land appraisal be copied for or shared with the landowners. Only the Director of OREP can authorize the giving of an IDNR appraisal to landowners.

There are certain factors that a negotiator should be aware of prior to initiating negotiations with a landowner. These include knowledge of the surrounding county, accessibility to the property, economic conditions of the region, a good knowledge of the land being purchased, and a general idea of the financial status of the landowner. It is also important to know as much as possible about the landowners personalities. This information will make negotiating with them much easier and help you to relate to them.

Once all the information in a negotiator's package has been reviewed for accuracy the negotiator may proceed with negotiations. A meeting at which the option contract will be presented is scheduled with the landowners. The negotiator is to seek the acceptance and signing of the option or sales contract.

If the parcel is homestead or marital property, the option shall be signed by the husband and wife. Marital status of the grantor(s) should be indicated. Under no circumstances shall a landowner be induced to sign an option through the promise of special benefits. The negotiator at no time should suggest that the Department intends to condemn the owner's property. The negotiator may only answer direct questions from the landowner regarding procedures or policy.

Once the landowners have signed the option or sales contract, the negotiator should complete and file a copy of that contract (if over $10,000 in value) with a procurement business case (PBC) form with the department's procurement officer. This form must be filed at least 30 days prior to closing. The PBC form requests information regarding the purpose of the contract, funding source, cost, programmatic objective, economic justification, and its history/background.

Should the owners reject the offer but make a counter offer, the negotiator will return to the office with the counter offer for consideration by management. If a parcel is successfully signed on this initial contact, the negotiator should have the sellers sign all necessary documents and certifications that are in the packet.

FARM LEASES & FARM ENROLLED PROGRAMS

At the time that the landowners sign the option or sales contract, the negotiator should find out from the landowners, if the property being acquired has any outstanding federal program requirements attached to it. If the land being optioned is enrolled in the Conservation Reserve Program (CRP) or the Farm Land Preservation Program, the Department may become obligated to continue those programs. These two programs have 10-15 year commitments attached to them. The Farm Land Preservation Program currently exists in only a few northern Illinois counties. The negotiator should obtain a copy of the landowner's contract for said program. This information should be copied and sent to the farm management section of IDNR. This section will advise how that commitment will be fulfilled, should the Department go ahead and acquire the property.

Inquire from the landowners, if they have any verbal or written farm leases on the property to be acquired. The Department's farm manager needs to receive a copy of any existing farm leases that will be in effect after the purchase. The IDNR farm manager will need to have tenant farmers sign lease agreements with the State of Illinois Department of Natural Resources. The length, terms, rates, taxes, and conditions will all have to be agreed to by the tenant farmers. Under state law the Department or the current landowner must notify the farm tenant of any intention to terminate a farm lease 4 months prior to the end of the year of lease. The farm manager needs to know as soon as possible about farm leases so that they can bid the lease out, or if it is to be renewed, arrange to have a state farm lease in place with the existing tenant.

The negotiator should ask the landowners if they have any other unrecorded leases on their property. These might include grassing, hunting, storage, or camping leases. Obtain copies of any said unrecorded leases for future reference and advise the Division Manager of said encumbrances.

The negotiator should obtain permission from the landowners for the negotiator or other IDNR staff to make a later visit to the property for purposes of inspecting it for debris and environmental report information. Upon return to the office the negotiator should forward

all signed documents to the staff responsible for beginning the closing process. The negotiator needs to complete the initial contact report and provide a copy to the Division Manager on the next business day following that contact.

The negotiator should schedule and perform all site inspections in a timely manner after the option is signed. The Illinois Department of Agriculture Report is required on parcels greater than 10 acres with the exception of property purchased under the C2000 program, and land donations to the Department. This two page report must be completed at least 30 days prior to the closing date. A Real Estate Inspection Report for internal use should be completed to document the existence of debris or any environmental concerns.

When the closing date is scheduled the division manager or closing agent should attend the closing. The negotiator may be the one to accept the keys to the property at the closing or do a final inspection of the premises immediately prior to the closing. Arrangements to have site staff handle these matters can be made prior to closings. The negotiator may be asked to immediately notify the site staff to secure the property and have all utilities transferred to state.

In negotiations where the landowner totally rejects the offer and refuses to negotiate, the negotiator should consult with the Division Manager. The Division Manager will decide when the parcel should be referred to the Director of the Office of Realty & Environmental Planning for consideration as a drop or future condemnation. The Director of OREP will consult with the Agency Director prior to recommending any use of eminent domain proceedings to acquire a specific parcel of land. The Director of OREP can have the parcel dropped and the funds reprogrammed, if necessary.

F. Inspection of Property & Reviews

The Division of Realty is responsible for inspecting all land that it acquires for debris and possible environmental concerns. A variety of reports are completed with information obtained by these physical inspections of the property. With the approval of the property owners and prior to purchasing the parcel, the Division will have the property physically inspected. The inspection is conducted by division staff normally the field negotiator. The person(s) who conducts the inspection should have attended classes on how to perform preliminary field inspections of potentially hazardous sites. The Department of Natural Resources Contaminants Assessment Section provides in-house instruction on hazardous materials awareness training to IDNR staff. The curriculum was developed by the Illinois

Emergency Management Agency in cooperation with the Illinois Fire Service Institute and the Illinois Law Enforcement Training and Standards Board. Land agents may also have been field trained by an experienced site inspector on staff on what to look for and document. The site inspector will review a records check report of the parcel that is obtained on each parcel from the State of Illinois Waste Management Center. This report contains mapped locations of recorded underground fuel storage tanks and known hazardous waste sites within a few miles of the parcel. The inspector(s) will use the information they gather to complete the division's Real Estate Inspection Report and the Department of Agriculture Report. For parcels with suspected hazardous sites, the Department will contract for an environmental review to be performed by a licensed company.

The Department of Agriculture requires the IDNR to respond in two different ways in the tracking of acreage that is being taken out of production for non-agricultural uses. It is required under state law that IDNR and all other state departments comply with the Farmland Preservation Act (505 ILCS 75/1 et seq.) when purchasing property. This act first requires the individual reporting of parcels being purchased (there are some exceptions, gifts, parcels less than 10 acres in size, and C2000 parcels), allowing a minimum of 30 days notice prior to closing. This is so DOA may review and approve IDNR's compliance with the Illinois Farmland Preservation Act. This act recognizes agricultural land as an economically important and fragile natural resource that should be protected from unnecessary conversion and degradation.

The second requirement mandates state agencies to prepare annual reports submitted to DOA that identify the number of acres converted from agricultural to non-agricultural uses. The report identifies land purchased in total acres broken down by county, state wide, in several categories such as crop land, pasture, forest, and other. These annual reports are based on the Department's FY property purchased and filing dates of possession.

The Division of Realty's Real Estate Inspection Report provides the Department an opportunity prior to purchase to physically inspect the existing conditions of the property. Debris that needs to be removed can be identified. The current usage of the land for purposes not associated with farming or residential use can be noted. The presence of deer hunting blinds may indicate the existence of recorded or unrecorded hunting leases on the property. The presence of camping trailers or cabins may also indicate that possible camping leases are in existence on the property. Storage of chemical containers or hazardous building materials may indicate a need for additional environmental

investigations and or a Phase I study.

All field inspection reports are to include the date of inspection, identify any concerns, and identify the person who performed the inspection. Pictures of the possibly impacted areas are to be included in or with the reports. If debris is spotted and documented on the Real Estate Inspection Report, a final inspection is necessary prior to closing.

The Division will request a records search performed by the Illinois Waste Management Resource Center located at Champaign, Illinois of the state's hazardous waste database on each parcel being acquired. The database checks the site for any hazardous waste and underground fuel storage tank records. A preliminary environmental site assessment may be performed in house by the Contaminants Assessment Section. If either the field inspection, record search, or the in house assessment of the parcel reveals concerns about the parcel, a Phase I Environmental Site Assessment (ESA) of the property may be recommended.

The Phase I ESA, according to ASTM E1527-00, includes a detailed search of environmental records pertaining to the property. Such information may include: on-site inspection for visible evidence of hazardous substances and non-compliance areas; identification of present and past owners/occupants of the site and adjacent sites; detailed review of property records; contact with federal, state and local environmental agencies to determine compliance with environmental regulations; review of the hydro geological profile of the site and any sampling and analysis previously conducted at the site; and review of aerial photographs. It may also include some sampling of soil sediments, surface water, or ground water in areas of concern. Should information gathered in a Phase I ESA identify a need to clean up the site, the Department will have to decide to either drop the parcel or require the property owner to fund a Phase II ESA and pay for clean up before purchasing the parcel. The Phase II ESA will include testing, sampling, and determining the nature and extent of contamination present at the site, the scope of work needed for cleanup, and its estimated cost for cleanup.

G. Relocation

It is the common policy of the IDNR to acquire parcels from willing sellers, with the exception of the most critically needed parcels that require the use of eminent domain. By providing the willing sellers a written offer (sales contract/option contract) with the

acknowledgment that they will not be acquired if an amicable settlement cannot be reached, the Department can state that those willing seller owner-occupants will not be eligible for relocation assistance. All displaced tenants, including those of willing sellers, that qualify for relocation will remain eligible for such relocation assistance.

Per Section 24.101 b.1.(i) to (iv), the requirements to Subpart B of the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs: Final Rule, do not apply if the property that is being acquired meets all of the following conditions: (1) No specific site or property needs to be acquired, although the Agency may limit its search for alternative sites to a general geographic area. Where an agency wishes to purchase more than one site within a general geographic area on this basis, all owners are to be treated similarly. (2) The property to be acquired is not part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits. (3) The Agency will not acquire the property if negotiations fail to result in an amicable agreement, within specific time limits. (4) The Agency will inform owner in writing of what it believes to be the fair market value of the property, then the relocation assistance act does not apply.

When appropriate, a relocation agent will review the parcel file information to determine the need for possible relocation work. By examining the parcel file and consulting with the parcel's negotiator the relocation agent can determine if the parcel may need to be examined further and a relocation plan prepared. Willing sellers may or may not qualify for relocation assistance. For those willing sellers who meet the conditions stated in Section 24.101 b.1.(i) to (iv) stated above, they would not qualify for relocation assistance. Willing sellers who do not meet the above conditions do qualify for relocation. Tenants and other displaced persons who occupy the property to be sold by the sellers may qualify for relocation assistance.

A natural area parcel with no improvements and no major farming activities would normally not require any relocation. Partial take acquisitions that do not involve improvements would also not involve relocation. All parcels that involve federal funding are to be carefully screened for the need to provide any necessary relocation.

The relocation agent is to follow the federal relocation guidelines regarding landowner and or tenant occupant rights and business relocation rights. These guidelines can be found in the federal guidelines of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, January 4, 2005, Final Rule amending

regulations in 49 CFR Part 24. The final rule issued in January was effective in 30 days, on February 3, 2005. The act is printed in the Federal Register/Vol. 70 No.2 /Tuesday January 4, 2005/ Rules and Regulations. The revised act begins on page 611 and runs through page 638. For easy access this act can also be found as 49 CDF part 24 on the federal highways website at: www.fhwa.dot.gov/realestate/index.htm. Once on the website click on Uniform Act, and the 49 CFR part 24. Division of Realty staff uses copies of this act as a guide to relocation work.

When relocation assistance may be required, a relocation agent should be prepared to accompany the parcel's negotiator on the initial negotiation meeting with the property owners. The relocation agent will advise the owner of any rights to relocation that they may qualify for. Should there be tenants on the property, then the relocation agent will obtain information from the owners on who the tenants are and how to contact them. Tenants should be contacted within 15 days of the presentation and acceptance of a written offer to the landowners.

The relocation agent will notify, by certified mail, return receipt requested, or provide personally written notice to all displaced persons involved with the parcel's acquisition of the Department's intended acquisition. This notice is to serve as the 90-day written advance notice of the earliest date by which the occupant may be required to move. The Department may issue the notice 90 days or earlier before it expects the person to be displaced.

The 90-day notice shall either state a specific date as the earliest date by which the occupant may be required to move, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date by which he or she must move. If the 90-day notice is issued before a comparable replacement dwelling is made available, the notice must state clearly that the occupant will not have to move earlier than 90 days after such a dwelling is made available. In unusual circumstances, an occupant may be required to vacate the property on less than 90 days advance written notice if the displacing Agency determines that a 90-day notice is impracticable, such as when the person's continued occupancy of the property would constitute a substantial danger to health or safety. A copy of the Agency's determination should be placed in the case file per Sect. 24.203 of the Final Rule.

A notice of relocation eligibility is to be provided in writing to occupants of their eligibility

for applicable relocation assistance. This notice is to be promptly provided to occupants on the date of a written agreement (option/sales contract) between the owner and the Department. This is to be used for amicably acquired property.

The relocation agent will arrange for an appointment to meet with the displaced persons to give information on relocation assistance and to conduct an interview. The agent is to explain the eligibility requirements for them to obtain payments for moving expenses, replacement housing, incidental expenses and other reimbursements that may apply.

At this interview the agent will gather needed information to prepare relocation project claims for the recipient. This information will be recorded on a relocation plan - interview report. The agent will inquire about the tenants rent, income, family size, and job location. With the owner's/tenant's permission the agent will inspect the dwelling to determine who resides in the residence, size of the residence, number of baths, bedrooms, and total rooms occupied. The agent will request an inventory of personal property stored on the premises. This information will assist the agent in performing housing studies and/or rent comparisons to determine what amount of relocation funds the person may be eligible for. All additional contacts with the eligible displaced person should be recorded on the interview report. This will provide the relocation agent with a chronological record of contacts and items discussed with each displaced person at a parcel site.

In situations, where the owner-occupant of a residence, qualifies for relocation assistance, (due to eminent domain acquisitions) the relocation agent will need to have an appraisal of the residence to perform his/her work. The appraisal may need to carve out improvements only on a farmstead that is purchased. The fair market value of the residence should be spelled out in the appraisal, if the agent is to be successful in determining what housing supplemental the owner will qualify for under relocation.

After the option is exercised, the relocation agent will provide the owners and tenants with any services required in preparing for the contemplated dislocation, such as transportation or referrals. The work needed to obtain comparable housing options for dislocated tenants can be performed at this time. Office preparation of relocation claim forms and documents can now occur. Upon final acquisition by the Department (acceptance of signed deed and payment for the property), displaced persons are to be given final assistance in relocating their household, business or farm property and in making the appropriate claims for payment.

8) Residential Informational Letter - 90-Day Occupant
9) Business Informational Letter - 90-Day Notice
10) Notice to Vacate
11) Residential Moving Expense and Dislocation Allowance Schedule
12) Claim for Moving Expenses
13) Bid Form for Actual Moving Expenses
14) Request for Determination of Entitlement For Payment in Lieu of Moving Expenses
15) Notice of Receipt for Determination of Entitlement for Payment in Lieu of Moving Expenses
16) Claim for Fixed Payment in Lieu of Moving Expenses
17) Itemized Eligible Reestablishment Expenses for Small Business, Farm, and Nonprofit Organization Worksheet
18) Dwelling Inspection - Decent Safe and Sanitary
19) Claim for Replacement Housing Supplement
20) Payment Evaluation Form for Replacement Housing Supplement (Purchase)
21) Replacement Housing Supplement Comparable Listing
22) Payment Evaluation Form for Replacement Housing Supplement (Rent)
23) Economic Means Evaluation
24) Replacement Housing Supplement Certification
25) Mortgage Interest Differential Payments
26) Mortgage Interest Differential Payments Computation Using HP-12C
27) Mortgage Interest Differential Payments Computation Using TIBA or EC-100
28) Claim for Incidental Expenses

The above forms can be found in Appendix IV attached to this document.

The above claim forms are submitted by the relocation agent to the Director of OREP for approval prior to being processed for payments. After the Director of OREP has approved the claim, the claim is processed to accounting for payment. The relocation agent keeps a copy of the voucher request & claim form in the file. Upon processing by the Comptroller, the agent obtains a copy of the voucher number for that payment and keeps it in the file. The relocation file is closed out after all claims have been paid. The relocation file is to be sent to central files to be placed with parcel's central file for future reference.

All records on relocation activities and payments are to be kept for at least 5 years after all displaced persons receive the final payment to which he or she is entitled, or in accordance with applicable regulations of the federal funding agency, whichever is later.

The relocation records are confidential regarding their use as public information and must follow Agency policy concerning release. The Agency, if required by the federal agency funding the project, is to submit a report on its real property acquisition and displacement activities. A report will not be required more frequently than every 3 years, unless the federal funding agency shows good cause. The report shall be prepared and submitted using the format as described in 49CFR Part 24, Final Rule.

No relocation payments are to be made to displaced persons until the property is optioned or contracted for purchase.

H. Eminent Domain Proceedings

The use of eminent domain to acquire property is always used as a last resort for acquisition. The Department must be able to strongly document its need to acquire the property by this method. To insure the state's crucial need for the parcel the Department's Director must agree to the use of eminent domain proceedings along with the consent of the Governor and the Attorney General. A Complaint for Condemnation must be signed by all the above parties prior to its filing in the circuit court.

If a landowner decides not to sell a piece of property, the Agency Director and/or OREP Office Director will decide if the purchase should be dropped or if condemnation proceedings should be initiated. If it is decided that a condemnation is appropriate, a red condemnation folder for the parcel should be created in central files. **It is imperative to note, whether or not the funding source being used to acquire property by means of eminent domain permits such use. Open Land Trust (OLT) funds are legislatively restricted to being used to only acquire lands from willing sellers.** Currently, Natural Area Acquisition funds, PC Bikeway funds, USFWS federal funds, and LWCF federal funds can be used to acquire property by means of eminent domain proceedings.

The Division of Realty will request that the Attorney General (AG) provide a Special Assistant Attorney General (SAAG) for this case. This is handled by preparing a letter to the AG for the appointment of an SAAG. Realty and/or the SAAG will send a Final Offer Letter (FOL) to the landowner, by certified mail, of the agency's intentions. In the letter the landowner is given 60 days from the date of receipt to attempt to reach an agreement. A brochure published by the Attorney General's Office titled A Landowner's Guide to Land Acquisition by the State and Eminent Domain is mailed out with the FOL. This brochure briefly explains the eminent domain process to the landowner. If no agreement is reached,

Realty will advise the SAAG to draft a Complaint for Condemnation.

Once the SAAG presents the Division of Realty with the Complaint for Condemnation, the Division will prepare a cover letter from the Director to the Governor that explains briefly the reasons for condemnation. It requests the Governor's approval on the letter consenting to the use of condemnation. The Governor must sign both the Consent to Condemn Letter and the Complaint for Condemnation in order for the condemnation to proceed. The Complaint for Condemnation is signed by the Agency Director and sent on to the Governor with the letter to consent to condemn. After the Governor has signed the consent letter and the Complaint for Condemnation, the Complaint for Condemnation is sent on for signature by the Attorney General.

The original consent to condemn letter signed by the Governor is placed in the red central file for the parcel. A copy of that letter is provided to the SAAG for his/her use in the court proceedings. Once the signed complaint is returned to OREP, keep a copy and forward the original signed copies to the SAAG for filing with the circuit court in the county where the property is located. Place the signed copy into the red condemnation folder. Following the expiration of time from receipt of the 60 day final offer letter, the SAAG then files the complaint and returns a filed copy of the petition to Realty.

The SAAG will review the parcel file, appraisals, plats, and land surveys on the parcel to prepare his/her case. The SAAG may ask the Division to produce certified copies of the original appropriations that funded this acquisition. Copies of add/drop/changes that track the movement of funds for parcels may also be required to demonstrate where the funds originated.

The eminent domain proceedings involve the 60 day final offer letter, obtaining the Governor's signature on a consent to condemn letter, filing of a Complaint for Condemnation, pre-trial hearing, discovery period, and actual trial by jury. Delays and rescheduling can require some trials to take up to 2 or 3 years to complete. Usually the proceedings take 18 months or less. Settlement of a purchase price for the land may occur anytime during this period. A judge can issue a Stipulated Settlement Order, if the two parties agree to the price and wish to drop the case.

When the jury decides the verdict for the case, a Final Judgement Order is issued by the judge stating the sale price for the land to be the amount awarded by the jury. The Final Judgement Order advises the State to make payment to satisfy the order with the county

treasurer's office. Realty will request a state warrant from the State Comptroller made payable to the county treasurer in the amount of the Judgement Order. After the funds are delivered to the county treasurer and a receipt is obtained from the county treasurer, the SAAG can go back to the judge for an Order of Satisfaction in the case. The Final Judgement Order and the Order of Satisfaction are the documents that transfer title from the property owner to the State.

I. Attorney General's Opinion

Illinois law requires that the Attorney General must provide a written approval of title opinion on any land that is acquired for state purposes. It specifically requires that no state funds may be spent on capital improvements on land that does not have an Attorney General title opinion. The Department of Natural Resources addresses this requirement by obtaining an Attorney General opinion on title prior to its acquiring any land through purchase or before any building is programmed on the parcel.

The Division of Realty upon obtaining a signed option contract or sales contract for the purchase of land will submit to the Attorney General a package of documents for the AG's review. This package contains an updated title commitment on the property that is less than 3 months old, a draft deed that will be used to acquire the property, and other supporting background title information on the property. The Attorney General will examine this information and send back a letter authorizing the purchase of the land. His/her letter may include additional instructions about the steps to follow at the closing and assign a SAAG to review all closing papers.

Before sending the documents to the Attorney General for title review, be sure to compare the legal description on the plat with the title commitment, deed, and option. Also, check title commitment for title finding. If name on title commitment is different from signature on option, deed should be prepared showing the name of the grantor as shown on title commitment, and showing "also known as" the name signed on the option. Of course if the party in title on the commitment is not one and the same person as on the option, there is a problem. The seller will need to clarify the situation and resolve the question.

Prepare proposed Deed and Affidavit (see page 4 - Preparing Documents in AG closing manual) to be submitted to the Attorney General along with other requested material such as executed Disclosure of Ownership Form, Title Commitment, Memorandum of Title Findings, and Copy of Plat (see AG Closing Procedure Manual for other items which may

be required for some acquisitions).

PREPARING DOCUMENTS

Almost all deeds prepared for the Department are Warranty Deeds. However, if IDNR does agree to accept a Quit-Claim Deed (which is always the case with a Trustee's Deed) be sure to ADD the following phrase after the words Convey and Quit Claim "all the existing legal or equitable rights of the Grantor in the premises described herein, and shall extend to any after acquired title in and to the following described real estate to-wit:" The Division will on occasion deal with Trustee's Deed, Corporate Special Warranty Deeds, and Quit Claim Deeds. Examples of all of these deeds can be found in the section manual and Appendix III.

Be sure to type on all deeds prepared by our office:

"Exempt under section 31-45 (b) (l) of the Real Estate Transfer Tax Law."

This instrument prepared by:

Mail to: **Illinois Department of Natural Resources**
Office of Realty & Environmental Planning
One Natural Resources Way
Springfield, IL 62702-1271

See Exhibits "E" for Deed samples- in section manual.

The instruction manual from the Attorney General sets out what is needed when a corporation is the seller. Two of the things needed -the Articles of Incorporation/Certificate of Authority and the Certificate of Good Standing - are obtained from the Secretary of States Office, Corporation Division.

These items can be requested by phone. There is no charge for this service. These documents are mailed to Realty by the Secretary of State.

All other pertinent information on preparing deeds can be found in the instruction manual

from the Attorney General's Office. The deed must provide sufficient spacing on the front page for the recorder's office to later record the document, and 1" margin on the sides and bottom.

The Affidavit to be sent to the Attorney General's Office is a pre-approved form with legal description added. This form is to be used if the property is owned by one or more individuals. However, if the owner is a corporation, it has to be revised or if the property is a gift, information pertaining to the payment of taxes should be inserted. There may be other reasons for changing the form, be sure to check and see that the form fits your needs.

See Exhibit "G" for Solicitation form in section manual.

See Exhibit "H" for Escrow Agreement form in section manual

See Exhibits "I" for Escrow Settlement Statement (Closing) forms in section manual.

Two copies of everything, including transmittal letter, are sent to the Attorney General's Office. Generally these documements are sent via inter-office mail. Be sure to send to the attention of the Land Acquisition Bureau. (See Exhibit "A" for samples of Letters sent to the Attorney General's Office in section manual.)

A copy of the letter to SAAG, which includes data regarding property, are sent to the following:

1. Land Management -
2. Administration and Agreements -
3. Agricultural Lease Program -

If acquisition is a Natural Area, a copy is also sent to: Natural Heritage -
If acquisition is a State Fish and Wildlife Area, a copy is also sent to: Wildlife -
If acquisition is a State Forest or Tree Nursery, a copy is also sent to: Forestry -
If acquisition is a Bicycle Trail or involves river frontage, a copy is sent to: Planning -

On copies sent to the above, write on face of letter any special conditions agreed to in the Option. If none, write on letter that there are no special conditions on the Option.

Notify the person in charge of land cards as soon as closings take place. If there is no closing - such as gifts and transfers - notify him/her as soon as documents are recorded.

If we have a real estate sales contract, then a closing date will be listed within the contract. Should the IDNR not be able to exercise the option on or before the expiration date, there is still the intention to acquire said property, an Extension of the Option needs to be signed. (See Exhibit "C" for sample Extensions and transmittal letters in section manual.)

Memos to the File:

If there are any easements shown on Schedule B of the Title Commitment, the Attorney General's Opinion often asks us to make a Memo to the file stating that said Exception or Exceptions will not affect our use and enjoyment of the premises. Said Memo is to be from Director of OREP and signed by them personally and placed in Central File. A carbon copy is sent to the Attorney General's Office and the Special Assistant Attorney General. (See Exhibit "M" for sample in section manual.)

Upon return of the Attorney General's authorization letter to purchase, the Division will exercise its option or sales contract. The letter exercising the option must contain the signature of the Agency Director by his authorized agent. The Division of Realty has the letter signed for the Agency Director by the Director of the Office of Realty and Environmental Planning. After we have sent out the letter exercising the option, the parcel file is given to Division Manager of Realty to request the state warrant.

Actions that obligate the State of Illinois to purchase a parcel of land include:.

For parcels acquired via an option contract, the action that determines when the state is obligated to purchase is the letter exercising the option contract. This letter is sent after the Department of Natural Resources has received a letter of authorization to purchase the property from the Attorney General. The exercising the option letter is sent from the Office Director of the Office of Realty & Environmental Planning to the seller. The letter also contains the Agency Director's signature either personal or by an authorized representative. The State Comptroller requires that the Agency Director's signature be on the letter in order to use it to obligate the state funds needed to acquire the property. For federal grants the date of this letter would determine whether or not the parcel is being acquired within the time frame of the federal project.

For eminent domain parcels the date of the Final Judgement Order issued by a judge is the document used to obligate funds for that type of acquisition. The date of the Final Judgement Order will be used for federal projects to determine whether or not if the parcel is being purchased within the time frame of the federal project.

On sales contracts the date that the Department of Natural Resources has a fully signed contract is when the state is obligated to purchase the parcel. Sales contracts require the signature of several IDNR staff including: Director of the Office of Realty & Environmental Planning, Legal Counsel of IDNR, Chief Fiscal Officer of IDNR, and Director of IDNR. A closing date is established with the sellers after the Department receives the approval of title opinion letter from the Attorney General. The date of the fully signed sales contract is the date that can be used to determine whether or not if the parcel is being purchased within the time frame of the federal project.

When the Attorney General's Opinion is received, check to see if it is stamped with the date that it was received in Realty. If Attorney General approves the acquisition, and any objections are cleared up or can be cleared before closing, send letter exercising the option (see Exhibit "B" for samples in section manual). Be sure to send letter by certified mail, return receipt requested.

Most acquisitions are to be closed in escrow, the Division must contact the party it intends to use as escrow agent to get an escrow number before sending papers to the Attorney General. It is the Division of Realty's office procedure to always close in escrow. The reasons for closing in escrow include: (1) the County in which the property is located does not accept advance payment of taxes (2) the grantors live out of state (3) there are liens, judgments, mortgages, etc. which need to be paid out of the proceeds. Also Realty may choose to close in escrow for convenience sake when there are several parties involved, especially if from different parts of the state. Make sure that the escrow agent understands they will be holding taxes in escrow. The taxes to be withheld from the proceeds for unpaid real estate property taxes should include all outstanding unpaid taxes from previous years and funds to cover the taxes due the year of the sale up to the date of closing. The estimate for current year property taxes is taken from the tax bill for last year and add 20% in case of an increase in tax rates. Any escrow tax funds remaining after all taxes are paid will be refunded to the sellers.

J. Request State Warrants for Land Purchases

The person responsible for filing contract obligation documents (COD) for options and contracts performs the following steps. Prepares obligation and payment of the option contracts for purchase which includes making sure all appropriate documents are completed, up to date and accurate for obligation and payment. Prepares administrative documentation forms that explain the rationale for the purchase and identifies funding source. Reviews appropriation fund accounts to make sure that sufficient funds are released and available to cover this new obligation.

After the Attorney General has issued his/her opinion of title for an acquisition, the Division seeks the state warrants for the closing. The warrants are made out to the escrow number assigned to it by the title company. The warrants carry the escrow number and the name of the title company to which the escrow account is located.

The contract obligation document (COD) is prepared and sent to accounting for processing. The option contract or sales contract, procurement business case (PBC) form, governor approval letter, Certification form (for both landowners and title company), W-9 form required from all parties involved, and a copy of the letter exercising the option must be attached to the COD.

After the COD is processed by accounting an invoice-voucher is then ready to be processed requesting the warrant. The state invoice-voucher has the Recommendation for Acquisition form, and Land Acquisition Certification form attached to it when its processed.

When the warrant is received, make necessary copies, record and put in the safe. The warrant request section has the following document examples in their section:

A) Sample Contract Obligation Document (COD)
B) Sample Governor Approval Letter
C) Sample Certification Form
D) Sample W-9 Form
E) Sample Recommendation for Acquisition Form
F) Sample Land Acquisition Certification Form.
G) Sample Letter Exercising the Option
H) Sample Invoice Voucher

l) Sample Procurement Business Case (PBC)

Whenever the Division of Realty mails out state warrants for land purchases or for incidental expenses or grants, the warrants need to be sent out certified mail, return receipt requested to insure their delivery. Certified mail is the only means that the Department has of tracking any lost warrants that may occur due to mail delivery.

K. Closings

After warrant is received, send out closing package. Closing packages are prepared for the escrow agent, if there is one, the Special Assistant Attorney General, Attorney for the seller if there is one, the negotiator or whoever is representing the Department at the closing, and of course one for the file.

Include in package to escrow agent:

A. Send originals of the following documents from our file:
1. Deed
2. Affidavit
3. Real Estate Transfer Declaration
4. Plat Act Affidavit, if needed

B. Send copies of the following documents from our file:
1. Attorney General's Opinion
2. most recent Title Commitment
3. executed Disclosure of Ownership form
4. most recent Plat

C. Also, complete following forms to send:
1. Escrow Agreement (revise form if not for Chicago Title Insurance Company)
2. Solicitation forms (one for each owner)
3. Escrow Closing and Settlement Statement (revise if not for Chicago Title)
4. Prepare Office Memorandum for Warrant (for our receipt).

If there is no escrow, closing package will have no Escrow Agreement, but will have a Closing and Settlement Statement (different form from Escrow Closing Statement).

D. If property is in Cook County - check with Chicago Title Insurance Co. in Chicago to ask what is required.

E. Carbon copy of letter to seller (if one was sent).

F. Carbon copy of letter to SAAG, if one has been appointed.

Copies of the closing package are sent to the other parties listed above. If no escrow agent, the originals are sent to the negotiator or person who is responsible for getting documents signed.

(See Exhibit "D 1" for transmittal letters for closing packages and Exhibit "D 2" for Office Memorandum for Warrant in section manual.)

> NOTE: If there is no escrow agent, the title section staff (or the negotiator) are responsible for seeing that a closing search is done, be sure this is noted in letter to SAAG.

Closing Escrows

After 2nd installment of taxes are due, but before tax sales, check central files for proof of payment of taxes, if not found, check with county treasurer. If paid and no taxes are due the following year, write to escrow agent instructing them to send any remaining funds to the sellers, and ask them to send a copy of the check and/or correspondence to us for our files to show that the escrow account has been closed (make sure confirmation is received). Use previous year's list of files to add to and work from.

GIFTS

Gifts should be handled like willing sellers other than there is no official closing and no money exchanges hands. Also on a gift the information stating that the grantor is responsible for all taxes when they become due and payable and before they are past due, should be inserted on the affidavit of title and signed by the grantor. However, the title section should have an updated title commitment and Attorney General's Opinion before Realty agrees to accept the deed. Many times, the deeds are accepted and recorded without this being done, even so, the Department needs a favorable Attorney General's Opinion before it can spend money on the property. However, since deed is

already accepted, Realty usually goes ahead and orders the policy before it is sent to the Attorney General's for an opinion. Before ordering the policy, Realty needs to have staff appraisers set a value on the property, and the policy is then ordered in that amount.

The title section staff also prepares land forms and Regional Land Manager reports on gifts. On gifts, the grantor has to pay all taxes assessed on the property up to the time of the state's acquisition. A staff member of the title section needs to send in an application for tax exemption on the gifted parcel. The Department's Property Control section in accounting is notified of this gift or transfer of land by receiving a copy of the land form on this parcel.

1099-S Forms / IRS Reporting

A 1099-S form has to be filled out on each acquisition that is not closed in escrow. One must be sent to each individual, unless owned by a husband and wife, and in that case, only 1 name has to be shown on the form. For exceptions to this rule, and how to fill out these forms, consult the instruction booklet the office received with these forms. These also have to be filled out on the property that IDNR takes by eminent domain or condemnation proceedings, unless they are completed by the Special Assistant Attorney General or the county treasurer. The copies sent to the grantors must be mailed by January 3l of the year following the closing. The copies sent to the IRS must be mailed before February 28 of the year following the closing. These forms, when mailed to the IRS must be accompanied by Form 1096. Always check current Instruction Book for any changes in procedures and dates due.

L. Property Tax Exemptions

Application for Property Tax Exemption

After receiving the recorded deed or copy thereof, a land agent needs to fill out an "Application for Property Tax Exemption" to send to the Chairman of the Board of Review of the County in which the real estate is located. The application is sent by certified mail with attached copies of the recorded deed and plat and a cover letter. Lake County requires Applications and documentation filed in duplicate. Also, Cook County has special forms and requires additional documentation.

A copy of the letter, application and attachments are placed in the central file, plus a copy

of the application and attachments are placed in the County File (Tax Exemption Certification Folder).

(See Exhibit "K" for samples in section manual.)

Processing of Tax Documents

All tax bills received need to be identified as to which Parcel Number they cover. Once identified, they need to be forwarded to the escrow agent to be paid from the escrow account. Before sending, be sure the bill is correct - that it has been prorated to the date the Department purchased the property. Many times they are not, and the title section has to return them to the County Treasurer to be adjusted.

Any County Board of Review Notice of Revised Assessment received should be identified for central files and reviewed. If no assessment amount is shown for current year, it confirms that exemption is still in effect. If a revised assessment amount is shown, it will probably be followed by a tax bill, indicating a problem which must be resolved. If problem can be resolved before tax bill is issued, it saves a lot a time and trouble.

All Illinois Department of Revenue Real Estate Exemption Certificates must be identified for central files, and a copy should be placed in the County File (Tax Exemption Certification folder). Also, a copy of the identified Exemption Certificate should be given to staff member responsible for filing annual tax exempt report, leasing office, and farm manager.

Note: If unable to identify Tax PIN shown on certificate, the land agent may need to call the county assessor for legal description, name of former owner, or recording data on deed.

Sale-in-Error

Sale-in-Error generally occur due to unpaid taxes by a vendor who leases state property. Most counties recognize the fact the property is exempt and the lessee is responsible for the taxes but occasionally a county will put state property up for sale for back taxes. When this occurs a copy of correspondence is sent to our Legal Office who deals directly with the county involved. If the property is sold our legal staff will obtain a Sale-In-Error which corrects the exempt status of our properties. If our Legal staff cannot correct the

sale a Special Assistant Attorney General will be appointed to represent the Department.

Annual Tax Exempt Certification

According to ILCS 35 200/15-55 all properties owned by the Department must submit annually to each county verification of all properties owned within the county, along with copies of any new leases on state owned property, in order to be tax exempt for that year. This is executed and sent to each county by January 31st of each year.

M. Land Forms

There are two different land forms - one for property acquired and one for property conveyed out. These forms are also adjusted to report jurisdictional transfers from and to the Department

The Division of Realty prepares a land form on each parcel that it acquires. After the closing and after receiving the recorded deed or a copy thereof, a land form is prepared. This form advises various Divisions within the Department of the parcel's project name, county location, parcel number, legal description, property address, title insurance number, its date of deed, recorded date, and document number, or Judgement Order file Number, and Satisfaction Order or Order Vesting Title filed date, and Case Number.

The form also lists: who the property was acquired from, breakdown of costs for land, improvement cost, misc. cost and total cost. It provides a breakdown of acreage by category with total acres. All acquired buildings are listed on the form. The form will state any information relative to any verbal or written commitments or rights retained by seller(s) or other parties, in regard to crops, pasture, possession, building occupancy, etc. (If none, so stated). The county permanent property tax (PIN) numbers are listed. The appropriation codes & dollar amounts used for purchasing property are listed. The fund and dollar amount are listed. The form lists the representative district, senate district, and congressional district. The date sent out is also listed.

The form is distributed to approximately twelve different offices within the Department of Natural Resources. Copies are made of this form along with a copy of the plat and the legal description and are sent to all the individuals listed on the land form. Two copies are returned to Realty - one copy is put in the land form notebooks located in the map room. These notebooks are arranged alphabetically by counties and then by project names. The

second form is placed in the central file. It is a great aid in keeping agency staff current on recent land purchases. The Division Manager must review and initial all land forms prior to distribution.

The closing staff must also prepare Regional Land Manager (RLM) forms for each parcel purchase. The RLM forms are key notification forms that advise the region manager to take control of the property and provide needed management and maintenance. The forms contain information regarding the project, parcel number, legal description, title insurance policy number, date acquired, previous owner's name, cost of the property, its acreage composition, acquired buildings, and any restrictions and conditions that exist with the property. The county PIN tax numbers are provided. Regional land manager's forms should have copy of parcel plats attached. The Division Manager must review and initial all RLM forms prior to distribution.

A press release of the acquisition is prepared. It contains information on acreage and description of property. Purchase price and fund sources are also listed for the property. Need to have Division Manager and Director of OREP to initial sign off. When okayed, e-mail to Office of Public Services (Kristen DiCenso) and public information officer (Chris Herbert), cc Director of Land Management (Tony Mayville), Director of Law Enforcement (Galen Westerfield), Division Manager of Realty (Connie Waggoner), Director of OREP (Tom Flattery), Director of Office of Resource Conservation (Mike Conlin), Gayle Simpson, Public Affairs (Tim Schwiezer).

N. Title Policies

If acquisitions are closed in escrow, the escrowee should order the policy. However, if the escrowee is not the same title company that issued the title commitment, the Division should see that the title policy is ordered. If not closed in escrow, the Division needs to order the title policy.

In addition to willing seller purchases, some property is acquired by eminent domain or condemnation proceedings. After the money to satisfy a Judgement Order is paid to the county treasurer, the files are turned over to the Division to order policies (if the SAAG has not), prepare RLM forms, prepare land forms, and file for tax exemption.

When policies are ordered, instruct the title company as to what exceptions are to be removed and send along any needed clearance material. Also, be sure to explain the

billing procedure. Additional insurance (over a $l,000.00 which is billed at time of title commitment) should be billed at the rate of $2.00 per thousand dollars coverage. The bill needs to be broken down. The insurance premium must be shown separately from the search and exam fees. This billing rate is for Chicago Title Insurance Company and its agencies. (See Exhibit "L" for sample letter in section manual.)

When policies are received (may be several months later), they need to be reviewed for accuracy. Often they need to be sent back for corrections.

When correct policies are received, the files should be sent to the person who maintains the land cards and the person who maintains the land acquisition database to make or update records. Then the file goes to central files person to send documents to the Archives and notify AG that the acquisitions have been closed. The title staff pulls the documents to be sent to Archives before giving file to central file person.

Also, if the project was funded with federal Land & Water Conservation Funds (LWCF) the file documentation list should be referred to and copies of documents made and sent to LWCF grant administrator in the Division of Grants.

O. State Archives

The Secretary of State's State Archives Index Division is the official keeper of all state documents. All agencies of the state send their original recorded deeds to the archives for safe keeping in one of their vaults. The Division of Realty sends the vital documents related to a land acquisition to the state archives after it has closed an acquisition. The documents sent include: deeds, affidavit of title, copy of disclosure of ownership or beneficial interest form, attorney general's opinion of title, copy of title insurance owner's policy, copy of Alta Owners and Loan Policies Document stating the existence of any farm leases on the property, when applicable, certified copy of company's board of directors resolutions authorizing its agents to execute documents on behalf of the company, copy of the Secretary of State document stating the company is in Good Standing in the State of Illinois and is authorized to do business in this state, and copy of company's bylaws as amended. For non-corporate acquisitions, the warranty deed, affidavit of title signed by the seller, disclosure of ownership or beneficial interest signed by the seller, attorney general's opinion of title, and the title insurance owner's policy with the owner listed as the People of the State of Illinois, Department of Natural Resources and issued in the amount of the purchase price for the property.

For properties acquired by eminent domain, the Final Judgment Order, Order of Satisfaction, and the title insurance policy are sent to the State Archives. Gifted property is handled similarly as purchased property. The deed, any corporate related documents necessary to provide the gift, and the title insurance policy on the property are sent to the archives.

V. Records and Reports

A. Programmatic Codes / Cost Center Codes / Project Numbers

A key element in tracking, filing, and reporting on an acquisition parcel is the parcel's programmatic code/cost center code. Parcels are tracked internally within the Division of Realty and IDNR by their programmatic code/cost center number and their project name & parcel number. When a new parcel is optioned for purchase at an entirely new site, the Department will develop a new site name. The managing division will normally suggest a new site name based upon a unique feature of the site, historical references or its proximity to nearby communities. The Realty central files person will then contact the liaison person for the Office of Land Management to see if that office wants all of the management responsibility to be assigned to a close-by existing site or to be totally independent. Sites that are large enough to warrant on site staffing will normally become stand alone sites. If the Office of Land Management wants the new parcel to be a satellite site of an existing site, the new parcel will be given a program code and project number that reflects that it is a satellite site of the major site. This new project number/programmatic code will be adopted by central accounting, property control, realty, and the managing division to reference the new site. The Director of Natural Resources has final approval over the naming or renaming of any IDNR site.

For instance, a habitat area may be managed by a state park site within the same or adjacent county. Saybrook HA (50-3762-3) located in McLean County, Perdueville HA (50-3763-3) located in Ford County and Sibley HA (50-3764-3) located in Ford County are all satellite sites of Moraine View State Park (50-3761-3) located in McLean County. The middle four numbers represent the site. Number 3761 represents a major site. Numbers 3762, 3763, and 3764 are satellites. One major site can have up to 8 sub-sites created for it with this numbering system. The site superintendent and staff of Moraine View SP are responsible for the management and maintenance of these three satellite sites. Any funds expended for the satellite sites are recorded to their respective programmatic code/cost center codes. Property information records can get lost, if they are unretrievable due to

inaccurate site name or programmatic code information.

The property location codes are maintained in central accounting. Realty with the input of the management divisions and the programmatic accounting manager in central accounting work to maintain and update this system. If a parcel's project name changes over the years, its programmatic code should never change. This is to ensure that the parcel's accounting and realty records are maintained. There are times when several large sites may be merged into a single site and the records will be merged together. This requires a coordinated effort among the management divisions, realty, and central accounting to create the revised records. Internally, the Division of Realty will update its filing system, roll-a-dex system, and land database to record project name changes and code changes.

B. Division Database, Files, Maps, and Reports

The Division of Realty maintains most of its land acquired information on its land database. This database contains the historic land purchase information on all land that has been acquired since the agency first acquired land. The degree of information contained in the database is dependent upon the level of acquisition information available from previous internal records. Some major sites have detailed records that include summaries of acreage and costs as of June 30,1965. From that date forward all information is on an individual parcel basis.

Reports that are available from the database include: parcel status by site name with or without funds identified, parcel status by category, parcel status by funds, Open Lands Trust funds, annual secured property report, land card data by parcel number, DNR site summary, info on one site, property secured by condemnation, site summary for a period, site info by a county, site info by location code, property secured as gifts, federal projects, budgeted parcels all funds, and land cards all funds. These reports are very helpful in providing the Division with answers to legislative, public and other agencies inquiries for information. The data in the land database is entered, updated, and new reports generated by the Division Manger's assistant. Staff in Realty have access to the database to review records and run preprogrammed reports. Only the Division Manager and the Division Manger's assistant have access to enter, delete, or modify records, data, or reports. There is one land agent who has authorization, as backup for the above two people, to also enter, delete, or revise data when needed.

An annual Land & Water Report is prepared by the Division of Realty as of the end of each fiscal year. This report is provided to managing Divisions for their reference and to site managers for informational purposes. Copies are provided to the Illinois General Assembly and to other agencies who may request a copy. The report lists all of the owned and or leased property sites managed by the Department. It lists the specific sites by category, their county location, house or senate districts, current acreage, highway map codes, property location codes, year of initial acquisition and acreage, all federal projects associated with that site, and most recent attendance record information. A draft update of the current year's new annual Land & Water Report is sent out for review by Realty to the grant divisions and management divisions to insure that all information is current. They will note any new grant program changes or site name/category changes. The revisions are then made to the final copy for printing. This report is often used by management divisions as a reference for their various programs. The report has a site index that list the pages of the report where a site may be found. Some sites may contain several categories of land uses such as natural areas within state parks.

The Department of Central Management Services (CMS) requires all state agencies to file with them an inventory of their respective real estate properties. The Division of Realty has used information from both the Land & Water Report and its land database to best answer the information requested by CMS.

The Division of Realty prepares a land form on all property that it acquires or conveys out. These one page reports are filed in books organized by county and site names in the map room. The land forms provide the site name, parcel number, previous owners names, purchase price, breakdown of costs, acreage and type of acreage, list of acquired buildings, list any information as to any verbal or written commitments or rights retained by sellers or other parties in regards to crops, pasture, possession, building occupancy, county permanent tax PIN numbers, legal description, appropriation and fund codes, and legislative district numbers. This information is a great source of information for staff who need to respond to public information requests, legislative inquiries, county tax assessor inquiries, and for Land & Water Report data verifications.

The Division of Realty maintains records on over 5,000 land acquisition parcels in its central files and on 219 reels of microfilmed file records. The parcel files represent parcels that were either acquired or at one time were established for possible future acquisition. All the background information pertaining to an acquisition can be found within the files.

As part of the daily operations of the Division of Realty, staff are to use telephone reports in recording their contacts with private citizens, landowners, title companies, appraisers, attorneys, and other business contacts. These reports help maintain a written record of a parcel's progress and or problems during the purchasing process. It also helps realty staff to know who, when and what was requested or stated previously on a parcel.

A map file room containing copies of project land maps, canal land surveys, parcel land surveys, railroad right of way maps, numerous tax maps by county, and other map records of IDNR properties is maintained within the Division of Realty. These records are used both during the acquisition process and for reference after the purchases. The Division of Engineering and Division of Water Resources are frequent users of this information for use on their respective capital projects.

VI. Federal Funds Requirements

A. Acquisition With Federal Funds Guidelines

Land rights (fee simple or easements) that are purchased with federal funds must meet all the federal requirements and standards of the federal assistance program providing the funding. The appraisal report and appraisal review criteria may differ from normal state appraisal practices. The use of federal funds requires the review of the parcel for possible relocation qualification and payment of all entitled relocation benefits. Some federal grant programs require the use of deed restrictions being placed on all deeds that involve federal funds. The deed restriction limits the use and transfer of ownership of the land to ensure the acquired lands meet the goals and objectives of the federal program.

An example may be that federal wildlife habitat funds may prohibit the use of the land for anything other than wildlife habitat and or hunting purposes. The federal funding source may prohibit development of major roadways or other capital improvements on the property. Some deed restrictions only advise of the use of federal funds for the purchase and prohibit changes in ownership or usage without the consent of the federal agency.

Federal funds provided by the U.S. Fish & Wildlife Service though federal assistance, including, but are not limited to, Pittman-Robinson (PR) grant program (wildlife restoration), Dingell-Johnson (DJ) grant program (sport fish restoration), State Wildlife Grant program (SWG), and Endangered (E) Species grant program all require that the deed restriction listed below be included in the deed to the Department.

Notice of use restrictions: The real estate was acquired with the assistance of Federal funds administered by the United States Fish and Wildlife Service. Federal regulations permanently restrict changes in its ownership or use notwithstanding any inconsistent state law.

When only state funds are used to acquire land, the above deed restriction is not required. However, when state funds are used as match to obtain federal funds for a land purchase all the parcel(s) of land included for acquisition that fall within the federal aid project boundary would then need to carry the above deed restriction regardless of the source of the funds.

To be eligible for an annual apportionment of PR & DJ federal assistance funding the State of Illinois had to pass assent legislation that restricts the use of all state license fee revenues. These laws can be found in the Illinois Compiled Statutes 515 ILCS 15/1-2 and 515 ILCS 5/30-5-15. State license fee revenues are included in the following state funds: Furbearer (293), Habitat (391), Migratory Waterfowl (953), Pheasant (353), Salmon (042), Deer Permit, Duck Stamp, Goose Stamp, Hunting License, Pheasant & Experimental Quail Stamp, Turkey Permit, Upland Game Permit and the Fish and Wildlife Endowment (260) funds. Even though the state license fee acquisitions do not require a federal deed restriction, these land purchases do require the Department to treat them as though they are to be used forever for that fund's stated purpose and not converted, sold, traded, or transferred without approval from the Director of the US Fish & Wildlife Service. Therefore, the use of these license fee revenues for land acquisition is subject to federal guidelines and federal audits. License fee land purchases are tracked on the Division of Realty land database under federal funds projects.

Per the USFWS letter to the Department dated February 22, 2005, "Procedures for Federal Assistance Program" the following guidelines are to be followed:

"With certain constraints IDNR may conduct its own appraisals and reviews up to $1,000,000 in value subject to the following conditions:

In concert with 49 CFR 24.103 and 104, appraisers and reviewers performing this work must hold a Certified General Real Property Appraiser Licenses and have successfully completed Appraisal Review class A-35 or its equivalent. The appraisal and appraisal review must be to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisitions (UAS). http://usdoj.gov/enrd/land-

acq/land_acquisitions.htm

State staff review appraisers or contract review appraisers may be used and paid for with grant funds or other state funds. However, in no situation will either staff or a contracting firm review an appraisal prepared by them (same). If a contractor is used, a separate contracting firm must be used for review, than prepared the appraisal. Supervisors are prohibited from reviewing appraisals completed by their staff. Staff reviewers or contractors should review staff appraisals. For example, IL Department of Transportation appraisers or review appraisers could be used as a source. The Federal Department of the Interior's Appraisal Services Directorate (ASD) could be used - if paid for via grant funds.

The review and appraisal must be on file and available at the DNR's Realty Division Office. A copy of the review must be provided to the Service's Federal Assistance (FA) Office at Fort Snelling, Minnesota. FA may request submission of the appraisal. FA may also perform reviews of the Division of Realty's appraisal programs and request appraisal reports. FA may consult with the Department of the Interior's ASD on any appraisal, appraisal review or state review. If such consultation results in an indication that either the appraisal or its review is not UAS compliant, that appraisal may not be used for cost share in the FA program.

The Department of the Interior's ASD must be involved with appraisal of land valued at greater than $1,000,000. An example would be a large farm with buildings or a reclaimed strip mine area. In this situation, the Federal FA Program pays the ASD cost (usually the review) and DNR pays for the staff or contract appraisal."

The appraisal staff of the Division of Realty has been certified to prepare or review appraisals that must meet the US Fish & Wildlife Services "Yellow Book" appraisal guidelines. Each division staff appraiser has been certified by the US Fish & Wildlife Service to prepare or review federal grant funded land appraisals up to a value of $1 million. They have received training in federal appraisal requirements for preparation and review of land appraisals. Should a new appraiser be hired to work for the Division of Realty, their qualifications and training history would have to be reviewed and approved by the US Fish & Wildlife Service prior to their reviewing or preparing any appraisals that would be used to acquire lands with federal funds.

For land purchases using federal USFWS grant funds of $1,000,0000 (one million dollars)

or more the Division of Realty appraisers must submit the parcel's appraisals through the federal regional review appraiser's office for review and certification of value. The Division of Realty provides a copy of appraisals valued at $1,000,000 or more to the Department's federal aid grant administrator for them to forward to the appropriate federal agency for review and approval. The appraisal may be reviewed by one of several different federal agency appraisal staff depending upon the federal agency funding the grant program. The federal reviewer will check the appraisals as to their content and methodology according to the federal "Yellow Book" appraisal guidelines. The federal reviewer may require revisions to the appraisal to bring it up to "Yellow Book" requirements. Once the appraisals meet the federal reviewer's approval, the federal agency in charge of the grant funds will send the Department's federal grant administrator an approval letter to certify which appraisal and dollar amount may be used for that acquisition.

Division of Realty appraisers use the federal "Yellow Book" which contains the Uniform Appraisal Standards for Federal Land Acquisitions. This book was created under the direction of the Interagency Land Acquisition Conference composed of representatives from the many federal agencies engaged in the acquisition of real estate for public use. It is published by the Appraisal Institute in cooperation with the U.S. Department of Justice. The "Yellow Book" is reported to be in full compliance with the appraisal of real property provisions of the Uniform Relocation Assistance and Real Property Act of 1970, P.L. 91-646 as amended 42 U.S.C. &4601,et seq.(URA).

The Department of Natural Resources receives many federal grants for its various programs. The fact that federal funds are received for use at a site both at the time of initial or subsequent parcel acquisition, or for management or development purposes, after the land purchase will affect the lands future usage. An entire site that was purchased with any combined percentage of state and federal funds may be totally encumbered by the federal restrictions regarding use and change in ownership. Land & Water Conservation Funded (LWCF) funded land purchases encumber only the parcel involved as described on the parcel grant application map and not a broader area. For USFWS funded land acquisitions, the area that carries the federal restriction are those lands which fall within the federal grant project boundary.

For state purchased property that is later used to obtain short-term federal grants for management or development projects, that site is encumbered for the life of the federal grant. When the time period for the management or development grant expires, so does the federal restrictions unless otherwise stated in the terms of the grant agreement. Again

the time period restriction on federal management grants is limited to the area covered by the federal grant boundary map for US Fish & Wildlife funded grants.

Three federal agencies are the source of the majority of federally funded land acquisition programs within the IDNR. They are National Park Service with LWCF, the U.S. Department of the Interior, USFWS with PR, DJ, SWG and E, and the U.S. Department of Agriculture/ U.S. Forest Service with Forest Legacy Program (FLP). Care should be taken when the Department acquires land or conservation easements with these program funds to insure that the deeds and or easements meet the federal government's requirements.

The federally funded LWCF program provides a 50% federal match for state land purchases. There is no upper dollar limit on the amount of LWCF that can be used on a 50% match basis. Lands purchased with LWCF funds must abide by the following requirements. 1) There must be signage on the property that indicates that federal LWCF funds were used to acquire the property. These signs are available from the IDNR LWCF grant administrator. 2) No farming is to occur on the property after the date of purchase (LWCF Manual 640.2.8). If the Department intends to purchase property that it wishes to farm for income or habitat feed, it should not use LWCF funds to acquire it. 3) The parcel must be open for public use at reasonable hours and at reasonable times of year (LWCF Manual 675.9). 4) No improvements that are not compatible with outdoor recreational purposes are to be constructed on the property. 5) Replacement lands must be purchased if any conversion of the LWCF purchased property occurs and it must be of comparable value and usefulness. The Department's Division of Grant Administration manages the Land & Water Conservation Fund grant program. Any questions regarding the program should be directed to that Division.

The LWCF grant program administrator has a LWCF Checklist form that they provide to Realty to follow to obtain these federal funds. The checklist requests the name of site/project, county, zip code, total cost, LWCF assistance amount, congressional district, state senate and house districts, GPS coordinates, location map, plat map, development map, acquisition schedule which lists parcels to be acquired, acreage, estimated value and previous use of site, SCORP Justification Form, on-site inspection report, environmental assessment statement, and state historic preservation officer (SHPO) sign-off. These documents are used by the administrator to process the paperwork for federal funding. A copy of this checklist can be found in Appendix III.

After the Department has acquired land with LWCF assistance, the Division of Realty is required to complete a LWCF Billing File Documentation form and provide copies of all documents listed. Items requested on this form include copies of: appraisal, option or sales contract, Statement of Just Compensation (S&O) (if applicable), waiver of rights to Just Compensation (if applicable), Complaint for Condemnation/eminent domain (if applicable), deed or Judgement Order, closing statement, title insurance policy, final project boundary (plat) map, copies of invoice voucher(s), copies of COD(s), final acreage breakdown by category of crop land, pasture, forest, or other, list final purchase price, state historic preservation officer sign-off (SHPO), and site contact information. A copy of this document can be found in Appendix III.

The Endangered (E) Species Program is a federally funded grant program that provides a maximum of 90% federal to 10% state match funding. The program is intended to protect, restore, and enrich the habitat for federally listed endangered species. The Pittman-Robertson (PR) is a federally funded program that requires 75% federal and 25% state funding. The program is for wildlife restoration. The Dingell-Johnson (DJ) is a federally funded program that requires 75% federal and 25% state funding. The program is directed to sport fish restoration. The State Wildlife Grant (SWG) is a federally funded program that requires 75% federal and 25% state funding for planning projects and 50% federal and 50% state funding for implementation projects. The program is directed to species of greatest conservation need as defined by the IDNR. No lands acquired with the assistance of grant funds from the USFWS may be sold nor change the stated use, without the prior approval of the service.

For all land acquisitions, divestitures, trades/exchanges, easements or any other conveyance of property rights that involves the use of federal assistance funding from the USFWS or involves lands previously purchased and/or developed with federal assistance funding from the USFWS, the following procedures and standards must be adhered to.

I. Pertinent Federal Regulations and Guidelines

1. CFR 43 Public Lands: Interior
   Part 12 - Administrative and Audit Requirements and Cost Principles for Assistance Programs

2. CFR 49 Transportation
   Part 24 - Uniform Relocation Assistance and Real Property Acquisition for

Federal and Federally Assisted Programs

3. CFR 50 Wildlife and Fisheries
   Part 80 - Administrative Requirements, Federal Aid in Fish and Federal Aid in Wildlife Restoration Acts

4. Federal Aid Handbook Chapter 6

II. Procedures

1. Appraisals and reviews up to $1 Million, must be done in accordance with the standards set forth in Robert Bryant's 2/22/05 e-mail to Region 3 state directors (see Attachment 1)

2. Land Acquisition Projects (see Attachment 2)

3. Land Exchanges and Divestitures (see Attachment 3)

4. Easements (see attachment 4)

The Forest Legacy Program(FLP) is a federally funded grant program that provides for 75% federal funds and 25% state match. The program places perpetual conservation easements over valued timber properties in designated Forest Legacy Areas within the State. The landowners are encouraged to donate the 25% state share of the cost. The conservation easements prohibit agricultural activities, livestock grassing, or development of the property, except for maintenance and replacement of existing structures. The timber on the property may be harvested and replanted in accordance with a forest stewardship plan approved by the State Forester. Hunting and recreational trails are permitted on the property.

The enabling legislation for the Forest Legacy Program is found in the Forest Title of the Farm Bill. All acquisitions are on a willing seller basis. Applications for parcels are submitted through the IDNR Forest Legacy Coordinator to the Illinois Forest Development Council (IFDC) for authority to send the application for acquisition to the U.S. Forest Service (USFS) for funding consideration. Applications approved by the USFS are to be entered into the USFS's Forest Legacy Information System (FLIS) database by IDNR's Forest Legacy Coordinator. Upon approval of funding by the USFS, the Federal Aid

Coordinator (FAC) will obtain Executive Approval from the Forest Legacy Coordinator for the USFS's Northeast Area for comment and approval of individual parcels in the Federal Grant application. Each parcel acquired is to be annually inspected by a district forester or other designee. The annual performance report on each parcel is to be sent to the USFS and the FAC. The Division of Realty is responsible for securing the conservation easement on each property. The Forest Legacy application procedures can be found in Appendix V attached to this document.

In the event that interests acquired on the protected property with Federal Forest Legacy funds are sold, exchanged or otherwise disposed of, the State of Illinois Department of Natural Resources is to reimburse the United States for the fair market value of the interests in the land at the time of disposal. The Secretary of Agriculture may exercise discretion to consent to such a sale, exchange, or disposition upon the State's tender of equal value consideration acceptable to the Secretary. This requirement is stated on each conservation easement in Section 2 Affirmative Rights, 2.4 Reimbursement of Federal Funds.

It is very important that the Division of Realty and all of the federal grant programming staff within the Department be aware of each others actions in regards to buying, transferring, or disposing of land at federally funded IDNR sites throughout the state. New federal grant management or development projects should be brought to the attention of the Division of Realty. This information can be used to update the Land & Water Report and the land database records.

B. Land Transfers, Sales, or Conversion to Other Uses

Properties acquired or developed with federal funds (PR-DJ-SWG-E-LWCF) are not to be sold, traded or converted to other uses without the prior written consent of the federal Agency providing the funds. The Federal agency shall be contacted for approval prior to any divestiture or exchange transaction occurring. If the legislation to transfer, sell, or exchange federally funded state owned property is passed without the Illinois Department of Natural Resources knowledge, then IDNR should advise the Governor's Office of the need to obtain federal approval prior to its final execution of said passed legislation.

The National Park Service, Section 6(f) Requirements prohibits the State from converting the use of land purchased or developed with federal cost-sharing funds for recreational purposes to a use other than for which it was originally purchased. When a parcel of a

recreational unit receives assistance under the Land and Water Conservation Fund (LWCF), this automatically subjects the property within the grant boundary lines to Section 6(f). A conversion of land use may occur if one of the following actions were to be taken:

1) Granting to another party control of the land which would result in uses other than outdoor recreation as was approved by the National Park Service. This includes granting control of the land for the construction and maintenance of a utility line, pipeline, irrigation ditch, road (excludes interior park road ways) or other similar facility.

2) Constructing or installing structures or facilities by the Department or others on lands considered within the project scope which would not be compatible with existing uses or would result in use other than that acknowledged or approved by the National Park Service (for example, construction of structures such as communication towers, indoor recreation facilities).

Approval from the Secretary of the Interior or the National Park Service Director shall be obtained by the Department's federal aid coordinator for the LWCF program before any land which is in Section 6(f) conflict can be sold, traded or control relinquished. It will be necessary for the Department to provide replacement land for any land considered to be in Section 6(f) conflict. The replacement land shall be of equal or higher value, and reasonably equivalent usefulness. In many cases, the replacement property may be provided by the Department or another entity.

Similar conversion restrictions apply to all federally funded Fish & Wildlife Service grant land purchases. The Director of the Fish & Wildlife Service must approve of any land use changes. PR-DJ-E-SWG grant funds are under the control of the Fish & Wildlife Service. The U.S. Fish & Wildlife Service stipulates that the replacement land must not only be of equal value but also of equal biological quality and character.(see Attachments 3 & 4).

Any request for legislative land transfers, land sales, or jurisdictional land transfers made to the Division of Realty should be shared with grant managers for their review. The fact that federal funds are encumbering the usage of the property may prohibit the land transfers. Realty staff can check the federal funds program listing on the latest Land & Water Report and contact the division managers of the grant divisions (LWCF and Fish & Wildlife) of the agency before proceeding with any land transfers, sales, or jurisdictional

land transfers.

The Department of Natural Resources is responsible for maintaining accurate records on the use of federal funds. The Division of Realty is responsible for maintaining records on the use of federal funds on land acquisition that it directly acquired. These records can be found in the land acquisition database and or in the parcel files of each parcel's purchase. Sometimes the federal project and funding information is contained in the project files of the department's federal grant administrators.

In order to do their job, federal grant auditors need to have open access to land purchase records that involve federal monies. They will begin their auditing work by examining the project grant records of the grant divisions. For confirmation or for additional review, they may want to examine the land records on parcels that were acquired. The land database is the best source for information on federally funded parcels by program.

The Division of Realty should be notified of any new federal grant programs that affect the agency's lands. If a newly acquired land parcel or site is to be submitted for federal funding, the Division of Realty must be made aware of it, so that it can update its records. The grant program administrator should also consider any existing federal grant programs that exist on the property that may be in conflict with the newly proposed federal grant program. This review is to prevent the Department from obtaining federal funds from two separate federal agencies that might have non-compatible program objectives and restrictions. Communication and coordination between IDNR grant administrators and the Division of Realty is extremely important for maintaining a reliable federally funded land acquisition information system.

Lands that have been declared surplus to the Department of Natural Resources needs can be disposed of by jurisdictionally transferring said lands to the Department of Central Management Services for disposal. The land could also be legally transferred by legislation to a private or governmental entity. In either case, the property needs to be checked and cleared for disposing by the federal grant sections within IDNR. The Division of Realty should review the existing deed of any parcel that will be transferred and the title policy on that parcel. There could be deed restrictions and easements in existence that will affect the future land transfer.

The Department of Natural Resources can jurisdictionally transfer property from its

ownership to other state agencies and vice versa. The jurisdictional document must be signed by the Governor. Land transfers between IDNR and federal agencies are also allowed. The Illinois Department of Transportation (IDOT) has in the past made many jurisdictional land transfers to IDNR of lands with conservation value or benefit.

Appendix

I. Division of Realty Organization Chart

II. Flowchart of Land Acquisition Process

III. Copies of Land Acquisition Forms

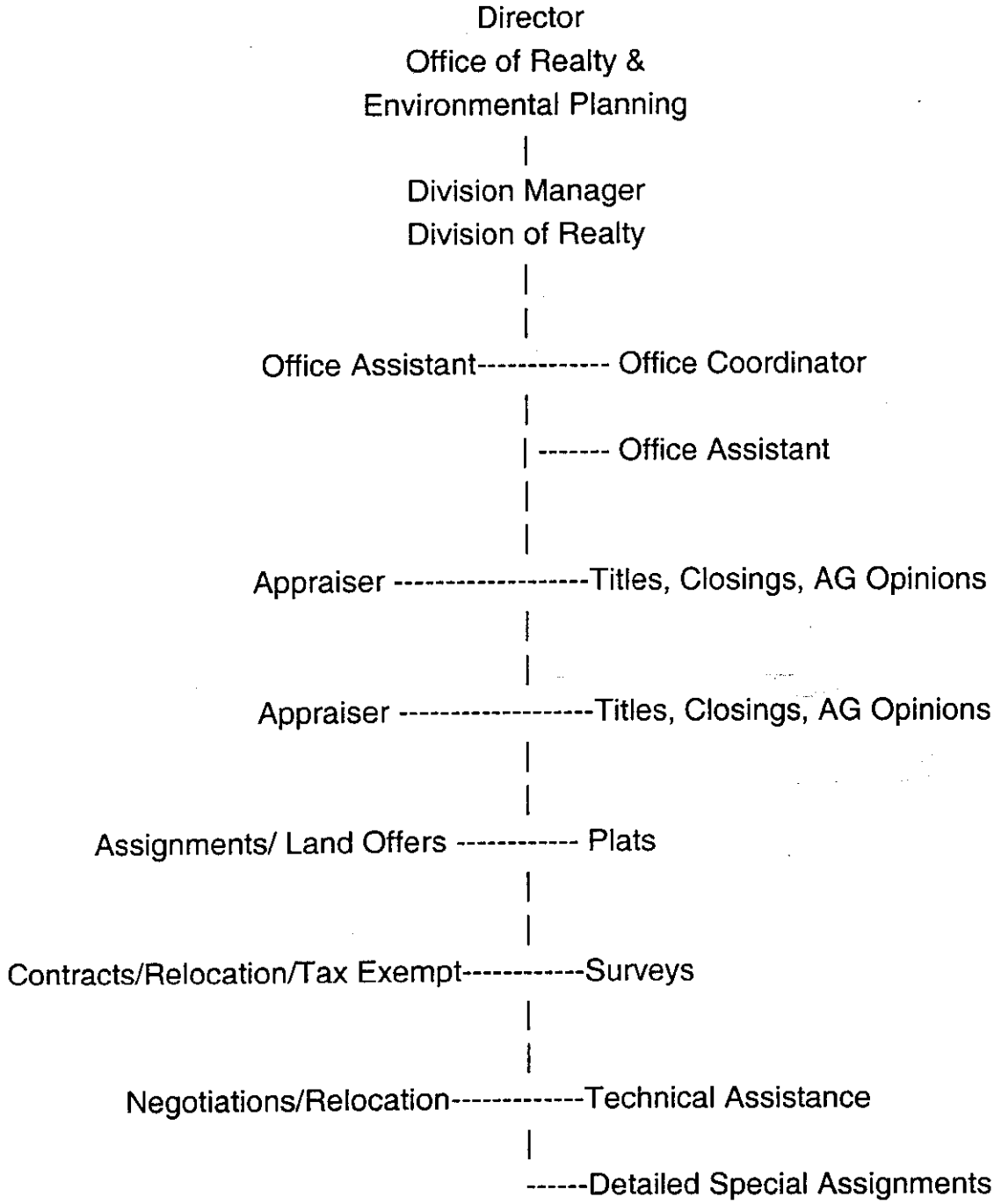
IV. Copies of Relocation Forms

V. Forest Legacy Application Guidelines

Appendix I

Illinois Department of Natural Resources

Division of Realty Organization Chart



(6-22-05) 15 HC FT

Appendix II
Flowchart of Land Acquisition Process
Illinois Department of Natural Resources-Division of Realty

Avg Time in Months
Parcel Funded
Release of Funds
|
|
|
|
Landowner
Advised of State's
Interest

1
Titles
Ordered
Received

2
Plats
Titles Reviewed
Plats Drawn
Copies Made
|
|
Land Survey
(If Needed)
3 Months

3
Appraisals
Ordered, Received
Reviewed & Certified
|
|
|
Relocation
(If Needed)
Review Appraisal &
Interview

1
Assignments
Negotiator Assigned &
Relocation Agent
Together Make Owner Contact
Offer Made, do IDOA Report &
Property Inspection Report

Impacts to Acquisition Process
* Loss of Staff in 2002=19 HC / 2005=15 HC (lost 4 negotiators hired 1 replacement)
* Budget Problems (lost 8 retirees hired 2 replacement LA's & 2 transfer staff)
* Outdated Titles/Appraisals
* Legislative Influence

Typical Time Requirement: Months

Fast Purchase-No Problems	4
Average Purchase	11
Difficult Non-Condemnation	15
Difficult Condemnation	30

Avg Time in Months: 2.5
Seller Decides to Sell
Or Not To Sell
|
If Not
|
|
(1-2 months)
Department Decides
Drop or Condemn ------ If ---------
|
|
|
Drop ---------- Add/Drop/Change Processed for Other Parcels

1
Signed OPTION
May Need Land Survey
Send to Atty General for
Opinion of Title

(6-24 months)
Condemnation ----------
Obtain SAAG
Director & Governor & AG
Signs Petition to Condemn

Judgement Order
Settlement Reached
Thru Jury Trial or
Compromise

2 wks
Warrant Requested
Accounting/CDB/Comptroller

1-2
Secured
Conduct Closing
Perform Relocation
Record Documents
File Tax Exemption
Archive Information
Notify Dept Staff & Public
Update Database & Reports

5-31-05 15 HC FT

Appendix III
Documents and Forms
Used by Division of Realty

Appendix III
Documents and Forms
Used by Division of Realty

Acquisition Documents & Forms

1. Title Commitment
2. Parcel Plat
3. Certification Form
4. Disclosure of Ownership or Beneficial Interest
5. Disclosure of Beneficial Interest - Corporation
6. Disclosure of Beneficial Interest in a Trust
7. List of Attorney General Documents for Title Opinion
8. Escrow Agreement
9. Escrow Settlement Statement
10. Memorandum to Title Findings
11. Letter Exercising Option
12. Corporate Special Warranty Deed
13. Quit Claim Deed
14. Warranty Deed
15. Trustee's Deed
16. Solicitation Form
17. Lease Termination Notice
18. Affidavit of Title
19. Affidavit of Use
20. Affidavit of Adverse Possession
21. Non Production Affidavit
22. Late Filing Affidavit
23. List of Documents to be Signed at Closing
24. Optional ALTA/ACSM Land Title Survey Specifications
25. State Archives Transmittal Letter for Secured Parcel Documents

Acquistion Reports

1. Regional Land Manager (RLM) Form
2. Land Form - Acquired
3. Land Form - Land Conveyed Out
4. Land & Water Report - Annual Site Acreage Summary

Appraisal Documents

1. Summary of Property Acquisition and Offer to Purchase Form
2. Improvement Disposition Values

Appendix III
Documents and Forms
Used by Division of Realty

Eminent Domain Documents

1. Final Offer Letter - 60 Day Notice to Condemn
2. Complaint for Condemnation
3. Letter to Governor to Approve Use of Eminent Domain
4. Final Judgement Order (award by Jury & Judge)
5. Receipt of Funds by County Treasurer
6. Order of Satisfaction - Vesting Title
7. Stipulated Settlement - Agreed Final Judgement Order (negotiated settlement)

Federal Reports & Documents

1. Notice of Use Restrictions Federal Funds (Fish & Wildlife Federal Grants)
2. Land & Water Conservation Fund (LWCF) Checklist + attachments
3. Land & Water Conservation Fund (LWCF) Billing File Documentation
4. USFWS- Procedures - Attachment 1 - Appraisals & Reviews
5. USFWS- Procedures - Attachment 2 - Land Acquisition Projects
6. USFWS- Procedures - Attachment 3 - Land Exchanges & Divestitures
7. USFWS- Procecures - Attachment 4 - Easements

Inspection Reports

1. Real Estate Inspection Report
2. Department of Agriculture Report

Internal Office Forms & Reports

1. Telephone Report
2. Programmatic Time Report - Bi-monthly

Negotiation Documents

1. Assignment for Negotiations Checklist
2. Negotiators Initial Contact Report
3. Option Contract
4. Real Estate Sales Contract
5. Procurement Business Case (PCB) Form

Tax Exemption Forms & Reports

1. Illinois Real Estate Transfer Declaration
2. Application for Property Tax Exemption
3. Annual Certificate of Status of Exempt Property

* see appendix IV for Relocation Forms & Documents

Acquisition Documents & Forms

DEPARTMENT OF
NATURAL RESOURCES
JAN 04 2005
OREP

Chicago Title Insurance Company

COMMITMENT FOR TITLE INSURANCE

CHICAGO TITLE INSURANCE COMPANY, a corporation of Missouri, herein called the Company, for a valuable consideration, hereby commits to issue its policy or policies of title insurance, as identified in Schedule A, in favor of the proposed Insured named in Schedule A, as owner or mortgagee of the estate or interest covered hereby in the land described or referred to in Schedule A, upon payment of the premiums and charges therefor; all subject to the provisions of Schedules A and B and to the Conditions and Stipulations hereof.

This Commitment shall be effective only when the identity of the proposed Insured and the amount of the policy or policies committed for have been inserted in Schedule A hereof by the Company, either at the time of the issuance of this Commitment or by subsequent endorsement.

This Commitment is preliminary to the issuance of such policy or policies of title insurance and all liability and obligations hereunder shall cease and terminate six months after the effective date hereof or when the policy or policies committed for shall issue, whichever first occurs, provided that the failure to issue such policy or policies is not the fault of the Company.

IN WITNESS WHEREOF, Chicago Title Insurance Company has caused this Commitment to be signed and sealed as of the effective date of Commitment shown in Schedule A, the Commitment to become valid when countersigned by an authorized signatory.

CHICAGO TITLE INSURANCE COMPANY

By: _____ President

ATTEST _____ Secretary

_____
Authorized Signatory

Swayne Hollow
The Nature Conservancy

440-09-1

COMMITMENT
CHICAGO TITLE INSURANCE COMPAN

SCHEDULE A

1 OFFICE FILE NUMBER	3 EFFECTIVE DATE	4 LOAN AMOUNT
)4-019		$0.00
2 COMMITMENT NUMBER		OWNERS AMOUNT
04-019	12/29/04	$1,000.00
	08 : 00 a .m.	

1. Policy or Policies to be issued:
   Loan Policy to be issued:
   Proposed Insured:

Owner's Policy to be issued: ALta-B
Proposed Insured:
Illinois Department of Natural Resources

2. The estate or interest in the land described or referred to in this Commitment and covered herein is Fee Simple and title thereto is at the effective date hereof vested in:

The Nature Conservancy, a non-profit corporation of the District of Columbia

3. The land referred to in this Commitment is described as follows:

The Northwest Quarter of the Southwest Quarter and the five (5) acres of the Southeast Quarter of the Southwest Quarter lying North of a certain creek in Section 27, in Township 7 South, Range 5 West of the Third Principal Meridian.

AND

The Northeast Quarter of the Southwest Quarter of Section 27, Township 7 South, Range 5 West of the Third Principal Meridian.

NORTH COUNTY TITLE, INC.
NAME OF AGENT

(618) 282-3996
PHONE NUMBER

106 WEST MARKET
POST OFFICE BOX 187
MAILING ADDRESS

RED BUD
CITY

IL
STATE

62278
ZIP

(08/98 DisplaySoft 25-WIN-1-IL-CMT)

File Number 04-019

Commitment Number 04-019

3. Real Estate Taxes
P.P.#04-029-002-50 & P.P.#04-029-002-00
The 2003 Real Estate Taxes are Exempt.
The 2004 and 2004 Real Estate Taxes are a lien on the property, but are not now due and payable.

4. NOTE: Exceptions relating to Rights of the Public, the State of Illinois and the Municipality in the land insured hereunder taken or used for roads and highways; and rights of way for drainage ditches, drain tiles, feeders, laterals and underground pipes, if any, are included in General Exceptions 1 and 3 hereinbefore shown and should be considered when dealing with this commitment (This note will not appear as and exception in the proposed title insurance policy).

5. We Should be furnished a certified copy of the Directors' Resolutions authorizing the conveyance or mortgage to be insured. Said Resolutions should evidence the authority of the persons executing the conveyance or mortgage. If they do not, a certified copy of the corporate by-laws also should be furnished.

6. Terms, provisions, easements and restrictions as contained in deed from Julius Swayne and Doris Swayne to the Nature Conservancy recorded in Book 292 on Page 761.

7. Rights of owners of land bordering on the creek referenced as a monument in the legal description of the land in respect to the water and use of the surface of said creek.

8. Consequences of the meandering of the creek referenced as a monument in the legal description of the land.

NORTH COUNTY TITLE, INC.
NAME OF AGENT

(618) 282-3996
PHONE NUMBER

106 WEST MARKET
POST OFFICE BOX 187
MAILING ADDRESS

RED BUD
CITY

IL
STATE

62278
ZIP

12/29/04

ICAGO TITLE INSURANCE COMPA
COMMITMENT FOR TITLE INSURANCE
SCHEDULE B (Signature Page)

File Number 04-019

Commitment Number 04-019

Countersigned

Authorized Signatory

NORTH COUNTY TITLE, INC.

NAME OF AGENT

(618) 282-3996

PHONE NUMBER

106 WEST MARKET
POST OFFICE BOX 187

MAILING ADDRESS

RED BUD

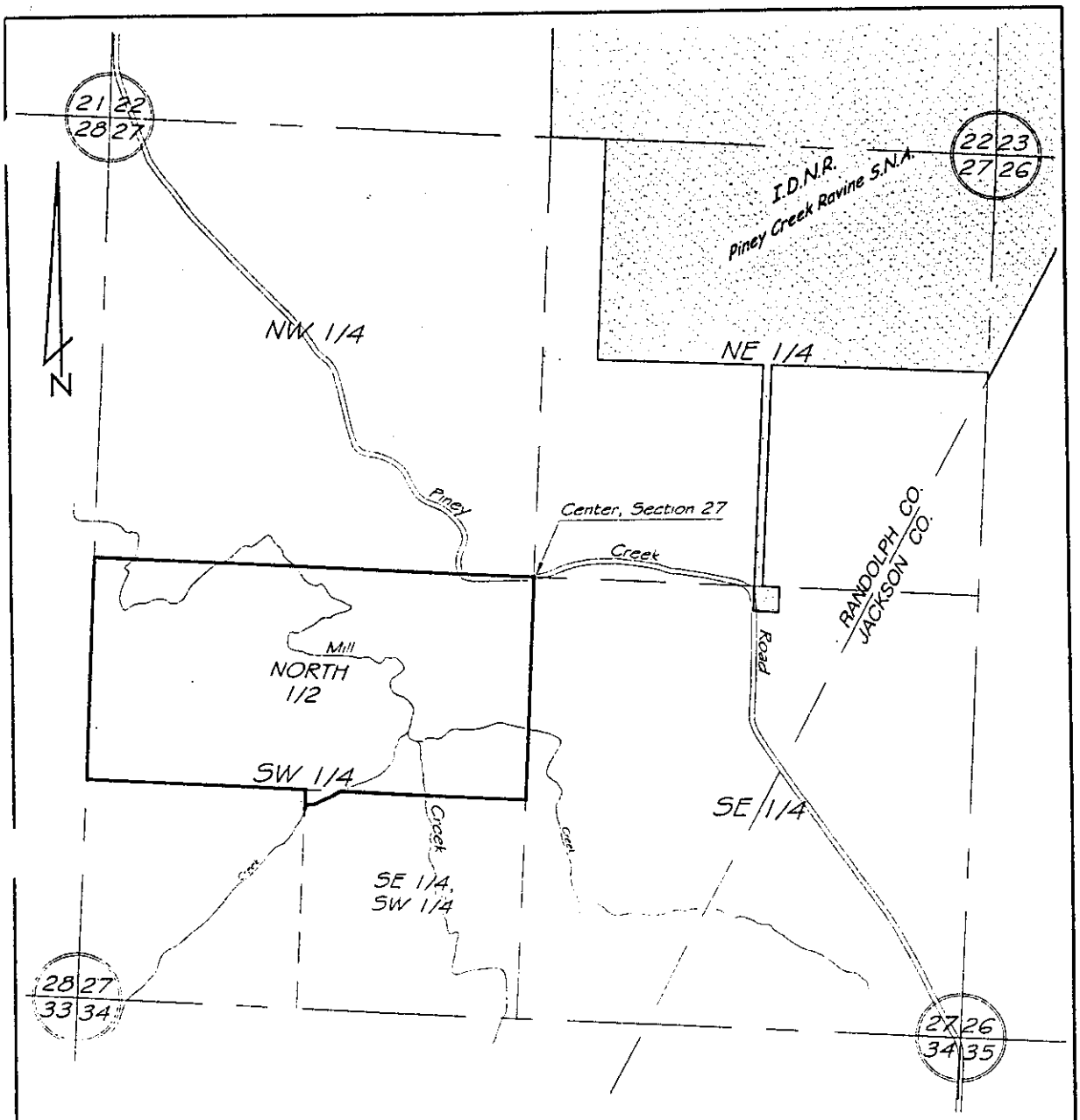
CITY

IL

STATE

62278

ZIP



DESCRIPTION ATTACHED

** ACREAGE NOTE
TNC Acreage : 89.0 Acres
Plat Book Acreage : 88.0 Acres
AutoCAD computed Acreage : 81.5 Acres

Township 7S Range 5W 3rd P.M.

PROJECT SWAYNE HOLLOW #440-09

COUNTY OF RANDOLPH

STATE of ILLINOIS DEPARTMENT of NATURAL RESOURCES

REVISED: 1-5-05, Per T.C., BLS
REVISED: 5-20-05, Desc., BLS

PARCEL: 1 CTIC NO. 04-019

GRANTOR: The Nature Conservancy

TOTAL AREA: 89.0 Ac.± **

AREA TO BE ACQUIRED: 89.0 Ac.±

SCALE: 1" = 800'

DATE: 12-17-04 BY: B.L.Sandidge

17

EXHIBIT B

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

CERTIFICATIONS

I. The Contractor certifies that it is not barred from being awarded a contract or subcontract under Section 50 of the Illinois Procurement Code (30 ILCS 500/50).

II. The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33-E3 or 33-E4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 720 ILCS 5/33E-4).

III. The Contractor certifies that it is not in default on an educational loan as provided in Public Act 85-827 (5 ILCS 385/1) (a partnership shall be considered barred if any partner is in default on an educational loan)

IV. The Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).

V. Under penalties of perjury, I certify that the name, taxpayer identification number, and legal status listed below are correct.

Name:____

Taxpayer Identification Number:
Social Security Account Number_
or
Federal Employer Identification Number___

(If you are an individual, enter your name and SSAN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN. For all other entities, enter the name of the entity as used to apply for the entity's FEIN and the FEIN.)

Legal Status (Check one):

□ Individual

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- ▫ Owner of Sole Proprietorship
- ▫ Partnership
- ▫ Tax-exempt hospital or extended care facility
- ▫ Corporation providing or billing medical and/or health care services
- ▫ Corporation NOT providing or billing medical and/or health care service
- ▫ Governmental Entity
- ▫ Nonresident alien individual
- ▫ Estate or legal trust
- ▫ Foreign corporation, partnership, estate, or trust
- ▫ Other:

VI. This certification is required by the Drug Free Workplace Act (30 ILCS 580/1) for contracts and grants effective January 1, 1992. The Drug Free Workplace Act requires that no grantee or Contractor shall receive a grant or be considered for the purposes of being awarded a contract from the State for the procurement of any property or services unless that the grantee or Contractor will provide a drug free workplace and that individuals must not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract or grant. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

CONTRACTOR/GRANTEE: For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of $5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

(1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.

(2) Specifying the actions that will be taken against employees for violations of such prohibition.

(3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the grantee's or contractor's policy of maintaining a drug free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs;

(4) the penalties that may be imposed upon employees for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

(d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program

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by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

INDIVIDUALS: If Contractor is an individual, or an individual doing business in the form of a sole proprietorship, the individual certifies that the individual will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. Contractor certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of more than $5,000.

VII. In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not unlawfully discriminate in employment, contracts, or any other activity.

Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the Public Works Employment Discrimination Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each. The equal employment opportunity clause of the Department of Human Rights' rules is specifically incorporated herein.

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The Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130) (ADA) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this contract, the undersigned contractor certifies that services, programs and activities provided under this contract are and will continue to be in compliance with the ADA.

VIII. Contractor certifies he/she has informed the director of the agency in writing if he/she was formerly employed by that agency and has received an early retirement incentive under Section 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 of the Illinois Pension Code. Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.

IX. RETENTION OF RECORDS: The Contractor or subcontractor shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State under the contract or subcontract. The books and records shall be maintained by the Contractor for a period of 3 years from the later of the date of final payment under the contract or completion of the contract and by the subcontractor for a period of 3 years from the later of the date of final payment under the subcontract or completion of the subcontract. However, the 3-year period shall be extended for the duration of any audit in progress at the time of that period's expiration. All books and records shall be available for review and audit by the Auditor General and the purchasing agency. The Contractor agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books and records required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which required books and records are not available. (30 ILCS 500/20-65).

X. SEXUAL HARASSMENT: Pursuant to 775 ILCS 5/2-105(A)(4), contractor shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Department upon request.

XI. For contracts exceeding $10,000, the Contractor certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

XII. Contractor shall notify the Department's Ethics Officer if Contractor solicits or intends to solicit for employment any of the Department's employees during any part of the procurement process or during the term of the contract.

XIII. WAGES OF LABORERS, MECHANICS AND OTHER WORKMEN: If applicable, the Contractor shall be required to observe and comply with provisions of the "Prevailing Wage Act," 820 ILCS 130/1 *et. seq.*, which applies to the wages of laborers, mechanics and other workers employed in any public works.

XIV. The Contractor or bidder certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if he knows or should know that he, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if he, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The Contractor further acknowledges that the contracting State agency may declare the contract null and void if this certification is false or if the Contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

XV. The Contractor certifies in accordance with Public Act 93-0307 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

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XVI. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 that no officer, director, partner or managerial agent of the contracting business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, 815 ILCS 5/1 *et seq.*, for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.

XVII. The Contractor certifies this agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (PA 93-0552).

XVIII. The Contractor certifies in accordance with 30 ILCS 500/50-12 that the bidder or contractor is not barred from being awarded a contract under this Section. The Contractor acknowledges that the contracting agency may declare the contract void if this certification is false.

XIX. APPROPRIATION CLAUSE: The Department's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such obligation. The Department shall give contractor notice of such termination for funding as soon as practicable after Department becomes aware of the failure of funding. Contractor's obligation to perform shall cease upon notice by Department of lack of appropriated funds.

The undersigned acknowledges and agrees that each of the certifications or amendments shall be incorporated into and made a part of the invitation for bids, request for proposals, agreement, contract, amendment, renewal or other similar document to which these certifications are attached.

CONTRACTOR:

BY:

TITLE:

DHR Public Contract Number*:_____

Approved by DNR Legal Counsel June 2003
as revised by Comptroller Accounting Bulletin 116 in January 2004
(*) Department of Human Rights Public Contract Number.
Each Contractor having 15 or more employees must have a current Public Contract number or have proof of having submitted a completed application for one. Application forms may be obtained by contacting the Department of Human Rights, Public Contracts Section, 100 W. Randolph, 10th Floor, Chicago, Illinois 60601 or calling 312/814-2431 (TDD 312/263-1579). In the space provided, show your Public Contract Number or, if not available, the date a completed application for the number was submitted to the Department of Human Rights. Contractors with less than 15 employees may indicate "not applicable".

EXHIBIT C
W-9 FORM

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EXHIBIT D

DISCLOSURE OF OWNERSHIP OR BENEFICIAL INTEREST

STATE OF ILLINOIS)
)
COUNTY OF_____)

_____, being first duly sworn on oath, deposes and states he/she is an owner of the property described in Exhibit A; that he/she has knowledge of the facts herein; and that the owners or other beneficiaries having an interest in the property are:

NAME ADDRESS	NATURE OF INTEREST
1.	
2.	
3.	
4.	
5.	

Further affiant sayeth not.

Subscribed and sworn to
this __ day of _____, 20__.

_____ **SEAL**
NOTARY PUBLIC

My commission expires _____, 20__.

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EXHIBIT D

DISCLOSURE OF OWNERSHIP OR BENEFICIAL INTEREST FORM

STATE OF ILLINOIS)
)
COUNTY OF _____)

_____, being first duly sworn on oath, states that he/she is (an officer) (managing agent) of_____, an owner of the land, or an entity otherwise interested in the land, described in Exhibit A; that he/she has knowledge of the facts herein; and that the (owners or beneficiaries of the property) or (corporate shareholders entitled to receive more than 7.5% of the total distributable income of the corporation) are as follows:

NAME	ADDRESS	NATURE OF INTEREST
1.		
2.		
3.		
4.		

(Or, use when appropriate)

That the stock of the corporation is publicly traded and there is no readily known individual having greater than 7.5% interest in the total distributable income of the corporation.

Further affiant sayeth not.

By: _____

Title:

Subscribed and sworn to me this __ Day of _____, 20__.

_____ **SEAL**

Notary Public

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My commission expires _____, 20__.

EXHIBIT D

DISCLOSURE OF BENEFICIAL INTEREST IN A TRUST

STATE OF ILLINOIS)
)
COUNTY OF _____)

TRUST _____
_____
_____

_____, being first duly sworn on oath, deposes and states that he (she) is (Trustee) (Managing Agent) (Trust Officer) of the above captioned Trust; that he (she) has knowledge of the facts herein; and that the beneficiaries of said Trust are as follows:

	NAME	ADDRESS	NATURE OF INTEREST
1.			
2.			
3.			
4.			
5.			

Further affiant sayeth not.

_____

Subscribed and sworn to me this __ Day of _____, 20__.

_____ **SEAL**

Notary Public

My commission expires _____, 20__.

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EXHIBIT F

ATTORNEY GENERAL DOCUMENTS

Documents Required prior to sending to the Attorney General for an Opinion

1. Executed Contract
2. Executed Disclosure of Ownership Form
3. Title Commitment
4. Deed form (prepared by IDNR)
5. Affidavit (prepared by IDNR)
6. Partnership Agreement (if applicable)
7. Power of Attorney (if applicable)

Corporation

Documents Required prior to sending to the Attorney General if a Corporation

1. Executed Contract
2. Executed Disclosure of Ownership Form
3. Title Commitment
4. Articles of Incorporation or Certificate of Authority
5. Certificate of Good Standing
6. Certified Resolutions
7. Deed form (prepared by IDNR)
8. Affidavit (prepared by IDNR)

Trust

Documents required prior to sending to the Attorney General if held in Trust

1. Executed Contract
2. Executed Disclosure of Ownership Form

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3. Title Commitment

4. Trust Agreement

5. Deed form (prepared by IDNR)

6. Affidavit (prepared by IDNR)

Any other documents as required by Schedule B of the title commitment.

ESCROW AGREEMENT

ESCROW NO.: **COMMITMENT NO.:**

DATE: **PARCEL NO.:**

TO:

AS ESCROWEE

_____ as SELLER(S) (or on behalf of SELLER(S) herewith deposit(s) a _____ Deed in favor of the State of Illinois, Department of Natural Resources, as PURCHASER, which deed conveys the following described real estate, to-wit:

DEPARTMENT OF NATURAL RESOURCES, as PURCHASER, (herewith deposits) (will hereafter deposit) the following:

(1) State Warrant No._____ dated _____ for $_____ payable to

(2) Escrow Settlement Statement.

(3) Real Estate Transfer Declaration.

When you are prepared to issue your Owners Title Insurance Policy, subject to the usual terms, conditions, exceptions and stipulations contained therein for $_____ insuring the title of PURCHASER, and when you have been advised by counsel or other authorized agent of PURCHASER that merchantable title is vested in SELLER(S), you are directed to proceed as follows:

(1) Perform customary 24 hour search on the subject property and if clear and no new judgments, liens, encumbrances or claims thereof appear of record, thereafter proceed to close.

(2) Prepare Escrow Settlement Statement, which constitutes an integral part of this Escrow Agreement.

(3) Issue your check(s) to pay amounts necessary to satisfy ascertainable and outstanding liens, mortgages or other encumbrances as shown on Settlement Statement, and noted as objections to title on the above noted Commitment for Title Insurance, provided that the needed satisfactions, releases, pay-off letters or other sufficient evidence of payment and release have been deposited with you.

(4) File and/or record satisfactions or releases deposited with you under Direction No. 3 above and disburse such funds as are necessary to pay applicable filing or recording fees, which fees you are directed to pay.

(5) Pro-rate and retain sufficient sum to cover __ real estate taxes chargeable to SELLER(S). This retained sum is to be held by you subject to directions of PURCHASER.
NOTE: (a) Prorations to be computed and shown on Settlement Statement on basis of preceding years paid taxes plus overage

allowance (20%).

(b) Proration to be from first day of current year to date of closing.

(6) Retain sufficient sum to cover ___ real estate taxes.

NOTE: If amount of current taxes to become due is unknown at time of closing, retained sum is to be computed on basis of preceding years paid taxes plus overage allowance (20%).

NOTE: This direction is to be disregarded in the event that the real estate taxes currently due have already been or will prior to closing of this escrow be paid by SELLER(S), provided that Chicago Title and Trust Company either has or is prepared to waive the applicable tax objection from the above Commitment for Title Insurance, and further provided that paid current tax bills have been deposited by SELLER(S).

(7) Have SELLER(S) execute the Escrow Settlement Statement.

(8) Pay Balance Due Sellers as shown on Escrow Settlement Statement to SELLER(S).

(9) Record the Warranty Deed deposited by SELLER(S) and issue Owners Title Insurance Policy.

(10) Following recordation, the Warranty Deed, together with the original signed copy of Escrow Settlement Statement, and other applicable deposits are to be forwarded to Department of Natural Resources, Division of Realty.

Billing Instructions to Escrowee:

Escrow charges and deed recording fee are to be billed to Department of Natural Resources.

DATED this ___ day of _____, _____.

SELLER(S): _____

_____

PURCHASER:

State of Illinois,
Department of Natural Resources

By: _____
Tom Flattery, Director
Office of Realty & Environmental
Planning

ESCROWEE:

(fill in)

By: _____

Tom Flattery, Director, Office of Realty & Environmental Planning

Raetta Laningham

March 7, 2000

Iroquois County C.A.
Kankakee County, Illinois
Parcel No. 148-57
Seller(s) Wealtha M. Lindsey

Commit. No.	78716	Escrow No.	78716
Effective Date:	February 16, 2000	Kankakee County Title & Trust Company	

I have examined the above-noted commitment for title insurance. With regard to the objections noted therein, please be advised as follows:

(1) The following objections are acceptable from a title standpoint:

Exception No. 5

(2) The following objections will be waived at or prior to closing:

Exception No. 4, Exception No. 6

(3) Comments:

Exception No. 3 Taxes for the years 1999 and 2000 not yet due and payable.

NOTE: Sufficient sums will be withheld from the proceeds to pay the 1999 taxes, 2000 taxes will be prorated to the date of closing.

ESCROW CLOSING &
SETTLEMENT STATEMENT

Page 2

I hereby certify that the State of Illinois, Department of Natural Resources, has acquired merchantable title to the interests of the sellers of the premises involved, as such title is disclosed by the aforementioned title Commitment, including date down endorsements, if any.

Dated _____, 19___ Signed_____
Special Asst. Atty. General
*

ADDENDUM TO SETTLEMENT STATEMENT

Should the amount withheld for payment of the 199* taxes and the 199* taxes prorated to the date of closing, as indicated on the Settlement Statement, be in excess of the actual amount due and payable when tax assessments are available, any excess amount is to be returned to the titleholder(s) (seller(s)).

Likewise, should the amount withheld for such taxes be insufficient to pay all taxes which may be due and payable to the date of the State's acquisition, then the Seller(s) agree to make payment of any additional taxes which may be due, on or before such taxes become delinquent.

Dated _____, 199__.

*_____

*_____

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
ESCROW SETTLEMENT STATEMENT

ESCROW NO.* **TITLE COMMITMENT NO.***
PARCEL NO.* **CLOSING DATE***
SELLER(S) * **STATE WARRANT NO.***
WARRANT AMOUNT *

CREDITS TO SELLERS(S):	**PURCHASER'S CREDITS**	**SELLER(S) CREDITS**
Purchase Price		
(a) Land *_____		
(b) Improvements *_____		
Total Purchase Price (Credits) Due Seller(s):		_____
LESS CREDITS TO PURCHASER:		
(1) Taxes for the year *_____	*_____	
(2) Prorated taxes for the year *_____	*_____	
(3) Mortgage balance due *_____ to *_____ Mortgagee under Mortgage Document No. *_____ shown at Objection No. *_____.	*_____	
(4) Recording and filing fees (specify)*_____ (**To be billed to the State of IL.)		
(5) Other	*_____	
Total Credits due Purchaser:	*_____	
Net balance due seller(s) to close:		_____

NOTE TO SELLER(S)

Purchaser's credits have been deducted from gross purchase price due Seller(s). These purchaser credits will either be disbursed or retained by Escrowee in accordance with the provisions of the separate Escrow Agreement entered into by and between Seller(s) and Purchaser, wherein this Escrow Settlement Statement (Closing Statement) constitutes an integral part thereof.

SELLER(S) CERTIFICATION

(I) (We), the undersigned, as Seller(s) hereby accept and approve the foregoing Escrow Settlement Statement and acknowledge receipt of the sum of *_____ by check drawn by * , Escrowee, which represents and constitutes full payment of the net balance due Seller(s) under sale of property to the State of Illinois, Department of Natural Resources, legally described on the Warranty Deed herewith delivered to Purchaser.

Dated this ____ day of _____, 19___ A.D.

SELLER(S): _____

_____

TO ESCROWEE:

Please complete the following:
(1) Date of closing: _____
(2) Date Deed sent for recording: _____
(3) Date Title Policy requested: _____

By: _____

Escrow Officer

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

*

*
*
*

Re: *
*
*
Parcel No. *

Dear *:

This letter is to inform you that the Illinois Department of Natural Resources does hereby exercise the terms of the OPTION dated *, for the purchase of the property described as follows:

*

The purchase price for said real estate will be $* payable in full at time of closing less the amount withheld for the payment of taxes, outstanding mortgages and financing statements.

The proposed closing documents and title commitment covering this property have been submitted to the Attorney General, and a satisfactory opinion of title has been received. The State Warrant is being requested, and upon receipt thereof, you will be advised further in regard to the closing.

To facilitate this closing an escrow has been established with *, *, * , *, as Escrowee, Escrow No. *.

Sincerely,

Tom Flattery, Director
Office of Realty & Environmental Planning

TF:RL

CORPORATE SPECIAL WARRANTY DEED

THIS INDENTURE made this _____ day of _____ 2003, by the **PEABODY COAL COMPANY,** a Corporation, organized and existing under and by virtue of the laws of the State of Delaware and duly authorized to do business under the laws of the State of Illinois, Party of the First Part, and the PEOPLE OF THE STATE OF ILLINOIS, Department of Natural Resources, of the City of Springfield, County of Sangamon, and State of Illinois, Party of the Second Part;

WITNESSETH, that the said Party of the First Part, in consideration of the sum of _____ ($_____) Dollars, in hand paid by the party of the second part, the receipt whereof is hereby acknowledged doth hereby GRANT, CONVEY and WARRANT unto the said Party of the Second Part the following described real estate located in Randolph County, Illinois, to-wit:

TRACT 1:

Part of the West Half of Northeast Quarter of Section 14, Part of the Northwest Quarter of Section 14, Part of Section 15 and Part of Section 16 all in Township 4 South, Range 6 West of the Third Principal Meridian, Randolph County, Illinois.

Beginning at an old iron pin at the Northwest corner of Section 14, Township 4 South, Range 6 West of the Third Principal Meridian, Randolph County, Illinois; thence easterly along the North line of said Section 14, 4051.42 feet to an iron pin at the northeast corner of the West Half of the Northeast Quarter of said Section 14; thence southerly, with a deflection angle of 89°26'36", along the East Line of said West Half of the Northeast Quarter, 2590.32 feet to an iron pin; thence westerly with a deflection angle

of 96°03'00", 459.00 feet to an iron pin; thence northwesterly with a deflection angle of 08°44'03", 1023.16 feet to an old roof bolt; thence westerly with a deflection angle of 12°09'07", 2053.08 feet to an old roof bolt; thence northwesterly with a deflection angle of 04°04'48", 1825.31 feet to an old roof bolt; thence southwesterly with a deflection angle of 27°59'45", 3717.54 feet to an old roof bolt; thence continuing southwesterly with a deflection angle of 16°52'49" to the left, 644.16 feet to an old roof bolt; thence continuing southwesterly with a deflection angle of 01°49'48" to the right, 392.20 feet to an old roof bolt; thence continuing southwesterly with a deflection angle of 08°45'04" to the right, 203.16 feet to an old roof bolt; thence continuing southwesterly with a deflection angle of 10°18'48" to the right, 396.94 feet to an old roof bolt; thence continuing southwesterly with a deflection angle of 04°30'45" to the right, 1029.14 feet to an old roof bolt; thence westerly with a deflection angle of 08°21'30", 495.34 feet to an old roof bolt; thence southwesterly with a deflection angle of 35°42'18", 107.99 feet to an old iron pin; thence westerly with a deflection angle of 37°11'09", 618.62 feet to an old iron pin; thence continuing westerly with a deflection angle of 02°00'33" to the right, 373.00 feet to an old iron pin; thence continuing westerly with a deflection angle of 02°48'39" to the right, 224.00 feet to an old iron pin; thence continuing westerly with a deflection angle of 03°41'14" to the right, 239.00 feet to an old iron pin; thence continuing westerly with a deflection angle of 02°08'48" to the left, 193.00 feet to an old iron pin; thence southwesterly with a deflection angle of 14°06'16", 434.00 feet to an old iron pin; thence continuing southwesterly with a deflection angle of 01°04'34" to the right, 82.59 feet to an iron pin; thence northerly with a deflection angle of 100°20'48", 684.63 feet to an iron pin; thence continuing northerly with a deflection angle of 06°05'58" to the right, 143.36 feet; thence continuing northerly with a deflection angle of 06°14'17" to the left, 1027.44 feet to an iron pin at a point of curvature; thence continuing northerly along a curve to the right, having a radius of 3335.00 feet, an arc distance of 248.73 feet to an iron pin at a point of compound curvature; thence northeasterly along a curve to the right, having a radius of 885.00 feet, an arc distance of 653.54 feet to an iron pin at a point of tangency; thence continuing northeasterly, along said tangent, 1524.98 feet to an iron pin at a point of curvature; thence continuing northeasterly along a curve to the left, having a radius of 974.00 feet, an arc distance of 271.96 feet to an iron pin at a point of compound curvature; thence northeasterly and northerly along a curve to the left, having a radius of 324.00, an arc distance of 176.60 feet to an iron pin at a point of tangency; thence continuing northerly, along said tangent, 696.29 feet to an iron pin; thence easterly with a deflection angle of 91°08'04", 8171.71 feet to the point of beginning, containing 952.800 acres more or less and subject to all public roads.

Part of the Northwest Quarter of Section 13, Part of the Northwest Quarter of the Southwest Quarter of Section 13, Part of the East Half of Section 14, Part of the Southeast Quarter of the Northwest Quarter of Section 14, Part of the Northeast Quarter of the Southwest Quarter of Section 14 and the West Half of the Northeast Quarter of Section 23 all in Township 4 South, Range 6 West of the Third Principal Meridian, Randolph County, Illinois.

TRACT 2:

Beginning at an old iron pin at the Northeast corner of the Northwest Quarter of Section 13, Township 4 South, Range 6 West of the Third Principal Meridian, Randolph County, Illinois; thence westerly along the Northerly line of said Section 13, 2710.23 feet, to an iron pin at the Northwest corner of said Section 13; thence continuing westerly, with a deflection angle of 00°32'47" to the right, along the Northerly line of Section 14, in said Township 4 South, Range 6 West, 1350.47 feet to an iron pin at the Northwest corner of the East Half of the Northeast Quarter of said Section 14; thence southerly with a deflection angle of 90°33'24", along the westerly line of said East Half of the Northeast Quarter, 2590.32 feet to an iron pin; thence easterly with a deflection angle of 85°00'22", 414.58 feet to an iron pin; thence continuing easterly with a deflection angle of 06°52'00" to the left, 431.00 feet to an iron pin; thence continuing easterly with a deflection angle of 03°33'45" to the right, 340.00 feet to an iron pin; thence southeasterly with a deflection angle of 17°29'14", 90.00 feet to an iron pin; thence continuing southeasterly with a deflection angle of 16°11'51" to the right, 77.00 feet to an iron pin; thence northeasterly with a deflection angle of 65°02'36", 42.00 feet to an iron pin; thence northerly with a deflection angle of 56°01'16", 236.00 feet to an iron pin; thence northwesterly with a deflection angle of 20°13'35", 65.00 feet to an iron pin; thence continuing northwesterly with a deflection angle of 21°40'59" to the left, 107.00 feet to an iron pin; thence continuing northwesterly with a deflection angle of 21°32'23" to the left, 123.00 feet to an iron pin; thence northeasterly with a deflection angle of 102°09'42", 107.00 feet to an iron pin; thence northerly with a deflection angle of 33°05'32", 145.000 feet to an iron pin; thence easterly with a deflection angle of 75°35'12", 491.00 feet to an iron pin; thence continuing easterly with a deflection angle of 07°32'32" to the right, 695.00 feet to an iron pin; thence continuing easterly with a deflection angle of 05°27'14" to the left, 617.00 feet to an iron pin; thence northeasterly with a deflection angle of 08°18'34", 249.00 feet to an iron pin; thence continuing northeasterly with a deflection angle of 11°02'31" to the left, 194.00 feet to an iron pin; thence continuing northeasterly with a deflection angle of 22°40'44" to the left, 175.00 feet to an iron pin; thence continuing northeasterly with a deflection angle of 28°52'32" to the left, 1402.00 feet to an iron pin; thence northerly with a deflection angle of 14°46'04", 385.00 feet to the point of beginning, containing 193.478 acres more or less and subject to a public road over the northerly portion thereof.

This deed is made, executed and delivered in pursuance of a resolution duly adopted at a meeting of the Board of Trustees of said corporation held on the _____ day of _____, 2003.

IN WITNESS WHEREOF, said grantor has caused its corporate seal to be hereto affixed, and has caused its name to be signed to these presents by _____, _____ and _____

, _____, this _____ day of _____, 2003.

(Corporate Seal)

Peabody Coal Company, a Corporation, organized and existing under and by virtue of the laws of the State of Delaware and duly authorized to do business under the laws of the State of Illinois.

By _____

Title:_____

Attest:

By:_____
Title:_____

"Exempt under Section 31-45 (b)(1) of the Real Estate Transfer Tax Law."

_____ _____

Date Buyer, Seller, or Representative

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County and State aforesaid, **DO HEREBY CERTIFY** that _____, personally known to me to be the _____, of Peabody Coal Company, a Corporation, organized and existing under and by virtue of the laws of the State of Delaware and duly authorized to do business under the laws of the State of Illinois and _____, personally known to me to be the _____, of said corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument appeared before me this day in person and acknowledged

that they signed, sealed and delivered the said instrument as _____ and _____ of said corporation, and caused the corporate seal of said corporation to be affixed thereto pursuant to authority given by the Board of Trustees of said corporation as their free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, 2003.
(Notarial Seal)

Notary Public

My Commission expires _____ 20____.

This instrument prepared by:

Illinois Department of Natural Resources
Office of Realty & Environmental Planning
One Natural Resources Way
Springfield, IL 62702-1271

MAIL TO:

QUIT CLAIM DEED

THIS INDENTURE WITNESSETH, that the Grantor, Arthur R. Janke of Marseilles in the County of LsSalle, State of Illinois, for and in consideration of Eighteen Thousand and 00/100 Dollars ($18,000.00), CONVEYS AND QUIT CLAIMS to the People of the State of Illinois, Department of Natural Resources, and the city of Springfield, in the County of Sangamon, State of Illinois, all their existing legal or equitable rights in the premises described herein, and shall extend to any after acquired title, in and to the following described real estate, to-wit:

A strip of Illinois and Michigan Canal land on the left bank of the Canal in Section 13, Township 33 North, Range 4 East of the third Principal Meridian, all being located in the City of Marseilles, LaSalle County, State of Illinois, and being more fully described as follows:

From a point of beginning, said point being in the Left 90' Reserve Line, eighty-five (85) feet southwesterly of, and directly opposite Canal Base Line Station 3978+40, said Station being one thousand seventy (1,073) feet northwesterly of, as measured along the Canal Base Line, from its intersection with the centerline of Main Street, City of Marseilles, at Station 3965+67; thence northwesterly, in the Left 90' Reserve Line, a distance of ninety (90) feet; thence southeasterly, in a line parallel to and ninety (90) feet northeasterly of the Left 90' Reserve Line, a distance of one hundred (100) feet; thence southwesterly, and at right angles to the last described line, a distance of ninety (90) feet, to the point of beginning.

Said property is commonly known as 301 Commercial St.,

Marseilles, Illinois.

All of the above described property being situated in the County of LaSalle, in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Law of the State of Illinois.

It being the intention of the Grantor here to convey, grant, bargain, sell and quit-claim all his right, title and interest in the above described premises, including his interest as Lessee under that certain unrecorded lease, Lease No. 5215, dated August 23, 1997 for a term of 2 years, beginning on the 1st day of September, 1997 made by and between the State of Illinois, Department of Natural Resources, Lessor, and Arthur R. Janke, Lessee; and all his interest in and to any improvements situated on said premises.

This properlty is not a homestead.

WITNESS the hand and seal of the said grantor, this _____ day of _____, 2000.

_____(SEAL)
Arthur R. Janke

"Exempt under provision of Paragraph B, Section 4, Real Estate Transfer Tax Act."

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

_____ _____
Date Buyer, Seller, or Representative

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, do hereby certify that Arthur R. Janke personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal, this _____ day of _____, 2000.

(Notarial Seal)

_____
Notary Public

This instrument prepared by:
Return to: Illinois Department of Natural Resources

Division of Realty
524 South Second Street
Springfield, IL 62701-1787

WARRANTY DEED

THIS INDENTURE WITNESSETH, That the GRANTORS, * and *, husband and wife, of the City of *, in the County of *, and State of Illinois, for and in consideration of *Thousand, *Hundred and No/* Dollars ($*), in hand paid, **CONVEY and WARRANT** to the People of the State of Illinois, Department of Natural Resources, of the City of Springfield, County of Sangamon, and State of Illinois, the following described real estate, to-wit:

*

All situated in the County * and State of Illinois.

Hereby releasing and waiving all right under and by virtue of the Homestead Exemption Laws of the this state.

Dated this _____ day of _____, 2003.

_____
*

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County and State aforesaid, **DO HEREBY CERTIFY** that * and *, husband and wife, personally known to me to be the same persons whose names are subscribed to the foregoing instrument appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as her free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the rights of homestead.

Given under my hand and notarial seal this ____ day of _____, 2003.

(Notarial Seal)

Notary Public

"Exempt under Section 31-45 (b)(1) of the Real Estate Transfer Tax Law."

_____ _____
Date **Buyer, Seller, or Representative**

This instrument prepared by:

MAIL TO:

Illinois Department of Natural Resources
Office of Realty & Environmental Planning
One Natural Resources Way
Springfield, IL 62702-1271

TRUSTEE'S DEED

THIS INDENTURE, made this _____ day of _____ A.D. 2000, between Dominic Sarni, as Trustee under the provisions of the Dominic Sarni Revocable Trust, dated June 28, 1995, and Hildegarde Sarni, as Trustee under the provisions of the Hildegarde Sarni Revocable Trust, dated June 28, 1995, parties of the first part, and the People of the State of Illinois, Department of Natural Resources of the City of Springfield, County of Sangamon, State of Illinois, party of the second part.

WITNESSETH, that said party of the first part, in consideration of the sum of Twenty Thousand and 00/100 Dollars ($20,000.00) in hand paid, does hereby **CONVEY** and **QUIT CLAIM** unto said party of the second part all the existing legal or equitable rights of the Grantor in the premises described herein, and shall extend to any after acquired title in and to the following described real estate, to-wit:

Lots 61 and 62 in Griswold Lake Hills Unit No.2, being a subdivision of the South 1206 feet of the West Half of the Southeast Quarter of Section 8, and also part of the West Half of the Northeast Quarter and part of the East Half of the Northwest Quarter of Section 17, all in Township 44 North, Range 9 East of the Third Principal Meridian, according to the plat thereof recorded May 26, 1943 as document No. 169838, in Book 7 of Plats, page 80, in McHenry County, Illinois.

Situated in McHenry County, Illinois, together with the tenements and appurtenances thereto belonging.

TO HAVE AND TO HOLD the same unto said party of the second part, and to the proper use, benefit and behoof forever of said party of the second part.

This Deed is executed pursuant to and in the exercise of the power and authority granted to and vested in said Trustee in pursuance of the Trust Agreement above mentioned.

STATE OF ILLINOIS)
) SS. **AFFIDAVIT**
COUNTY OF ____)

*, being first duly sworn upon oath, states as follows:

1. That he has personal knowledge of the facts averred herein.

2. There are no persons other than the grantor(s) (and immediate family) in possession of any portion of the premises described as follows:

*

He further states that there are no current outstanding leases on any part of the above premises, except as follows (IF NONE, SO STATE):

3. This affidavit is made for the purpose of inducing the State of Illinois to accept a deed of conveyance of the premises hereinabove described from the record owner thereof.

4. The affiant has no knowledge of any unrecorded easement over, under, upon or across the above described premises.

5. There are no encroachments, overlaps, or boundary line disputes involving the aforesaid premises to the knowledge of the undersigned.

6. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises hereinabove described.

7. There are no taxes or special assessments which are not shown as existing liens by the public records involving the aforesaid premises.

8. That no material, new or additional, improvements have been made to or constructed upon the above premises within the past three years except as follows (IF NONE, SO STATE):

9. That said premises are vacant and unimproved. (Or, in the alternative, if the premises are improved, the foregoing Item 9 should be omitted, and Items 10, 11, and 12 below should be added as additional averments).

10. There have been no improvements made or contracted for on the premises within four (4) months immediately preceding the date of the affidavit, out of which a claim for Mechanics' Lien could accrue or has accrued.

11. All improvements now on the premises involved comply with all local building and zoning ordinances.

12. The premises involved have not been used or occupied for any purpose which would subject the property to the provisions of the Illinois statute commonly known as the Dram Shop Act.

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, _____.

(Notarial Seal)

_____

Notary Public

STATE OF ILLINOIS)
) SS. **AFFIDAVIT OF USE**
COUNTY OF ____)

Tom Flattery, Director of Realty & Environmental Planning, Illinois Department of Natural Resources, being first duly sworn upon oath, states as follows:

1. That he has personal knowledge of the facts averred herein.

2. There are no persons other than the Illinois Department of Natural Resources, State of Illinois in possession of any portion of the premises described as follows:

Tract 1: The East Half of the Southeast Quarter of the Northeast Quarter of the Southwest Quarter of Section 12, Township 29 North, Range 11 West of the Second Principal Meridian, in Kankakee County, Illinois.

Tract 2: The West Half of the Southwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 12, Township 29 North, Range 11 West of the Second Principal Meridian, in Kankakee County, Illinois.

Tract 3, The West Half of the Northwest Quarter of the Southwest Quarter of the Southeast Quarter of Section 12, Township 29 North, Range 11 West of the Second Principal Meridian, in Kankakee County, Illinois.

Tract 4: The West Half of the Northeast Quarter of the Southwest Quarter of the Southeast Quarter of Section 12, Township 29 North, Range 11 West of the Second Principal Meridian, in Kankakee County, Illinois

All situated in the County of Kankakee and State of Illinois.

He further states that the purpose of this property is to help better manage the Iroquois County Conservation Area and to allow for better physical access to property owned by Illinois Department of Natural Resources, State of Illinois.

_____
Tom Flattery, Director

Dominic Sarni, as Trustee under the provisions of the Dominic Sarni Revocable Trust, dated June 28, 1995

Hildegarde Sarni, as Trustee under the provisions of the Hildegarde Sarni Revocable Trust, dated June 28, 1995

STATE OF ILLINOIS)
) SS.
COUNTY OF)

I, a Notary Public, in and for said County aforesaid do hereby Certify that Dominic Sarni, as Trustee under the provisions of the Dominic Sarni Revocable Trust, dated June 28, 1995, and Hildegarde Sarni, as Trustee under the provisions of the Hildegarde Sarni Revocable Trust, dated June 28, 1995 and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as her free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this ____ day of _____, 2003.

(Notarial Seal)

Notary Public

This instrument prepared by:
Mail to: Illinois Department of Natural Resources, Division of Realty
One Natural Resources Way
Springfield, Illinois 62702-1271

"Exempt under Section 31-45 (b)(1) of the Real Estate Transfer Tax Law."

Date

Buyer, Seller, or Representative

SOLICITATION

_____

Escrow No.

You are required by law to provide _____ with your correct taxpayer identification number. If you do not provide _____ with your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law.

Please provide your name, address and tax identification number in the spaces provided below.

Name _____

Address _____

_____

Tax Identification Number _____

CERTIFICATION

Under penalties of perjury, I certify that the number shown on this statement is my correct taxpayer identification number.

_____

Agreement No.: 5215
Site Name: I & M Canal Bike Trail
Location Code: 50-3021-2

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

LEASE TERMINATION NOTICE

THIS MUTUAL LEASE TERMINATION is made this ____ day of _____, 19___, by and between Arthur R. Janke, as "LESSEE" and the ILLINOIS DEPARTMENT OF NATURAL RESOURCES as leased property owner.

LESSEE and the ILLINOIS DEPARTMENT OF NATURAL RESOURCES hereby terminate by mutual consent the remainder of the term of Lease No. 5215, executed by and between LESSEE and the STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES, on August 23, 1997, and Extension Agreement on July 27, 1999, of the term running from September 1, 1997, to August 31, 2001, in accordance with provisions of said Lease, if any, and with State law.

LESSEE hereby certifies that he will comply with all applicable terms of said Lease No. 5215.

AGREED
LESSEE

BY: _____
Arthur R. Janke

Date: _____

Social Security No.: 352-36-2920

Forwarding Address:
Mr. Arthur R. Janke
543 Union Street
Marseilles, Illinois 61341-1515

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

BY: _____
Director

Date: _____

Office of Realty & Environmental Planning

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, 2002.

(Notarial Seal)

_____
Notary Public

AFFIDAVIT OF ADVERSE POSSESSION

STATE OF ILLINOIS)
) SS.
COUNTY OF COLES)

Phillip D. Kerz, being first duly sworn, on oath deposes and says that he is of legal age, under no legal disability, and resides in the County of Coles in the State of Illinois.

Affiant further states that he has been familiar with the use, possession, and occupancy of the land described as follows:

PARCEL I: The South Half (S ½) of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼); and the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) except therefrom the following three tracts:

Tract I: Beginning at the Southwest corner of East 379 feet of even width of the South Half (S ½) of the Southwest Quarter (SW ¼) of the Southwest Quarter (SW ¼), thence North 189 feet, thence East 445 feet, thence North 241 feet, thence East 365 feet, thence South 430 feet, thence West 810 feet to the place of beginning, except that part thereof which lies within the East 20 feet of the said South Half (S ½) of the Southwest Quarter (SW ¼) of the Southwest Quarter (SW ¼), situated in Coles County, Illinois.

Tract II: Commencing at an iron pin marking the Southwest corner of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of Section 13, Township 11 North, Range 9 East of the Third Principal Meridian per plat by R.L.S. 1981 dated 12-8-77; thence Azimuth 2° 09', 430.0 feet to an iron pin for a place of beginning; thence continue Azimuth 2° 09', 262.20 feet to an existing iron pin; thence Azimuth 90° 00' 00", 559.41 feet to an iron pin; thence Azimuth

182° 09', 692.20 feet to an iron pin; thence Azimuth 270° 00' 00", 128.41 feet along the South line of said Section 13 per said plat by R.L.S. 1981 dated 12-8-77 to an existing iron pin; thence Azimuth 2° 09', 430.0 feet to an existing iron pin; thence Azimuth 270° 00' 00", 431.0 feet to the place of beginning, Hutton Township, Coles County, Illinois.

Tract III: Commencing at an iron pin marking the Southwest corner of the Southeast Quarter of the Southwest Quarter (SE ¼ / SW ¼) of Section 13, Township 11 North, Range 9 East of the Third Principal Meridian per plat by R.L.S. 1981 dated 12-8-77; thence Azimuth 2° 09', 189.0 feet to an iron pin for a place of beginning; thence continue Azimuth 2° 09', 241.0 feet to an iron pin; thence Azimuth 90° 00' 00", 66.0 feet to an existing iron pin; thence Azimuth 182° 09', 241.0 feet to an existing iron pin; thence Azimuth 270° 00' 00", 66.0 feet to the place of beginning, Hutton Township, Coles County, Illinois.

All situated in Section 13, Township 11 North, Range 9 East of the Third Principal Meridian, Coles County, Illinois.

PARCEL II: Part of the Southwest Quarter (SW ¼) of Section 13, Township 11 North, Range 9 East of the Third Principal Meridian, more particularly described as follows:

Beginning at the Southeast corner of the Southwest Quarter of the Southwest Quarter (SW ¼ / SW ¼) of Section 13, Township 11 North, Range 9 East of the Third Principal Meridian; thence Northerly along the East line of the West Half (W ½) of the Southwest Quarter (SW¼) a distance of 1984.34 feet; thence Westerly a distance of 25.65 feet; thence Southerly a distance of 1983.71 feet to the place of beginning, situated in the County of Coles, State of Illinois.

PARCEL III: Part of the North Half (N ½) of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) of Section 13, Township 11 North, Range 9 East of the Third Principal Meridian, more particularly described as follows:

Beginning at the Southwest corner of the North Half (N ½) of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) of Section 13, Township 11 North, Range 9 East of the Third Principal Meridian; thence Easterly along the South line of the North Half (N ½) of said Quarter-Quarter a distance of 1299.28 feet; thence Northerly a distance of 17.69 feet; thence Westerly a distance of 1302.25 feet; thence Southerly along the West line of said Quarter-Quarter a distance of 66.93 feet to the place of beginning, situated in the County of Coles, State of Illinois.

since he and his wife, Roberta J. Kerz, purchased the property in February 1978.

Affiant further states that on September 28, 1981, he and his wife entered into an installment land sale with Gene Grubb and Mary Beth Grubb. However, Gene Grubb and Mary Beth Grubb defaulted on said contract by failing to make the installment payment due January 1, 1983. Although the Grubbs did not sign a quit claim deed and a release submitted to their attorney Michael Plunkett on June 1, 1983, there has been no cure of the default due under the terms of the contract since June 1, 1983, and Gene Grubb and Mary Beth Grubb have made no claim or attempt to exercise any form of ownership over said real estate.

Affiant further states that since June 1, 1983, he and his wife, have been in the exclusive, complete, open, notorious, adverse, hostile, undisputed, continuous, visible, distinct and uninterrupted possession of said real estate claiming fee title thereto, and continue in said possession to this day.

Affiant further states that he and his wife have exercised full control of said real estate and have cared for the land in a manner consistent with its use and location and have paid all the real estate taxes since repossession of the property in June of 1983.

Affiant further states the purpose of making this affidavit is to help clarify title to the real estate described above.

_____
Phillip D. Kerz

Subscribed and sworn to before me this _____ day of _____, 2002.

(Notarial Seal)

_____
Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

NON PRODUCTION AFFIDAVIT

Re: Commitment No.00-JC-2073

Keith Schackmann and Sandra Schackmann, being first duly sworn upon oath deposes and says as follows:

That their present mailing address is 10090 N. 1450th Street, Newton, IL 62448.

That with regard to the title commitment covering the following described real estate, to-wit:

The South Fifteen (15) acres of the East Twenty (20) acres of the Northeast Quarter of Section Thirty-four (34), Township Six (6) North, Range Nine (9) East of the 3rd P.M., Jasper County, Illinois.

That Keith Schackmann and Sandra Schackmann are the present owners of record of subject premises..

That they know of their own knowledge that the above described real estate is the same property which was described in a certain Warranty Deed dated September 18, 1958 and recorded September 22, 1958 in Book 124 of Deed Records at page 560 made by Clara McCrillis to Larry C. McCrillis and Donna L. McCrillis, which deed recites a reservation of an undivided one-half interest in and to all of the oil, gas and minerals in and under and that might be produced from said described premises for a period of twenty-five (25) years from the date hereof and for as long thereafter as production is had therefrom.

That with regard to the above mentioned reservation, they know of their own knowledge and state as follows, to-wit:

(1) That the terms of the mineral rights have expired under their own terms.

(2) That no oil or gas is now being produced upon the subject premises.

(3) That there are no mining or production installations presently situated on the subject premises.

Affiant further states that they make this affidavit for the purpose of inducing Crawford County Title Company, Inc. to issue its title insurance policy free and clear of the above mentioned Mineral Severance, and to induce the State of Illinois, Department of Natural Resources to consummate their acquisition of the aforesaid real estate.

_____ _____

Keith Schackmann Sandra Schackmann

Subscribed and sworn to before me this _____ day of _____, 2002.

(notarial seal)

Notary Public

LATE FILING AFFIDAVIT

SUBMITTING AGENCY: Illinois Department of Natural Resources

ADDRESS: One Natural Resources Way
Springfield, Illinois 62702-1271

VENDOR: William L. Broom, III

ADDRESS: 100 North Illinois Ave., P.O. Box 3747
Carbondale, IL 62902-3747

CONTRACT NUMBER: LA7237

STATE OF ILLINOIS)
) SS
COUNTY OF SANGAMON)

I, Ann Sundeen, being duly sworn, solemnly (swear) (affirm) that: I am Chief Fiscal Officer, and an official designee for the Director of the Department of Natural Resources. The attached contract was not filed within 30 days of execution because:

This extension was agreed upon by Attorney General Lisa Madigan and Mr. William Broom on July 1, 2004. A letter of reappointment was executed by Attorney Lisa Madigan on August 30, 2004 and received by the Department of Natural Resources and an Amended Contract was sent to Mr. Broom for signature. The first reappointment letter failed to address the Associates rate of compensation therefore a second reappointment letter was requested and received on March 30, 2005. This Amended Contract extension required three (3) Department signatures, which was completed on 4/12/05.

I am duly authorized to make this affidavit. This affidavit is made pursuant to and in fulfillment of the requirements of Section 15 of the State Comptroller Act. I know and understand the content of this affidavit, and all statements herein are true and correct.

_____
Signature of Affiant

Subscribed and sworn before me this _____ day of _____, 20_____

_____
Notary Public

EXHIBIT H

DOCUMENTS TO BE SIGNED AT CLOSING

1. Deed
2. Affidavit
3. Real Estate Transfer Declaration
4. Escrow Agreement
5. Solicitation Form
6. Escrow Settlement Statement
7. Mortgage Release (if applicable)

EXHIBIT G

TABLE A
OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

NOTE: The items of Table A must be negotiated between the surveyor and client. It may be necessary for the surveyor to qualify or expand upon the description of these items, e.g. in reference to Item 6, there may be a need for an interpretation of a restriction. The surveyor cannot make a certification on the basis of an interpretation.

If checked, the following optional items are to be included in the ALTA/ACSM LAND TITLE SURVEY:

1. X Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by an existing monument or witness to the corner.

2. ____ Vicinity map showing the property surveyed in reference to nearby highway(s) or major street intersection(s).

3. X Flood zone designation (with proper annotation based on Federal Flood Insurance Rate Maps or the state or local equivalent, by scaled map location and graphic plotting only.)

4. ____ Land area as specified by the client.

5. ____ Contours and the datum of the elevations.

6. X Identify, and show if possible, setback, height, and floor space area restrictions of record or disclosed by applicable zoning or building codes (in addition to those recorded in subdivision maps). If none, so state.

7. X (a) Exterior dimensions of all buildings at ground level

(b) Square footage of:

_____ (1)exterior footprint of all buildings at ground level;

_____ (2) gross floor area of all buildings; or

_____ (3) other areas to be defined by the client

_____ (c) Measured height of all buildings above grade at a defined location. If no defined location is provided, the point of measurement shall be shown.

8. X Substantial, visible improvements (in addition to buildings) such as signs, parking areas or structures, swimming pools, etc.

9. ____ Parking areas and, if striped, the striping and the type (e.g. handicapped, motorcycle, regular, etc) and number of parking spaces.

10. X Indication of access to a public way such as curb cuts and driveways.

11. Location of utilities (representative examples of which are shown below) existing on or serving the surveyed property as determined by:

X (a) Observed evidence

X (b) Observed evidence together with plans and markings provided by client, utility companies, and other appropriate sources (with reference as to the source of information)

- railroad tracks and sidings;
- manholes, catch basins, valve vaults or other surface indications of subterranean uses;
- wires and cables (including their function) crossing the surveyed premises, all poles on or within ten feet of the surveyed premises, and the dimensions of all crosswires or overhangs affecting the surveyed premises; and
- utility company installations on the surveyed premises.

12. X Governmental Agency survey-related requirements as specified by the client.

13. X Names of adjoining owners of platted lands.

14. X Observable evidence of earth moving work, building construction or building additions within recent months.

15. X Any changes in street right of way lines either completed or proposed, and available from the controlling jurisdiction. Observable evidence of recent street or sidewalk construction or repairs.

16. X Observable evidence of site use as a solid waste dump, sump or sanitary landfill.

17. _____

State Archives Transmittal Letter for Secured Parcel Documents

Illinois Department of
Natural Resources
One Natural Resources Way · Springfield, Illinois 62702-1271
http://dnr.state.il.us

Rod R. Blagojevich, Governor
Joel Brunsvold, Director

May 16, 2005

Honorable Jessie White
Secretary of State
Springfield, Illinois 62706

Attn: Ms. Arlene Gerdes
Index Division
111 East Monroe Street

RE: Apple River Canyon State Park
Jo Daviess County
Willrett, James J.
Parcel No. 130-34

Dear Sir:

Submitted herewith are the following listed documents for filing with your Archives Division:

1. Warranty Deed dated February 18, 2005, to the People of the State of Illinois, Department of Natural Resources, recorded February 18, 2005, as Document No. 318028.

2. Affidavit signed by James J. Willrett on February 18, 2005.

3. Disclosure of Ownership or Beneficial Interest form signed by James J. Willrett on December 3, 2004.

4. Attorney General's Opinion of Title dated January 4, 2005.

5. Chicago Title Insurance Company Owner's Policy No. 72106-1087222 (File No.# 1-968) dated February 18, 2005, in the name of the People of the State of Illinois, Department of Natural Resources, for the amount of $314,930.00.

Printed on recycled and recyclable paper

Please acknowledge receipt of these documents for our file.

Sincerely,

Tom Flattery, Director
Office of Realty and
Environmental Planning

TF:KP

Enclosures

Acquisition Reports

to: Rick Messinger, Regional Land Manager
Don Butler, Site Superintendent

from: Connie Waggoner

date: *

subject: Recent Acquisition

PROJECT: *Franklin Creek State Natural Area COUNTY: *Lee PARCEL NO. *248-23

LEGAL DESCRIPTION: (See attached plat for full legal description)
TITLE INSURANCE POLICY NUMBER *34022 LEE

DATE ACQUIRED *June 24, 1999

ACQUIRED FROM: *Natural Land Institute

BREAKDOWN OF COST

IMPROVEMENT COST $ _____

LAND COST $* 143,700.00

MISC. COST $ _____

TOTAL COST $* 143,700.00

BREAKDOWN OF ACREAGE

TIMBER ACRES _____
GRASS ACRES _____
TILLABLE ACRES _____
RESIDENTIAL LOT *(3 lots) 20.24 +/-
* (semi wooded)
WATER
OTHER _____
TOTAL ACRES * 20.24 +/-

ACQUIRED BUILDINGS: * None

RESTRICTIONS/CONDITIONS * None

COUNTY PERMANENT PROPERTY TAX NO. * 14-03-33-400-019
* 14-03-33-300-011
* 14-03-33-300-010

CW:RL
Attachments

INFORMATION RE: LAND ACQUIRED FOR THE DEPARTMENT OF NATURAL RESOURCES

PROJECT COUNTY PARCEL NO.

LEGAL DESCRIPTION

(see plat attached for full legal description).

PROPERTY ADDRESS

TITLE INSURANCE POLICY NUMBER _____

ACQUIRED BY DEED(S) dated _____ and recorded _____, as Document No. _____.

ACQUIRED BY JUDGEMENT ORDER filed _____ and SATISFACTION ORDER or ORDER VESTING TITLE filed_____, in Case No._____.

ACQUIRED FROM:

BREAKDOWN OF COST

IMPROVEMENT COST$

LAND COST $

MISC. COST $

TOTAL COST $

BREAKDOWN OF ACREAGE

TIMBER ACRES
GRASS ACRES
TILLABLE ACRES
RESIDENTIAL LOT
WATER
OTHER
TOTAL ACRES

ACQUIRED BUILDINGS

Information relative to any verbal or written commitments or rights retained by Seller(s) or other parties, in regard to crops, pasture, possession, building occupancy, etc. (If none, so state):

cc: Connie Waggoner
Don Moles
Mary Sue Dahlkoetter
Lisa Dowson
Emilie Chezem
Michelle Gunterman
Dick Westfall, Scott Schuett & Braimah Kanu
Steve Frank
Hal Hassen
Lou Hannig, Bill Taft
Tim Hickmann
Kim Clark
John Buhnerkempe
Jenny Henry
Marilyn McKirgan
Glen Kruse & Brian Reilly
Lisa Ferguson

COUNTY PERMANENT PROPERTY TAX NO.

Appropriation Code & Amount

Fund & Amount

City:
Representative District:
Senate District:
Congressional District:

DATE SENT OUT:

INFORMATION RE: LAND CONVEYED OUT BY THE
DEPARTMENT OF NATURAL RESOURCES

PROJECT: _ COUNTY: PARCEL NO.: _

LEGAL DESCRIPTION _

TITLE INSURANCE POLICY NUMBER N/A

CONVEYED OUT BY QUIT-CLAIM DEED dated _ and recorded __ as Document No. _

CONVEYED TO: __

BREAKDOWN OF COST *N/A*

(Value $_____)

BREAKDOWN OF ACREAGE

TIMBER ACRES
GRASS ACRES
TILLABLE ACRES _
RESIDENTIAL LOT
WATER
OTHER _____
TOTAL ACRES CONVEYED OUT _____

cc: Jim Hoffman
Concession & Lease Mgmt. (Tim Werner, Bill Taft)
Division of Public Lands (Jerry Beverlin)
Property Inventory Section (Keith Strubbe)
Planning (Dick Westfall & Scott Schuett)
Department of Agriculture (Steve Frank)
Natural Heritage (Todd Strole)
Leonard Schmohe
Mary Sue Dahlkoetter
Lisa Dowson
Ren Moore
Michelle Power
Wildlife (Jeff VerSteeg)
Law Enforcement (Larry Closson)
Agric. Lease Program (Marilyn McKirgan)
Cultural Resources (Hal Hassen)

COUNTY PERMANENT PROPERTY TAX NO.

DATE SENT OUT _

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF REALTY
SUMMARY OF LAND AND WATER ACREAGE
As of June 30, 2002

REPORT COVER

The Fulton County Goose Management Area is located North of Canton, approximately 20 miles Southwest of Peoria. The site was acquired from the Nature Conservancy in August 2001, and comprises nearly 1,960 acres, with nearly 465 acres of undisturbed grassy area and 90 acres of water.

The Department of Natural Resources is managing this site as a waterfowl refuge with limited public hunting opportunity. The main lake, a remnant of the activity on this portion of Fulton County's nearly 50,000 strip-mined acres, is in a double 'T' shape, and promotes development of a significant goose refuge. The majority of the acreage is used to provide feed for the geese that will inhabit the refuge. Increased public fishing opportunity can be seasonally provided in the existing strip mine lakes.

The property was acquired with the use of Open Land Trust Funds.

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 officer and/or the Equal Employment Opportunity Officer, INDR, One Natural Resources Way, Springfield, IL. 62702-1271; 217/785-0067; TTY 217/782-9175. This information may be provided in an alternative format if required. Contact the DNR Clearinghouse at 217/782-7498 for assistance.

Printed by authority of the State of Illinois (750/10/02)
http://www.dnr.state.il.us

TABLE OF CONTENTS AND ACREAGE TOTALS

DATA BY REGIONS	Pages	Land & Water Acreage	Water Acreage
Land Sites:			
State Parks	1-3	111,124.54	4,279.34
State Conservation Areas	4-5	74,770.22	17,870.00
Nature Preserves and State Natural Areas	6-11	36,788.50	417.20
Land and Water Reserves	12	1,136.61	0.00
Fish and Wildlife Areas	13-14	83,711.45	14,558.00
Greenways and State Trails	15	10,513.70	2,084.00
State Memorials	16	0.10	0.00
State Boating Access Areas	16	13.62	0.00
State Recreation Area	16	7.01	0.00
State Forests	17	19,037.81	2.00
Game Propagation Centers	17	1,047.42	8.00
State Tree Nurseries	17	360.00	0.00
Fish Facilities	18	276.71	47.00
Wildlife & Pheasant Habitat Areas	18	3,486.21	0.00
Other Departmental Properties	19	3,925.09	9.16
Owned-Leased Areas	20	834.09	0.00
Office of Mines & Minerals	25	213.25	13.00
State Museum	25	284.65	0.00
Dams & Dredge Sites	26	233.78	0.00
TOTAL DEPARTMENT OWNED PROPERTIES		347,764.76	39,287.70
Leased and Operated Properties	21-24	92,700.51	40,839.00
TOTAL ALL PROPERTIES		440,465.27	80,126.70

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF REALTY
SUMMARY OF LAND AND WATER ACREAGE
As of June 30, 2002

TABLE OF DEPARTMENTAL OWNED ACREAGE

	LAND + WATER ACREAGE	WATER ACREAGE		ATTENDANCE
REGION I	88,814.18	19,197.00		10,565,109
REGION II	37,735.67	4,746.44		10,804,477
REGION III	18,736.65	644.00		5,291,060
REGION IV	95,942.84	6,504.26		6,601,647
REGION V	106,535.42	8,196.00		10,259,470
Total Acreage Owned	347,764.76	39,287.70	TOTAL ATTENDANCE	43,521,763

Key for identifying Federal Assistance Programs for Land Acquisition and/or Development

1 Dingell-Johnson -- Federal Aid in Sport Fish Restoration
2 Federal Highway Administration -- Great River Road Fund
3 Historic Preservation
4 Housing and Urban Development
5 Land and Water Conservation Fund
6 Pittman-Robertson -- Federal Aid in Wildlife Restoration
7 Clean Vessel Act
8 North American Wetland Conservation Fund
9 Civilian Conservation Corps
10 Wildlife and Fish Funds
11 Other License Revenue Funds (State Pheasant Fund, Illinois Habitat Fund, State Furbearer Fund, Migratory Waterfowl Stamp Fund)

Appraisal Documents

DEPARTMENT OF NATURAL RESOURCES
STATEMENT OF JUST COMPENSATION

Summary of Property Acquisition and Offer to Purchase

PROJECT -
COUNTY - COUNTY, ILLINOIS
PARCEL NUMBER -

OWNER OF PROPERTY -

LOCATION OF PROPERTY_

In compliance with Sec. 301 of Public Law 91-646 the following summary has been prepared in order to fully inform you the details of the acquisition of your property for___. The legal description of the parcel to be acquired is attached hereto.

1. Existing Property:

Total Area of the property appraised .....
Highest and best use of property.....
Conservation/Recreation
*Fair Market Value of the ***property appraised*** ..... $

*Fair Market Value of Property is based upon ***an appraisal*** which is the basis for the offer.

The appraisal takes into consideration the location of your property, its highest and best use, current land sales of properties similar to your property and other indicators of value, i.e., all pertinent information which would affect the valuation of the property.

2. Land to be Acquired, Estate or Interest Acquired is: **Fee Simple**
Total land to be acquired by ***Illinois Department of Natural Resources*** ..... *acres +/-*

3. Major Improvements to be acquired: *none*

4. Compensation for Property Acquired:

Fair Market value of the property ..... **$**

Damage to the Remaining Property as a result of the acquisition $ none

Compensation amount for the Property Acquired ..... **$**

5. ***Other compensation - none***

STATEMENT OF JUST COMPENSATION, PARCEL 661-02-5 (Page 2)

6. Compensation for property, which includes the interests in the land required for the project improvement, and damages to the remaining property, if any,

$

Any increase or decrease in the market valuation caused by the public improvement or project for which the property is to be acquired, or by the likelihood that the project would be acquired for such improvement or project, other than that due to physical deterioration within the reasonable control of the owner, has been disregarded in making the determination of just compensation.

You may wish to retain and remove some, or all, of the improvements included in the acquisition. If so, the following owner-retention values have been established for the improvements listed above in Item 3, and the total of the owner-retention values for the improvements retained will be deducted from the total compensation.

IMPROVEMENT	OWNER RETENTION VALUE
None	*None*

Any agreement to retain such improvements does not convey with it a permit to move the improvements on, or over any State Highway. It is suggested that you contact the State Highway Office nearest you for information regarding the application for a permit if one is needed.

On behalf of the ***State of Illinois, Department of Natural Resources,*** I hereby offer you the total sum of **$** as indicated as the **fair market value** for the property described on the attached instruments, free and clear of all claims of other parties, liens, taxes, and encumbrances.

PRESENTED

_____

DATE:_____

BY:_____

Director Office of Realty

STATEMENT OF OWNER

I have read the preceding summary describing how this value was established and was offered the **Fair Market Value of** $_ _____

There are no persons living on the property. _____

There is no businesses being conducted on the property by others _____

The following persons are living or are conducting business on the property (including owner if in occupancy). Give names and address:

_____

_____

Signed _____ _____

Owner, or Representative Address

The signing of this statement by the owner (or representative) does not constitute an acceptance of an offer to buy.

OWNER:_
PARCEL NUMBER:_
PROJECT:_

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
IMPROVEMENT DISPOSITION VALUES

The following disposition and rental values are established accordingly:

Description of Improvement(s)	Owner Retention Value	Minimum Public Sale Value	Monthly Rental Value

Given the age, condition, & construction characteristics, portions of the house/garage may be movable.

Other remarks:

_____

_____

_____
Director of Office of Realty Date

Eminent Domain Documents

ILLINOIS
DEPARTMENT OF
NATURAL RESOURCES

524 South Second Street, Springfield 62701-1787

Jim Edgar, Governor ● Brent Manning, Director

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

October 19, 1998

Joyce N. Bell
Paul R. Bell
19184 Mill Road
Georgetown, IL 61846

RE: Harry "Babe" Woodyard SNA
Joyce N. Bell, et. vir.
Parcel No. 316-07-6
Vermilion County, Illinois

Dear Mr. and Mrs. Bell:

The Illinois Department of Natural Resources for and on behalf of the People of the State of Illinois, seeks to acquire an abandoned railroad right-of-way to be known as the Woodyard Bike Trail in Vermilion County, Illinois. The right-of-way will be preserved and developed as a future bike trail, and as a recreational and scenic pathway. Within the scope of the project is land owned by you which the Illinois Department of Natural Resources intends to acquire a fee interest.

You presently own approximately 4.3 acres of land within the project. The area to be acquired is legally described on the attached Exhibit A of this letter.

Special Assistant Attorney General, William L. Broom, III has been authorized to proceed with negotiations on the matter. Mr. Broom's address is 100 North Illinois Avenue, P.O. Box 3747, Carbondale, Illinois 62902-3747. He can be contacted by telephone at 618/457-0437. Based upon a certified appraisal which considers recent land sales of comparable character, as well as your acquisition price of the property, the Illinois Department of Natural Resources offers $15,700.00 to you as the full fair cash value of the property to be acquired. Such an offer assumes that you will provide marketable fee simple title to the subject parcel free and clear of all taxes, liens, and encumbrances. Acceptance of this offer should be by a timely execution of an acceptable sales contract providing for title approval by the Attorney General of the State of Illinois.

Final Offer Letter - 60 day notice to condemn

[printed on recycled and recyclable paper]

Pursuant to 735ILCS 5/7-102.1, the Illinois Department of Natural Resources designates me, Tom Flattery, phone number 217/782-7940 appropriate person to respond to requests arising from the notifications required by law. I will respond to your questions about the authority and procedures of the Illinois Department of Natural Resources in acquiring property by condemnation and about your general rights under these procedures. I cannot provide you with specific legal advice or specific legal referrals. Enclosed is a pamphlet from the Office of the Attorney General which briefly explains Eminent Domain.

Please be advised that it is the intention of the Illinois Department of Natural Resources to initiate court proceedings under 735ILCS 5/7-101 et seq., if a negotiated agreement cannot be reached. Such proceedings will be filed at least sixty (60) days from the date of this letter, however, the Department of Natural Resources will continue to seek a negotiated agreement with you during this time.

William Broom will be contacting you in the future to discuss this matter.

Sincerely,

Tom Flattery

Tom Flattery, Director
Office of Realty & Environmental Planning

TF:JH:mk

cc: William L. Broom, III, Special Assistant Attorney General

Enclosures

bcc: Brent Manning
John Comerio
Diane Hendren

Exhibit A

WOODYARD BIKE TRAIL
VERMILION CO., IL.

DESCRIPTION
Parcel #316-07-6

That part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying West of, and adjacent to, the following described real estate of Grantor: Beginning at the intersection of the South line of State Aid Route #5 and the East line of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company, thence South along the East line of the railroad, 1892.3 feet; thence North 74 degrees 05' East 2540 feet to the South line of State Aid Route #5, which point is 1634.2 feet Northwest of the intersection of the South line of State Aid Route #5 and the East line of the Northwest (NW 1/4) Quarter of Section 35; thence Northwesterly along the South line of State Aid Route #5 to the point of beginning, in Section 34, Township 18 North, Range 11 West of the Second Principal Meridian.

Situated in Vermilion County, Illinois,

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS

THE DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS, for and in behalf of the People of the State of Illinois, Plaintiff, vs. DONALD W. SMITH, and Sue Stine, Treasurer of Vermilion County, Illinois, Defendants.	No. 99-ED-1 Parcel No. 316-07-8

COMPLAINT FOR CONDEMNATION

Now comes the DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS, for and in behalf of the People of the State of Illinois, by James E. Ryan, Attorney General of the State of Illinois, and William L. Broom III, Special Assistant Attorney General, and alleges:

1. Plaintiff is a state department created by the General Assembly in Section 3 of the Civil Administrative Code of Illinois, 20 ILCS 5/3 (West 1996).

2. The real property sought to be acquired in these proceedings is necessary for the acquisition, development and construction of a recreational trail between the Harry "Babe" Woodyard SNA site and the Conservation District of Vermilion County's Forest Glen Preserve.

3. The Department of Natural Resources is authorized in behalf of the State of Illinois to exercise the right of eminent domain herein pursuant to 20 ILCS 5/51 (West 1996).

Condemnation
Babe Woodyard
Smith

4. The General Assembly has appropriated funds for acquisition of this property and the acquisition has been approved by the Governor and Director of the Department of Natural Resources pursuant to Section 51 of the Civil Administrative Code of Illinois. 20 ILCS 5/51 (West 1996).

5. The acquisition is for a public purpose and is authorized by the Acts and appropriations of the General Assembly.

6. The compensation to be paid by Plaintiff for the property sought to be acquired cannot be agreed upon between the Plaintiff and the interested parties although the Plaintiff has sought to do so.

7. The Plaintiff now seeks to acquire the fee simple title to the real property legally described on Exhibit "A," which is attached hereto and incorporated herein by reference, which real property is located in Vermilion County, Illinois, and the names of all persons who are interested, or who may claim interest, (all of whom are made parties defendant to this action) are set forth in Exhibit "B," which is attached hereto and incorporated herein by reference.

WHEREFORE, Plaintiff prays that:

a) the usual process of summons be issued against each and all Defendants;

b) just compensation be made according to law to the owners and persons otherwise interested in the property;

c) an order be entered granting Plaintiff fee simple title to the property herein above described; and

e) Plaintiff be granted such other and further relief as may be required.

PLAINTIFF DEMANDS TRIAL BY JURY

JAMES E. RYAN, Attorney General
of the State of Illinois

JIM EDGAR, Governor, State of Illinois

DEPARTMENT OF NATURAL
RESOURCES, STATE OF ILLINOIS

By: BRENT MANNING, Director

WILLIAM L. BROOM III
Special Assistant Attorney General
100 North Illinois Avenue
P.O. Box 3747
Carbondale, Illinois 62902-3747
Tel. (618) 457-0437

Exhibit A

WOOYARD BIKE TRAIL
VERMILION COUNTY, IL

DESCRIPTION
Parcel #316-07-8

That part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying East of and adjacent to the following described real estate of Grantee: All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 18 North, Range 11 West of the 2nd P.M., lying West of the Right-of-Way, EXCEPT 5 acres of even width off the West side thereof, situated in Vermilion County, Illinois; also described as: A strip of land 100 feet wide, being 57 feet on the Easterly side and 43 feet on the Westerly side of the centerline of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly The Chicago Southern Railway Company as shown in Deed Record 178 at page 462), lying East of and adjacent to the following described real estate of Grantee: All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 18 North, Range 11 West of the 2nd P.M., lying West of the Right-of-Way, EXCEPT 5 acres of even width off the West side thereof, situated in Vermilion County, Illinois.

ALSO,

All that part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying East of and adjacent to the following described land of Grantee: Lots 2 and 3 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372 and a part of Lot 4 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372, described as follows: Beginning at the Northeast (NE) corner of said Lot 4, thence Southeasterly along the West line of the Right-of-Way of the Chicago and Southern Railroad 40 rods; thence West to the West line of said Lot; thence North to the Northwest corner of said Lot; thence East to the point of beginning, all situated in Section 27, Township Eighteen (18) North, Range Eleven (11) West of the 2nd P.m., situated in Vermilion County, Illinois; also described as: A strip of land 100 feet wide, being 57 feet on the Easterly side and 43 feet on the Westerly side of the centerline of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly The Chicago Southern Railway Company as shown in Deed Record 178 at page 469), lying East of and adjacent to the following described land of Grantee: Lots 2 and 3 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372 and a part of Lot 4 in the

partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372, described as follows: Beginning at the Northeast (NE) corner of said Lot 4, thence Southeasterly along the West line of the Right-of-Way of the Chicago and Southern Railroad 40 rods; thence West to the West line of said Lot thence North to the Northwest corner of said Lot; thence East to the point of beginning, all situated in Section 27, Township Eighteen (18) North, Range Eleven (11) West of the 2nd P.M., situated in Vermilion County, Illinois.

EXHIBIT "B"

Donald W. Smith

Sue Stine, Treasurer of Vermilion County, Illinois

Letter to Governor to Approve Use of Eminent Domain

ILLINOIS
DEPARTMENT OF
NATURAL RESOURCES

524 South Second Street, Springfield 62701-1787

Jim Edgar, Governor ● Brent Manning, Director

December 4, 1998

The Honorable Jim Edgar
Governor of Illinois
State House, Room 207
Springfield, IL 62706

RE: Harry "Babe" Woodyard SNA
Vermilion County, Illinois
Parcel 316-07-8, Donald W. Smith

Dear Governor Edgar:

Submitted herewith is the original and two copies of a Complaint for Condemnation for property in Vermilion County, Illinois as prepared by Special Assistant Attorney General William L. Broom, III. The property is owned by Donald W. Smith.

The property consists of two unimproved tracts of former railroad right of way that total 8.27 acres and were appraised at $18,600.00. This parcel is needed to complete the development of a recreational pathway on the former railroad corridor between Harry "Babe" Woodyard SNA and the Forest Glen Preserve, owned by Vermilion County Conservation District located approximately 2 miles to the north.

Negotiations for purchase have failed. The property owner has shown no interest in selling. He has not attempted to negotiate or counter offer.

I recommend that you approve this action and affix your signature to the Complaint and the three copies, and return to me for transmittal to the Attorney General.

[printed on recycled and recyclable paper]

In accordance with Section 51 of the Civil Administrative Code, please consent to this procedure by affixing your signature below.

Sincerely,

Brent Manning
Director

I consent to the acquisition of the above property by condemnation under the Illinois Eminent Domain Act

1-5-99
Date

Jim Edgar, Governor

BM:TF:mk

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS

THE DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS, for and in behalf of the People of the State of Illinois,

Plaintiff,

vs.

DONALD W. SMITH, and Sue Stine, Treasurer of Vermilion County, Illinois,

Defendants.

No. 99-ED- 1

Parcel No. 316-07-8

VERMILION COUNTY, IL

FINAL JUDGMENT ORDER

This matter comes on to be heard on the Complaint for Condemnation filed herein by the Department of Natural Resources of the State of Illinois, for and in behalf of the People of the State of Illinois, by Stipulation, to ascertain the just compensation for the taking of property sought for the development and construction of a recreational trail, as more fully set forth in said Complaint. The Plaintiff appears by James E. Ryan, Attorney General of the State of Illinois, and William L. Broom III, Special Assistant Attorney General of the State of Illinois; the Defendant, Donald W. Smith, appears by Gregory G. Lietz of Hutton, Laury, Hesser & Lietz.

All Defendants to this proceeding having been served with process as provided by statute or having otherwise entered their appearances, and the Court having jurisdiction of the subject matter of the proceeding and of all parties hereto and there being no unknown owners;

Due notice of this hearing having been given, and the demand for trial by jury having been waived by the Plaintiff and the Defendant;

The Court having heard and considered the Stipulation and the presentations of counsel;

Now, therefore, this Court finds that:

1. The owner and interested party in Parcel No. 316-07-8, which is gally described in Exhibit A, attached hereto and incorporated by reference :

Donald W. Smith

Said party is entitled to receive the sum of $18,600.00 as full mpensation for the fee simple title to such parcel and damages and th rties have agreed that this compensation shall be paid to Donald W. Smith

2. Just compensation to the owner and interested party for the takin said real property and damages is $18,600.00 and judgment is hereb tered in that amount. The agreed amount includes any claims for interes le from the Plaintiff to the Defendants.

3. The Department of Natural Resources, State of Illinois, is furthe dered to maintain and repair the existing private drainage system locate n Parcel No. 316-07-8, more fully described in Exhibit A attached hereto an ncorporated by reference, and said duty runs with the land.

3. The Department of Natural Resources, State of Illinois, shall pa ithin one hundred eighty (180) days from the entry of this order to th reasurer of Vermilion County the sum of $18,600.00 as the full compensatic or the taking of said real property and damages.

4. Upon payment, the Department of Natural Resources, State c llinois, shall be thereby vested with the fee simple title to Parcel Nc 16-07-8, and the Plaintiff is authorized and empowered to enter upon and t se the property after payment.

5. Upon receipt from the Plaintiff, the Treasurer of Vermilion Count Illinois is authorized and directed to disburse the sum of $18,600.00 Donald W. Smith.

IT IS HEREBY SO ORDERED.

Dated this 3 day of ~~February~~ June, 1999.

ENTER: [signature]
Presiding Judge

STATE OF ILLINOIS } ss. IN THE
VERMILION COUNTY } CIRCUIT COURT

I HEREBY CERTIFY THAT THE FOREGOING IS A
TRUE AND CORRECT COPY OF THE ORIGINAL
NOW ON FILE IN THIS COURT AND CAUSE.
SALLY ARMES, Clerk

DATED June 3, 1999 BY Marietta Jones
DEPUTY CLERK

Exhibit A

WOOYARD BIKE TRAIL
VERMILION COUNTY, IL

DESCRIPTION
Parcel #316-07-8

That part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying East of and adjacent to the following described real estate of Grantee: All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 18 North, Range 11 West of the 2nd P.M., lying West of the Right-of-Way, EXCEPT 5 acres of even width off the West side thereof, situated in Vermilion County, Illinois; also described as: A strip of land 100 feet wide, being 57 feet on the Easterly side and 43 feet on the Westerly side of the centerline of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly The Chicago Southern Railway Company as shown in Deed Record 178 at page 462), lying East of and adjacent to the following described real estate of Grantee: All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 18 North, Range 11 West of the 2nd P.M., lying West of the Right-of-Way, EXCEPT 5 acres of even width off the West side thereof, situated in Vermilion County, Illinois.

ALSO,

All that part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying East of and adjacent to the following described land of Grantee: Lots 2 and 3 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372 and a part of Lot 4 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372, described as follows: Beginning at the Northeast (NE) corner of said Lot 4, thence Southeasterly along the West line of the Right-of-Way of the Chicago and Southern Railroad 40 rods; thence West to the West line of said Lot; thence North to the Northwest corner of said Lot; thence East to the point of beginning, all situated in Section 27, Township Eighteen (18) North, Range Eleven (11) West of the 2nd P.m., situated in Vermilion County, Illinois; also described as: A strip of land 100 feet wide, being 57 feet on the Easterly side and 43 feet on the Westerly side of the centerline of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly The Chicago Southern Railway Company as shown in Deed Record 178 at page 469), lying East of and adjacent to the following described land of Grantee: Lots 2 and 3 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372 and a part of Lot 4 in the

partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372, described as follows: Beginning at the Northeast (NE) corner of said Lot 4, thence Southeasterly along the West line of the Right-of-Way of the Chicago and Southern Railroad 40 rods; thence West to the West line of said Lot thence North to the Northwest corner of said Lot; thence East to the point of beginning, all situated in Section 27, Township Eighteen (18) North, Range Eleven (11) West of the 2nd P.M., situated in Vermilion County, Illinois.

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS

THE DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS, for and in behalf of the People of the State of Illinois,

Plaintiff,

vs.

DONALD W. SMITH, and Sue Stine, Treasurer of Vermilion County, Illinois,

Defendants.

No. 99-ED- 1

Parcel No. 316-07-8

FILED
AUG 05 1999
Clerk of the Circuit Court
Vermilion County, Illinois

RECEIPT

I, the undersigned, as County Collector and Treasurer of Vermilion County, Illinois, hereby acknowledge receipt of Eighteen Thousand, Six Hundred and no/100 Dollars ($18,600.00) relating to Parcel No. 316-07-8, paid by the Plaintiff in accordance with the Final Judgment Order entered herein on June 3, 1999.

Dated: August 5, 1999.

Sue Stine CHIEF DEPUTY
Sue Stine
County Collector and Treasurer
Vermilion County, Illinois

Dana S. Frazier
Special Assistant Attorney General
100 North Illinois Avenue
P.O. Box 3747
Carbondale, Illinois 62902-3747
Tel: (618) 457-0437

316-7-8

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS

THE DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS, for and in behalf of the People of the State of Illinois, Plaintiff, vs. DONALD W. SMITH, and Sue Stine, Treasurer of Vermilion County, Illinois, Defendants.	No. 99-ED- 1 Parcel No. 316-07-8

FILED AUG 0

ORDER OF SATISFACTION, RELEASE OF JUDGMENT AND VESTING TITLE

This cause comes on the Plaintiff's Motion for Order of Satisfaction, Release of Judgment and Vesting Title and the Court having been fully advised in the premises, finds that:

1. A Final Judgment Order was entered on June 3, 1999, adjudging that the sum of $18,600.00 for Parcel No. 316-07-8 is the full compensation to be paid to the owner and all parties otherwise interested in the real property, for the fee simple title to the real estate legally described on Exhibit "A" attached hereto.

2. The sum of $18,600.00 was deposited with the County Collector and Treasurer of Vermilion County, Illinois on August 5, 1999, within 180 days of the entry of the Final Judgment Order, as evidenced by the Receipt from the County Collector and Treasurer of Vermilion County, Illinois attached hereto.

3. The deposit satisfies in full the award provision of said Final Judgment Order entered on June 3, 1999.

4. Plaintiff is entitled to be released from the judgment entered on June 3, 1999.

5. Plaintiff is entitled to be vested with fee simple title to Parcel No. 316-07-8.

NOW, THEREFORE, IT IS ORDERED AND ADJUDGED that:

A. The Plaintiff's Motion for Order of Satisfaction, Release of Judgment and Vesting Title is granted.

B. The Final Judgment Order entered on June 3, 1999, in the amount of $18,600.00, as full and just compensation for Parcel No. 316-07-8, be and the same is hereby declared satisfied and the Final Judgment Order entered on June 3, 1999, against the Plaintiff is hereby released.

C. Plaintiff be and hereby is vested with fee simple title to Parcel No. 316-07-8 and Plaintiff is authorized to take immediate possession of the property.

D. The Vermilion County Collector and Treasurer is hereby authorized and directed to pay over to the Defendant, Donald W. Smith, the sum of $18,600.00, which was deposited August 5, 1999.

DATE: Aug 5, 1999

ENTER: _____
Presiding Judge

STATE OF ILLINOIS } SS IN THE CIRCUIT COURT
VERMILION COUNTY }
I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE ORIGINAL NOW ON FILE IN THIS COURT AND OFFICE.

VERMILION COUNTY CIRCUIT CLERK

DATED 8-6-99 Marcella Gordon

Exhibit A

WOOYARD BIKE TRAIL
VERMILION COUNTY, IL

DESCRIPTION
Parcel #316-07-8

That part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying East of and adjacent to the following described real estate of Grantee: All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 18 North, Range 11 West of the 2nd P.M., lying West of the Right-of-Way, EXCEPT 5 acres of even width off the West side thereof, situated in Vermilion County, Illinois; also described as: A strip of land 100 feet wide, being 57 feet on the Easterly side and 43 feet on the Westerly side of the centerline of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly The Chicago Southern Railway Company as shown in Deed Record 178 at page 462), lying East of and adjacent to the following described real estate of Grantee: All that part of the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 18 North, Range 11 West of the 2nd P.M., lying West of the Right-of-Way, EXCEPT 5 acres of even width off the West side thereof, situated in Vermilion County, Illinois.

ALSO,

All that part of the Right-of-Way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company lying East of and adjacent to the following described land of Grantee: Lots 2 and 3 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372 and a part of Lot 4 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372, described as follows: Beginning at the Northeast (NE) corner of said Lot 4, thence Southeasterly along the West line of the Right-of-Way of the Chicago and Southern Railroad 40 rods; thence West to the West line of said Lot; thence North to the Northwest corner of said Lot; thence East to the point of beginning, all situated in Section 27, Township Eighteen (18) North, Range Eleven (11) West of the 2nd P.m., situated in Vermilion County, Illinois; also described as: A strip of land 100 feet wide, being 57 feet on the Easterly side and 43 feet on the Westerly side of the centerline of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company (formerly The Chicago Southern Railway Company as shown in Deed Record 178 at page 469), lying East of and adjacent to the following described land of Grantee: Lots 2 and 3 in the partition of the Estate of James M. Pribble, deceased, as shown in Chancery Record 53 at page 372 and a part of Lot 4 in the

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IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS

THE DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS, for and in behalf of the People of the State of Illinois,	)	
Plaintiff,	)	No. 99-ED- 1
vs.	)	Parcel No. 316-07-8
DONALD W. SMITH, and Sue Stine, Treasurer of Vermilion County, Illinois;	)	
Defendants.	)	

STIPULATION FOR AGREED FINAL JUDGMENT ORDER

NOW COMES the Department of Natural Resources of the State of Illinois, for and in behalf of the People of the State of Illinois, Plaintiff, by James E. Ryan, Attorney General, and William L. Broom III, Special Assistant Attorney General, and the Defendants, Donald W. Smith, by Gregory G. Lietz, Hutton, Laury, Hesser and Lietz, and do hereby stipulate and agree as follows:

1. On January 7, 1999, the Plaintiff filed its Complaint for Condemnation relating to certain property sought to be acquired in fee simple, namely Parcel No. 316-07-8, Tract A, as is more fully described in Exhibit A attached to the Complaint filed herein.

2. All Defendants to this proceeding have been served with process as provided by statute or have otherwise entered their appearances, and this Court has jurisdiction of the subject matter of this proceeding and of all parties.

3. The cause of action is, by virtue of this stipulation and the Final Judgment Order to be filed, fully compromised and settled.

4. The Plaintiff has authority to exercise the right of eminent domain; the property sought to be taken herein is subject to the exercise of that right; and that right is not being improperly exercised.

5. All parties hereto waive the right to the impaneling of a jury for the viewing of the premises and for the determination of just compensation and damage.

6. No other party or parties are in possession of the premises other than the Defendant Donald W. Smith, and no other party has a compensable interest in the property.

7. The parties stipulate and agree that the amount of money for final just compensation and damages for the taking of the fee simple title to Parcel No. 316-07-8, Tract A, as more fully described in Exhibit A incorporated herein by reference is $18,600.00. The agreed amount includes any claims for interest due from the Plaintiff to the Defendants.

8. The parties stipulate and agree that The Department of Natural Resources of the State of Illinois will maintain and repair the private drainage system located on the two strips of land contained in Parcel No. 316-07-8, Tract A, incorporated herein by reference.

9. The parties hereto agree to the entering of the attached Final Judgment Order instanter fixing compensation for the taking of the fee simple title to Parcel No. 316-07-8 and setting forth the conditions of this stipulation. This stipulation is the entire and exclusive agreement of the parties and supersedes any written or oral understanding, promise or agreement, directly or indirectly related to the eminent domain action. The parties further agree that the entry of the Final Judgment Order will terminate the litigation herein.

HEREBY SO AGREED AND STIPULATED.

DEPARTMENT OF NATURAL
RESOURCES, STATE OF ILLINOIS, Plaintiff

By James E. Ryan, Attorney General

By: _____
William L. Broom III
Special Assistant Attorney General

DONALD W. SMITH, Defendant

By: _____
Gregory G. Lietz, His Attorney

Broom III
istant Attorney General
llinois Avenue
'47
IL 62902-3747
457-0437

Federal Reports & Documents

NOTICE OF USE RESTRICTIONS
AND
FEDERAL INTEREST TRADE

This Notice of Use Restriction document transfers the Federal interest on ten (10) acres from Warranty Deed executed December 27, 1962 as document no. 99976, book 580, page 529, presently held in title by the State of Illinois, Illinois Department of Conservation, now known as Illinois Department of Natural Resources, One Natural Resources Way, Springfield, Illinois 62702-1271, to Warranty Deed executed December 16, 1946 as document no. 14885, book 580, page 46, presently held in title by the State of Illinois.

This Notice further attaches The Notice of Use Restriction listed below to the remaining acreage in Warranty Deed executed December 27, 1962 as document no. 99976, book 580, page 529.

NOTICE OF USE RESTRICTIONS: The real estate was acquired with the assistance of Federal funds administered by the United States Fish and Wildlife Service. Federal regulations permanently restrict changes in its ownership or use notwithstanding any inconsistent state law.

Acreage in Warranty Deed executed December 27, 1962, as document no. 99976, book 580, page 529 now described as follows:

Tract 1:
The Northeast Quarter of Section 21, except the following described tract : commencing at the Southeast Corner of the Northeast Quarter of Section 21; thence North along the East line of said Northeast Quarter 512.00 feet to the point of beginning; thence continuing North along said East line, 725.00 feet; thence West parallel with the South line of said Northeast Quarter, 600.00 feet; thence South parallel with the East line of said Northeast Quarter, 725.00 feet; thence East parallel with the South line of said Northeast Quarter, 600.00 feet to the point of beginning.

Tract 2:
The Southeast Quarter of the Northwest Quarter of Section 21.

Tract 3:
All that part of the North half of the Southwest Quarter of Section 21, lying North of the public roadway (Ridge Road).

Tract 4:
The northwest quarter of the Southeast Quarter of Section 21.

All of the above described tracts are located in Township 9 North, Range 8 West of the Third Principal Meridian, situated in Macoupin County, Illinois.

The ten (10) acres that the Federal interest is transferred to along with the Notice of Use Restriction is described as follows:

Tract 5:
Part of the Northwest Quarter and Part of the North half of the Southwest Quarter of Section 22, Township 9 North, Range 8 West of the Third Principal Meridian, situated in Macoupin County, Illinois, described more particularly as follow: beginning at the Southwest corner of the Northwest Quarter of Section 22; thence North along the West line of said Northwest Quarter, 25.00 feet; thence East parallel with the South line of said Northwest Quarter, 435.00 feet; thence South parallel with the West line of said Northwest Quarter, 25.00 feet; thence South parallel with the West line of the Southwest Quarter of Section 22 to the North right of way line of the public roadway (Ridge Road); thence westerly along said right of way line to the West line of said Southwest Quarter; thence North along the West line of said Southwest Quarter to the point of beginning.

NOTICE OF USE RESTRICTIONS: The real estate was acquired with the assistance of Federal funds administered by the United States Fish and Wildlife Service. Federal regulations permanently restrict changes in its ownership or use notwithstanding any inconsistent state law.

By: Tom Flattery
Director
Illinois Department of Natural Resources

_____ _____
Date

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County and State aforesaid, **DO HEREBY CERTIFY** that Tom Flattery, Director of Realty and Environmental Planning, Illinois Department of Natural Resources, Springfield, Illinois, 62702-1271, personally known to me to be the same person whose name is subscribed to the foregoing instrument appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, 2003.

(Notarial Seal)

_____
Notary Public

This instrument prepared by:

Illinois Department of Natural Resources
Office of Realty & Environmental Planning
One Natural Resources Way
Springfield, IL 62702-1271

MAIL TO:

LWCF CHECKLIST
(for Realty/Natural Heritage use)

Name of Site/Project:_____

County_____ Zip Code:_____

Total Cost:_____ LWCF Assistance Amount:_____

Congress Dist:_____ Senate:_____ House:_____

Latitude Longitude

GPS Coordinates (Deg/Min/Sec/Dir):_____ _____

Location Map:_____ Plat Map:_____ Development Map:_____

Acquisition Schedule (on separate sheet, identify parcel(s) to be acquired, acreage, estimated value and previous use of site): _____

SCORP Justification form (attached) _____

On-site inspection report (attached):_____

Environmental Assessment Statement (attached):_____

Request for SHPO (state historic preservation officer) Sign-off: _____

(For Grant Administration use)

Project Agreement (3 originals) _____

SF424 w/parts C&D (1 original):_____

Description & Notification form:_____

Env. Info or Categorical Exclusion:_____

DI 1350-Title VI Assurance:_____

DI 1953-Cert. re. Debarment, etc.:_____

Previous Use memo:_____

SHPO sign-off:_____

lwcfchecklist.wpd(6-8-05)

Illinois
Department of
Natural Resources
524 South Second Street, Springfield, Illinois 62707-1787
http://dnr.state.il.us
George H. Ryan, Governor • Brent Manning, Director

S.O.R.P.P. JUSTIFICATION
Project 17-

The above referenced project is in compliance with the approved Statewide Outdoor Recreation Plan for Illinois and the specified use of L.W.C.F. monies in the state.

Specific statewide recreation priorities addressed by the referenced project are checked below:

- ☐ provide new/improved outdoor recreation opportunities in Illinois' urban areas;
- ☐ promotes development of recreational greenways, especially long distance trail opportunities;
- ☐ acquisition/protection of significant natural resources, particularly state-identified natural areas, endangered species habitat, wetlands and C-2000 Ecosystem Partnership Area;
- ☐ promotes water-based recreation, particularly the use of Illinois' large lakes and streams with recreational use of Lake Michigan being the highest priority;
- ☐ promotes recreational opportunities for the disabled beyond basic access;
- ☐ provides new/improved outdoor recreation opportunities for minority populations;
- ☐ project located in economically distressed area;
- ☐ meets high priority, local/regional recreation need as identified in local plans and SORPP.
- ☐ promotes protection and/or enhancement of wildlife habitat;
- ☐ promotes public outdoor education, conservation ethic, natural resource appreciation;
- ☐ project is a result of local planning priorities involving public input and/or intergovernmental cooperation/partnerships;
- ☐ promotes parkland/open space acquisition or development by a newly established public recreation agency or incorporated municipality, etc.;
- ☐ recreation project is component of a community's economic revitalization program;
- ☐ provides initial access to or development of public recreation area in the project service area;
- ☐ project involves private land donation or bargain sale that benefits outdoor recreation; (est. amt. $_____);

af

OSLAD/LWCF GRANT PROGRAM
PRE-AWARD INSPECTION & EVALUATION REPORT

1. Project Sponsor: _____
2. Project Title: _____
3. IDNR Inspector: _____
4. Inspection Date: _____
5. Type: Acq. ____ Dev. ____ Comb. ____
6. Accompanied by: _____
   Title/Agency: _____

FINDINGS

	YES	NO
A. Are there any potential safety and/or health hazards associated w/ the project?	____*	____
B. Will acquisition result in the displacement of any persons, business, equipment, etc.? (e.g., is relocation necessary?)	____*	____
C. Will project have potential neg. impact on any visible historic/archeological site(s), wetland, wildlife area, endangered plant/animal species area/habitat or prime ag land?	____*	____
☞ *NOTE: Take photo(s) of unique architectural/historic structures (e.g., WPA projects, etc.) or wetlands, etc.*		
D. Is the project site adjacent to a dedicated Illinois Nature Preserve or does it contain one? (If yes, project must have INPC sign-off)	____*	____
E. Is there a possibility of income being derived from the sale/rental of site improvements, land, crops, timber resources, etc.?	____*	____
F. Are there private rec. facilities that project may compete or impact?	____*	____

IDENTIFY SPECIFIC QUESTION & EXPLAIN BELOW THOSE NOTED WITH (*)

G. Briefly describe Site and Surrounding Area:

H. Discuss w/ Sponsor the extent of PUBLIC INVOLVEMENT and how local plan/planning supports project.

Is there public support and/or opposition: ____ letters ____ Petitions ____ Other ____ legislative interest
EXPLAIN:

I. List major EXISTING recreation facilities on project site & their condition:

_____ _____ _____

_____ _____ _____

- List site amenities: water(#) _____ Toilets _____ (condition):
  Parking (size) _____ Adequate Shade _____ Other _____

	Yes	No
• Are these facilities / improvements handicap accessible? (If no, list those facilities & discuss local responsibility / plan to improve per ADA or amend application)		

NOTE: *If Project involves facility "rehab", evaluate & describe condition or expected remaining useful life of ANY portion of facility or related amenity NOT being renovated. (i.e., pool filter replacement only: is bathhouse and pool decking, basin and guttering in good condition to justify proposed project rehab.)*

INSPECTION FINDINGS cont.
page two

J. What is recreational potential of the project site based upon:

1) Natural features: Good _____ Fair _____ Poor _____

2) Planned development: Good _____ Fair _____ Poor _____

(Recreation Facilities Planned) (NOTE: $25000 OS limit on pool play amenities; small gazebos, sitting areas are not rec. fac.; & golf courses are not OS eligible.)

_____ _____ _____

_____ _____ _____

_____ _____ _____

K. Is accessible routing from parking lot (access point) to project facilities in place or planned? Yes No
(if no, discuss w/ Sponsor & modify as needed)

If play equipment proposed, are efforts being made re: accessibility AND does proposed surfacing meet accessibility and safety guidelines (e.g. rubber matting, wood fibar, etc.) Yes No
(*discuss with local sponsor*) *make sure application has playground detail*

L. Is facility orientation appropriate re: sun, parking, facility grouping, etc.? Yes No
(if no, discuss w/ locals & modify if possible)

M. Is there potential for adverse project impacts on adjacent lands? (If yes, describe mitigation) Yes No
(e.g., park lighting, intensive use/high traffic in residential area, etc.)

N. List all environmental intrusions on and adjacent to project site, and describe their impact on recreational use of the site.
(e.g., utility lines or other visual obtrusions, noise, odor/pollution impacts, etc.)

(NOTE: Bury overhead lines - allow project cost revision)

O. Describe access to the project site and potential traffic concerns.

P. Provide general observation on local sponsor's "maintenance" capabilities. [indicate site(s) observed]

Good _____ Fair (some deferred maintenance) _____ Poor _____ (describe)

Site(s) Observed:

R. OTHER COMMENTS (e.g., use of energy conservation, recycled materials, etc.)

DNR Inspector SIGNATURE: _____

(attach inspection photos of project site, etc.)

IL Dept. of Natural Resources
Div. of Grant Administration

(EAS.OS 12/99)

ATTACHMENT A-5

ENVIRONMENTAL ASSESSMENT STATEMENT (EAS)

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: (B) Beneficial, (N) Neutral, (A) Adverse (N/A) Not Applicable (Check only 1 box for each factor)	Type of Impact			
		B	N	A	n/a
Socio-Economic Factors					
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 (indicate current zoning classification: _____)		[ ]	[ ]	[ ]	[ ]
8. Agricultural Activities / Prime Farmland Conversion (*)		[ ]	[ ]	[ ]	[ ]
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		[ ]	[ ]	[ ]	[ ]

(*) 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 (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 (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 DNR as part of the project application review process.*

Physical Resource Factors (cont.)	Type of Impact B	N	A	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 "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 (4 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 responsiblity 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	B	N	A	n/a
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 _____

NOTE: Applicants with projects located within the jurisdiction of an "areawide clearinghouse" planning agency must complete the enclosed Standard Form 424 (application for federal/State assistance - parts 2,5, 6, 7, and 11-18) and submit copy of form along with project maps and narrative statement (attachment A-1) to the appropriate clearinghouse for review & comment. (See back of 424 form for agency locations and addresses.)

29. Known Project Controversy (if yes, explain) YES _____ NO _____

30. Identify any Other Adverse Impact(s) _____

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.

Factor #	Comment

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.

LWCF Billing File Documentation

Project:_____

Site Name: _____

[ ] Appraisal

[ ] Signed agreement between seller and IDNR

[ ] Statement of Just Compensation (if applicable)

[ ] Waiver of Rights to Just Compensation (if applicable)

[ ] Complaint for Condemnation/eminent domain (if applicable)

[ ] Deed or Judgement Order

[ ] Closing Statement

[ ] Title Insurance

[ ] Final Project Boundary (Plat) Map

[ ] Copies of invoice voucher(s)

[ ] Copies of COD(s)

[ ] Final Acreage Breakdown:_____ cropland _____ pasture _____forest _____other*
(*urban, prairie, wetlands, water body, etc.)

[ ] Final Purchase Price:_____

[ ] SHOP sign-off

[ ] Site contact person _____ Phone _____

Site name _____

Address _____

[ ] Photo of sign at site (Grant Administration)

[ ] First NPS close-out letter (Grant Administration)

>>> <Robert_Bryant@fws.gov> 2/22/05 3:33:59 PM >>>

FWS/AFA

February 22, 2005

State Directors:

I have recently been made aware that several states are considering dropping land acquisition from their Federal Assistance (FA) programs. The reason cited is that it is taking too long to meet the existing FA direction on how to obtain appraisals and approvals needed to make offers to landowners. This length of time has caused delays and land acquisition opportunities to be lost. Since these lands are to be acquired by the state and cost shared, generally up to 75 percent with a FA program, there is a nexus to FA. I find this disturbing with the recent efforts associated with increased funding from the State Wildlife Grant program. I have looked into this situation internally with FA and consulted with each of your Federal Assistance Coordinators.

In years past, the U.S. Fish and Wildlife Service Region 3 had delegated to

certain state review appraisers various levels (up to $1,000,000) of appraisal review authority for FA programs. Under this format, several hundred appraisals and reviews were performed annually. Such recipients were certified appraisers residing in the state real estate departments. These individuals were also involved in appraising for their states. This arrangement worked for FA, and in lieu of other mechanisms, ensured that appraisals and appraisal reviews were to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisitions (UAS).

However this arrangement is no longer available to FA. The recent reorganization within the Department of the Interior (DOI) transferred various agencies appraisers into a new agency, the Appraisal Services Directorate (ASD). ASD does not delegate appraisal review authority to individuals outside its staff. Performing several hundred appraisals and reviews each year will exceed ASD's capacity and increase FA administrative costs in Region 3. A recent estimate is that 586 appraisals and reviews could be needed in a year. The state pays for the cost of the appraisal and has a portion of this cost shared by the FA grant. The cost of the appraisal review however, is borne by administrative funds available to FA. The Federal Assistance Improvement Act of 2000 (PL 106-408) has capped the amount of funds available for administrative costs.

Recently, 49 CFR Part 24, the Uniform Relocation Act (PL 91-646) (Act) was amended by the lead agency, the Department of Transportation (DOT). The Act applies to programs and projects receiving Federal financial assistance such as FA programs. The January 4, 2005 final rule (effective February 3, 2005) among other things, increases the minimum value level requiring an appraisal and identifies the minimum level as the value of the rights acquired (the "taking") instead of the "before" value as the focus of appraisal threshold. Under FA programs, and per 49 CFR 24.101 and 102 the state prepares the Statement of Just Compensation (SJC) and provides it to the landowner. The SJC is the required written notification to the landowner of what it believes to be the market value of the property. The

SJC is based on the states appraisal.

In response to the communication from the states, I have considered the above information, administrative policy, FA Handbook Chapter 6, Washington Office correspondence, historical data and other data provided to me concerning the volume and value of typical tracts of land acquired under various FA programs. I have also considered the difficulty and complexity of typical Region 3 FA program land acquisition. I learned for example, that the preponderance of the value of individual lands acquired is under $1,000,000. These lands are typically rural forested or open agricultural lands lacking building improvements. I also learned that FA programs in other Regions, allow for DOT licensed appraisers and or licensed contract review appraisers to review appraisals. I cannot find any requirement to sole source appraisals or their reviews for the FA program.

Accordingly, until further notice, in consideration of the effectiveness of the FA program, I am making the following change in procedure for FA programs in Region 3: With certain constraints the states may conduct their own appraisals and reviews up to $1,000,000 in value, subject to the following:

In concert with 49 CFR 24.103 and 104, appraisers and reviewers performing this work must hold a Certified General Real Property Appraiser License and have successfully completed Appraisal Review class A-35 or its equivalent. The appraisal and appraisal review must be to standards identified in the December, 2000 Uniform Appraisal Standards for Federal Land Acquisitions (UAS). http://www.usdoj.gov/enrd/land-ack/land_acquisitions.htm

State staff review appraisers or contract review appraisers may be used and paid for with grant funds or other state funds. However, in no situation will either staff or a contracting firm review an appraisal prepared by them (same). If a contractor is used, a separate contracting firm must be used for review, than prepared the appraisal. Supervisors are prohibited from reviewing appraisals completed by their staff. Staff reviewers

or
contractors should review staff appraisals. For example, Department of
Transportation appraisers or reviewers could be a use source. ASD could be
used - if paid for via grant funds available to the state.

The review and appraisal must be on file and available at the State Office.
A copy of the review must be provided to FA. FA may request submission of
the appraisal. FA may also perform reviews of state programs and request
appraisal reports. FA may consult with ASD on any appraisal, appraisal
review or state review. If such consultation results in an indication that
either the appraisal or its review is not UAS compliant, that appraisal may
not be used or cost shared in the FA program.

I ask you to involve ASD on appraisals of land valued at greater than
$1,000,000. An example would be, say, a marina or large farm complex with
building improvements. In this situation, FA pays for the ASD cost
(usually review) and the state pays for the staff or contract appraisal.

FA will monitor compliance to the above and reserves the right to modify on
a state basis the $1,000,000 value.

Sincerely,

cc: Federal Assistance Coordinators

CC: GUNTERMAN, MICHELLE

LAND ACQUISITION GRANTS

LAND PROJECT CHECKLIST

Do you have an:

_____ **Approved and Open AFA**

_____ **Approved and Open GA**

Send to USFWS a copy of the:

_____ **Deed (Federal Interest recorded)**

_____ **Title Vesting Certificate**

_____ **Tract map (indicating Township, Range and Section)**

_____ **Map of management area with new tract outlined**

_____ **Land Summary Statement**
(Documentation to support miscellaneous and relocation costs)

_____ **Statement of Just Compensation**

_____ **Identification of In-kind matching tracts if appropriate**

NOTE: **Contact your Federal Aid Biologist with any questions or concerns.**

LAND SUMMARY STATEMENT

STATE: Michigan

PROJECT/SEGMENT: W-134-L, Amd #1

VOUCHER: ------

W-76 W-74 W-76 W-0 DRAW NO: ------

VENDOR NAME	Anderson	Barry Co.	Stasa	Sink	Lawson
APPRAISED VALUE	$49,000	$180,000.00	$180,000.00	$250,000.00	$33,000.00
TOTAL ACRES	93.5	75.5	180	1,000	10
Real Property Cost 1/	$49,000.00	$180,000.00	$190,000.00	$300,000.00	$32,000.00
Relocation Cost 2/		$0.00	$1,350.00	$0.00	$500.00
Real Property-Vendor Donation	$0.00	$0.00	$0.00	$150,000.00	$0.00
Misc. Overhead Cost 2/	$5,047.46	$6,240.00	$5,724.00	$0.00	$500.00
Salary Costs	$0.00	$0.00	$0.00	$0.00	
TOTAL COST	$54,047.46	$186,240.00	$197,074.00	$150,000.00	$33,000.00
Program Income Used 3/	$0.00	$0.00	$0.00	$0.00	$0.00
REVISED TOTAL	$54,047.46	$186,240.00	$197,074.00	$150,000.00	$33,000.00
an-Robertson Cost	$25,479.11	$139,680.00	$146,296.19	$0.00	~~$22,000.00~~ 33,0
Dingell-Johnson Cost	$0.00	$0.00	$0.00	$0.00	$0.00
State Cost	$28,568.35	$46,560.00	$50,778.61	$300,000.00	$0.00
State In-Kind Used	$0.00	$0.00	$0.00	$0.00	$11,000.00
Other Non-Federal or Non-Participating Cost	$0.00	$0.00	$0.00	$0.00	$0.00
Other Donated/Gift Value	$0.00	$0.00	$0.00	$0.00	$0.00
Federal Share of Payment Req. 2/	$25,479.11	$139,680.00	$146,296.19	$0.00	33,0 ~~$22,000.00~~
Acquisition Type	4	4	4	7	4
Acquisition Purpose	A	A	A	A	A
Activity Code (FAIRS)	1111	1111	1111	1111	1111
County(s) (FAIRS)	Gratiot	Barry	Gratiot	Eric	Lois

1/ Submit additional justification for overruns exceeding 10 percent. If Real Property Cost is less than Appraised Value, please footnote explanation. If Real Property Costs or installment payments were previously vouchered, identify by footnote the segment and voucher numbers.

2/ Provide source of income, list by project number and segment.

Footnotes: 1) W-76 - Maple River/Gratiot-Saginaw Game Area Connector - Gratiot County

2) W-74 - Middleville State Game Area - Barry County

3) W-76 - Maple River/Gratiot-Saginaw Game Area Connector - Gratiot County

4) W-0 - In-Kind Banking - Eric County

ACQUISITION TYPE CODE:

1. Lease
2. Easement
3. Gift
4. Fee title
5. Condemnation
6. Exchange, transfer, divestiture
7. In-kind contribution
8. Program Income
9. Installment purchase
A. Acquired in exchange or trade
B. Divested in exchange or trade
N. Cost shared as requested - state cost includes amount non-participating
S. Salary Costs

ACQUISITION PURPOSE CODES

A - Access Site - Hunting
B - Access Site - Stream/River (Fishing)
C - Access Site - Lake (Fishing)
D - Access Roadway/Parking area (hunting or fishing)
E - Laboratory/Other building site
F - Big Game
G - Winter Range
H - Upland Game
I - Waterfowl
J - Other Migratory Birds
K - Rare/Endangered Species
L - Lake Construction/Lake Improvement
M - Lake/River Frontage (other than fishing access)
N - Spawning area
O - Stream/Spring Tributary
P - Improvement/Restoration/Preservation
Q - Upland Game/Waterfowl/Big Game
R - Upland Game/Waterfowl/Migratory Bird
S - Big Game/Winter Range/Upland Game
T - Big Game/Upland Game
U - Upland Game/Waterfowl/Rare/Endangered Species
V - Watershed Protection
W - Land Control/Management Purposes

ACTIVITY CODES & DEFINITIONS

WILDLIFE - Land Acquisition

Fee Title (Non-wetland) New lands purchased through fee title acquisitions. Cost, acres and location by county required.

1112 **Fee Title (Wetland)** New wetlands purchased through fee title acquisitions. Cost, acres and location by county required.

1121 **Non-Fee Title Controlled (Non-wetland)** New lands acquired through leases, easements and cooperative agreements or other non-fee title arrangements. Cost, acres, and location by county required. (Because this table is cumulative acreage is entered in this code only for first year covered under project. Renewed leases should be entered as 1211.

1122 **Non-Fee Title Controlled (Wetland)** New wetlands acquired through leases, easements and cooperative agreements or other non-fee title arrangements. Costs, acres, and location by county required.

WILDLIFE - Area and Facility Maintenance

1211 **Total Acres Managed** Includes total acre(s) being managed under project. Cost and acres required.

SPORT FISH - Land Acquisition

2111 **Fee Title - Exclusive of Boating Access** New lands purchased through fee title acquisitions. Boating access is not to be included in this activity code. Cost, acres and location by county required.

2112 **Fee Title - Boating Access** New lands purchased through fee title acquisitions. Only boating access is to be included int his activity code. Cost, sits and location by county required.

2121 **Non-Fee Title Controlled - Exclusive of Boating Access** New lands acquired through leases, easements and cooperative agreements or other non-fee title arrangements. Boating access is not to be included in this activity code. Cost, acres, and location by county required.

2122 **Non-Fee Title Controlled - Boating Access** New lands acquired through leases, easements and cooperative agreements or other non-fee title arrangements. Only boating access is to be included in this activity code. Cost, sites, and location by county required.

SPORT FISH - Planning and Administration

1610 **Developing a Planned Management System** This includes projects those purpose is to develop a planned management systems. Cost required.

1620 **Developing Strategic Plans** This includes projects whose purpose is to accommodate the development of strategic plans. Cost required.

1630 **Coordination and Program Administration** This would include

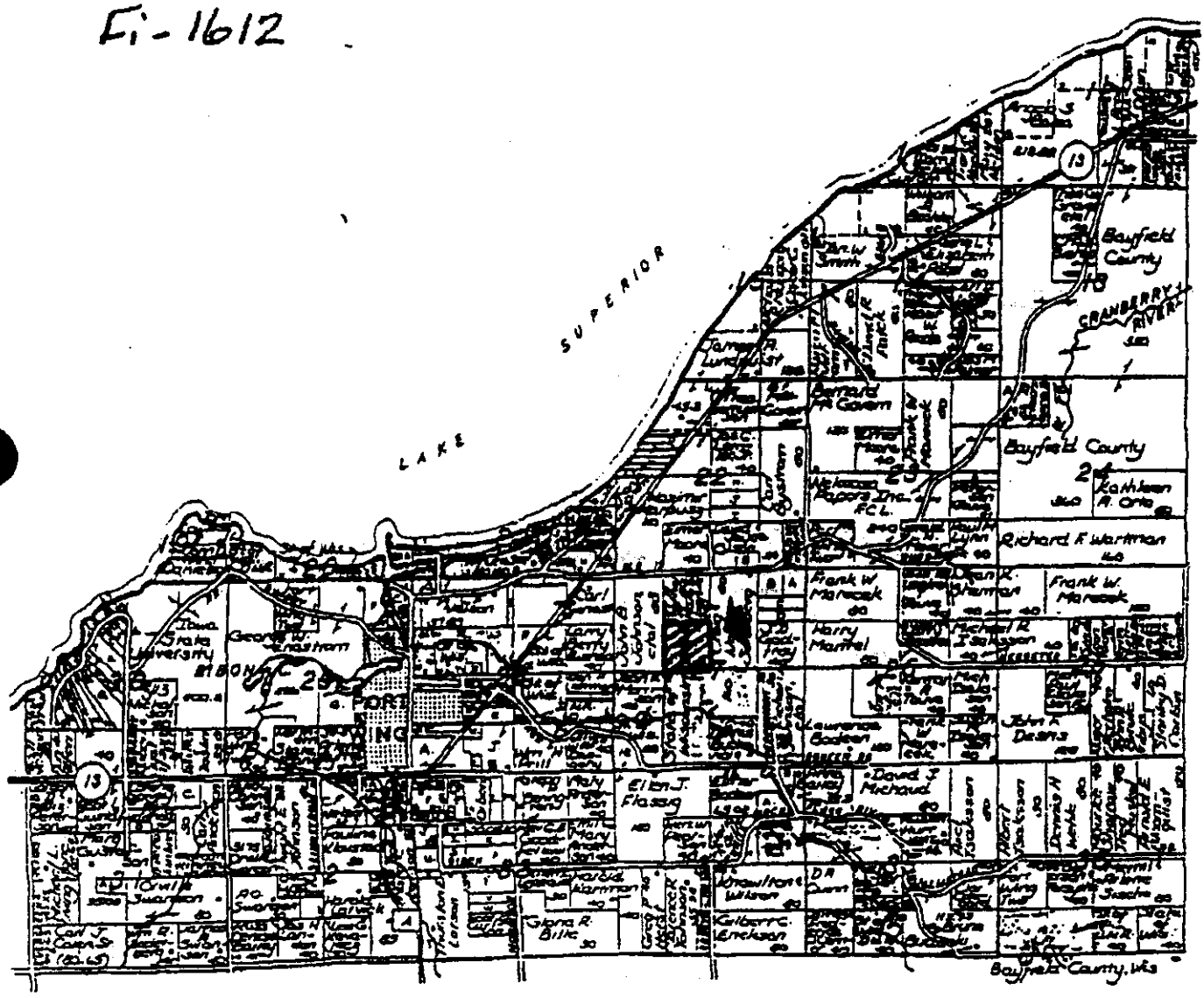
#3

Federal

Plat Map

NORTH PART PORT WING T. 50N.—R.8 W.

Fi-1612



(5)

GENERAL GUIDELINES FOR LAND EXCHANGES AND DIVESTITURES

UCTION

Land Acquisitions:

chased with federal assistance are approved with the intent that they be used for the urpose in perpetuity. As stated in 43 CFR Part 12.71, "Except as otherwise provided l statutes, real property will be used for the originally authorized purposes as long as r that purpose(s), and the grantee or subgrantee shall not dispose of or encumber its ıer interests."

chases are approved by the Fish and Wildlife Service only when they are needed for an s) of an approved grant. The program administrative rule for the Wildlife and Sport oration programs (50 CFR 80) require that the grantee (i.e. State fish and wildlife ıust control the land. As stated in 50 CFR 80.20, "The State must control lands or which capital improvements are made with Federal Aid funds. Controls may be through fee title, lease, easement, or agreement. Control must be adequate for ı, maintenance, and use of the improvement throughout its useful life." For programs specific program rule, 43 CFR Part 12 applies. The above language from 43 CFR Part olies that lands purchases are approved by the Service as needed an that adequate ıust exist to protect the property. Therefore, acceptance of federal assistance implies will assure the purchased lands will continue to be used for the approved purpose and resources will be available to manage the property for that purpose(s).

, the State must ensure that no action(s) occurs that interferes with the approved s) of the property. As stated in 50 CFR 80.14b(2), for the WR, WCR and SFR ı, resolution of any interference is to stop those actions and resolve any resulting : "When such property is used for purposes which interfere with the accomplishment of purposes, the violating activities must cease and any adverse effects resulting must be ." These restrictions affect not only the parcels purchased with federal assistance but ınd within the project boundary which was used to justify the need for the grant and to grant objective(s).

programs, similar language in 43 CFR Part 12 apply.

ole Reasons for Divestiture/Exchanges

e, however, circumstances when lands purchased with federal assistance may be divested sale or land exchange as stated in 50 CFR 80.14b(1) and (3). Those circumstances are: 1) ıd passes from the management control of the fish and wildlife agency; and 2) when the no longer is needed or useful to satisfy its acquisition purpose. One or both of these may be acceptable with approval by the FWS Regional Director if management control e reasonably returned to the fish and wildlife agency (e.g. the land is taken for national cy purposes) and/or the original purpose is no longer a reasonable one (e.g. land was ed for a species which became extinct).

For other programs, similar language in 43 CFR Part 12 apply.

General Information on Divestitures/Exchanges

Divestitures must meet certain program requirements: 1) Replacement tracts must be of equal value at current market prices and with equal benefits, relative to the purpose(s) of the original acquisition (50 CFR 80.14 and 43 CFR 12.71); 2) Sales must result with crediting the federal program with its share at current market prices; 3)The choice of disposition (i.e. retention of title by the State, sale, or transfer of title as described in 43 CFR 12.71) is determined by the Regional Director of FWS.

In general, an action (divestiture through sale, exchange or crediting) to remove the Federal Aid (FA) interest in land requires the same information and documentation as an action to acquire land within an FA project. In most cases, full documentation is submitted after the transaction has been proposed (prior to completion). This procedure was instituted as a result of the imprecise nature of sales/exchanges where there are many variables involved with the action that may affect the final outcome. Due to the delay in providing information, the State must closely monitor the process to assure FA program requirements are being met and to provide information to the FA office if circumstances change. After the action is completed, formal documentation for approval must be submitted for approval, as described below.

> Note: Required deed restriction to identify federal interest to newly acquired parcels must be added.

NEPA Compliance

Normally, land acquisition, divestiture or exchanges are considered to be addressed by categorical exclusion 1.4A(4) (Appendix 1 Department of Interior Manual 516 DM 6).

> (4) The acquisition of real property obtained either through discretionary acts or when acquired by law, whether by way of condemnation, donation, escheat, right-of-entry, escrow, exchange, lapses, purchase, or transfer and that will be under the jurisdiction or control of the United States. Such acquisition of real property shall be in accordance with 602 **DM** 2 and the Service's procedures, when the acquisition is from a willing seller, continuance of or minor modification to the existing land use is planned, and the acquisition planning process has been performed in coordination with the affected public.

Exceptions to a categorical exclusion require the FWS to determine whether an environmental assessment or environmental impact statement must be developed (see NEPA: Guidance to States Participating in The Federal Aid Program handbook).

Finally, these guidelines do not address the more complicated scenarios that can be a part of a land divestiture or exchange. For example, those involving three way trades, public controversy (exception to a categorical exclusion), or exchanges involving many separate projects.

PROCEDURES

Note: Italicized text represents supplemental descriptive information that tries to anticipate questions about each numbered action step.
Note: The attached checklists supplement the information provided below and can be used in conjunction with these procedures to process a land exchange/divestiture.

1. At the time that the action concept is clear:
   a. The State must contact the appropriate FA Division office grant administrator and discuss the proposed action with the grant administrator;
   b. The State must request instructions on how to proceed with the action;

2. The State must submit a letter formally requesting permission to proceed with the action and attach all material needed for the grant administrator to provide approval.

   The attached material must include all information needed for the grant administrator to determine, at that time, compliance with ancillary federal laws, regulations, rules and orders (e.g. NEPA, Section 7 Endangered Species Act, Section 106 National Historic Preservation Act, Executive Orders on wetlands and floodplains, etc.). In addition, the following items must be submitted: 1) maps with legal description; 2) estimated current land values; 3) grant number under which the land was originally acquired and vendor name; 4) acreage involved; 5) crediting or replacement actions proposed; 6) reason for the proposed action (refer to "Acceptable Reasons.." above); 7) existing benefits relative to the purpose of the original acquisition; and 8) the funding sources used to acquire the land (Federal Program and State funds).

   <u>Note</u>: In order for States to participate in the WR, WCR and SFR programs, they must use license monies (WR and SFR), as defined in 50 CFR 80, and sources of funds for conservation of wildlife that were available after January 1, 2000 (WCR), only for the administration of the fish and wildlife agency. Therefore, lands purchased with above monies may only be used for purposes under the responsibilities normally assigned to a fish and wildlife agency. Use of those lands for other purposes makes the States ineligible to participate in these programs.

3. The FA grant administrator will verify records, review information for compliance documentation and prepares a letter:
   a. The letter will grant or deny permission to proceed with the action;
   b. The letter will identify additional instructions.

   This is the final step before the State completes the trade/exchange/divestiture.

4. State submits amendment to the Grant Proposal (GP) under which the original action occurred.

   Many parcels were purchased through grants that were specific to a management area. Since then, some states have developed a statewide land acquisition grant

which incorporates management areas originally addressed in single grants. When lands from those areas are being addressed in a divestiture, an amendment to the statewide grant proposal may be completed. The documentation must follow the format and required information found in the Federal Aid Handbook, Chapter 522 FW 6. The time period of the amendment should reflect the amount of time needed to complete documentation of divestiture. Documentation must also include any followup compliance documentation required after the approval to proceed was provided and those identified in the letter of instructions.

5. State submits either an amendment to an open Grant Agreement or a new Grant Agreement.

--- *The GA, or amendment to the GA, should be submitted at the same time as the amendment to the GP. Refer to the Federal Aid Handbook, Chapter 522 FW 6, for details of format and required information. Documentation must also include any additional information required in the FA Office letter of instructions.*

Documentation for the Grant Proposal and the Grant Agreement are needed for several reasons:

a. The GA represents the formal record of obligation and commitments.
b. For land records, final documents are stored with the Grant Proposal to reduce space and centralize records. Therefore, future searches for information about past actions start with the GP.
c. Consistency reduces confusion, especially for actions that are infrequent.
d. The Grant Proposal represents the permanent record for land acquisition actions.
e. The submission of a GA or GA amendment acts to open the Grant Proposal when there is no active Grant.
f. The amendment to the Grant Proposal identifies specific information necessary to properly document the action (e.g. changes to scope of original land acquisition boundaries and related scope of the grant).

--- *Dollar adjustments may be made to generate an <u>equal value</u> trade.*

--- *Documentation for the GP and GA, as described in the FA Handbook, normally includes the following types of materials besides the normal forms and narratives: 1) appraisals; 2) deeds (including required deed restrictions identifying federal interest); 3) legal descriptions for each parcel; 4) biological assessments of properties; 5) management plans (e.g. future management of new properties, need for properties, identification of managing organization/agency, unique species being managed, future intended use of the property); 6) EA and/or NEPA checklist, 7) map; 8) title vesting evidence for each parcel acquired; 9) land summary statement; 10) Section 7 Endangered Species Act Phase I form; 11) documents indicating compliance with Section 106 of the National Historic Preservation Act; 12) clearinghouse, if applicable; 13) specific location; 14) how and where the*

crediting/replacement will occur; and 15) the dollar amount involved and how the amount was derived.

6. State submits amendments to other affected grants, if applicable (e.g. amend project boundaries, amend project management purposes, credit program income).

7. The Service makes the final formal decision.

EXAMPLE (to be completed by FA Division, FWS)

This is an OPTIONAL form

APPROVAL OF DIVESTITURE

STATE: **DATE:**

F-A PROJECTS:

PROJECT NUMBER:

PROJECT TITLE:

AUTHORITY: 43 CFR 12.71, Federal Aid Handbook 522 FW 6.7 E., 50 CFR 80

DESCRIPTION OF PROPERTY:
PURPOSE AND NEED:

APPROVAL

This easement is approved by the U.S. Fish and Wildlife Service, Region 3, Division of Federal Aid with the following conditions:

CONDITIONS

FEE COST: Any fees or replacement land obtained in exchange for this easement must equal to or exceed fair market value. Wildlife and public use values of exchanged lands must be equivalent. This tract was acquired with Wildlife Restoration funds and any fees obtained must be credited as program income and any lands obtained are to be classified as PR Wildlife Restoration - acquired.

APPROVED:

_____ _____
Initiator Date

_____ _____
Date

_____ _____
Bradley V. Johnson, Chief, Federal Aid Date

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Form R3L-03

CHECKLIST FOR LAND EXCHANGES

LAND CONCERNS:

LAND TO BE DIVESTED	LAND TO BE ACQUIRED[1]
1. Subject Property	1. Subject Property
a. Appraisal Value	a. Appraised Value
b. Acres	b. Acres
c. Zoning Data	c. Zoning Data
d. County	d. County
e. Township, Range, Section	e. Township, Range, Section
f. Improvements	f. Improvements
g. Brief description	g. Brief description
2. Property Owner	2. Property Owner
3. Why should this tract be disposed?	3. Why should this tract be acquired
4. Attach section map	4. Attach section map
5. Include "Management Area" map siting this tract of land.	5. Include "Management Area" map siting this tract of land.
6. Under which grant was this tract of land purchased?	6. Are there any easements, etc. attached to the land?
7. NEPA compliance	7. NEPA compliance
8. Section 7 ESA compliance	8. Section 7 ESA compliance
9. Section 106 Nat. Hist. Pres. Act compliance	9. Section 106 Nat. Hist. Pres. Act compliance

10. What other alternatives were pursued prior to making this decision?

---

[1]If a specific tract of land has not been identified yet, a listing of potential/desired land tracts, with all details, must be included.

Form R3L-04

Land Divestiture/Exchange
Biological Report/Assessment

Land to be Divested

1. Habitat - Cover types

2. Anticipated land use changes

3. Value to wildlife after changes
   a. Include Federal Endangered, Threatened, and Proposed Species impacts.
4. Other impact to management unit
   a. public use restrictions
   b. trespass - both by public and by new owners

5. Restrictions on title
   a. Easements/leases/licenses
   b. Conservation easements or other conditions of divestiture
   c. Mineral rights

6. Equal value for management unit purposes?

Land to be Acquired

1. Habitat - Cover types

2. State management plans - general

3. Value to wildlife with management
   a. Include Federal Endangered, Threatened, and Proposed Species impacts or benefits.
4. Mitigation, if needed

5. Restrictions to title:
   a. easements, leases, licenses
   b. mineral rights

6. Other benefits to management unit
   a.. Boundary integrity
   b. Eliminate trespass

7. Equal value for management unit purposes?

Final Recommended Action

The purpose of this form is to provide guidance on how the State is to develop a biological report/assessment to describe what is on the affected property, its value and the recommended action to take.

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LAND SUMMARY STATEMENT

STATE: _____

PROJECT/SEGMENT: _____

VOUCHER: ____

DRAW NO: ____

	W-74	W-76			
VENDOR NAME	DNR	Stasa			
APPRAISED VALUE	$180,000.00	$180,000.00			
TOTAL ACRES	-75.5	180			
Real Property Cost 1/	($180,000.00)	$190,000.00			
Relocation Cost 2/	$0.00	$1,350.00			
Real Property-Vendor Donation	$0.00	$0.00			
Misc. Overhead Cost 2/	($6,240.00)	$5,724.00			
Salary Costs	$0.00	$0.00			
TOTAL COST	($186,240.00)	$197,074.00			
Program Income Used 3/	$0.00	$0.00			
REVISED TOTAL	($186,240.00)	$197,074.00			
[illegible]-Robertson Cost	($139,680.00)	$146,296.19			
Dingell-Johnson Cost	$0.00	$0.00			
State Cost	($46,560.00)	$50,778.61			
State In-Kind Used	$0.00	$0.00			
Other Non-Federal or Non-Participating Cost	$0.00	$0.00			
Other Donated/Gift Value	$0.00	$0.00			
Federal Share of Payment Req. 3/	($139,680.00)	$146,296.19			
Acquisition Type	6	4			
Acquisition Purpose	A	A			
Activity Code (FAIRS)	1111	1111			
County(s) (FAIRS)	Barry	Gratiot			

1/ Submit additional justification for overruns exceeding 10 percent. If Real Property Cost is less than Appraised Value, please footnote explanation.

2/ If Real Property Costs or installment payments were previously vouchered, identify by footnote the segment and voucher numbers.

3/ Provide source of income, list by project number and segment.

Footnotes:

1) W-74 - Middleville State Game Area - State DNR – Exchange/Divestiture

2) W-76 - Maple River/Gratiot-Saginaw Game Area Connector - Gratiot County - Exchange/Acquisition

[redacted]

LAND SUMMARY STATEMENT

STATE: Missouri
PROJECT/SEGMENT: W-52-L
VOUCHER:
DRAW NO:

[redacted]FA\TRAINING\LNDEXC112.WPD

[redacted]OR NAME	Tract 1, Poplar Bluff CA		Tract 2, Steven J. Sun CA		COMMENTS
	Original purchase under W-52-L-(?) (Date)	Current Values of Divestiture Correction 1999	Original Acquisition in (Date)	Current Value of Trade correction 1999	
APPRAISED VALUE		$40,000.00		$40,000.00	
TOTAL ACRES	40.00	40.00	80.00	80.00	
Real Property Cost 1/	($200.40)		$28,866.00		
Relocation Cost 2/					
Real Property-Vender Donation					
Misc. Overhead Cost 2/					
Salary Costs					
TOTAL COST	($200.40)	$0.00	$28,866.00	$0.00	
Program Income Used 3/					
[redacted]SED TOTAL	($200.40)	$0.00	$28,866.00	$0.00	
Pittman-Robertson Cost	($150.30)				
Dingell-Johnson Cost					
State Cost	($50.10)				
State In-Kind Used					
Other Non-Federal or Non-Participating Cost					
Other Donated/Gift Value					
Federal Share of Payment Req. 2/	($150.30)	$0.00	$0.00	$0.00	
Acquisition Type	A		A		
Acquisition Purpose	W		W		
Activity Code (FAIRS)	1111		1111		
[redacted]y(s) (FAIRS)	Butler		Butler		

[redacted] Submit additional justification for overruns exceeding 10 percent. If Real Property Cost is less than Appraised Value, please footnote explanation.

1/ If Real Property Costs or installment payments were previously vouchered, identify by footnote the segment and voucher numbers.

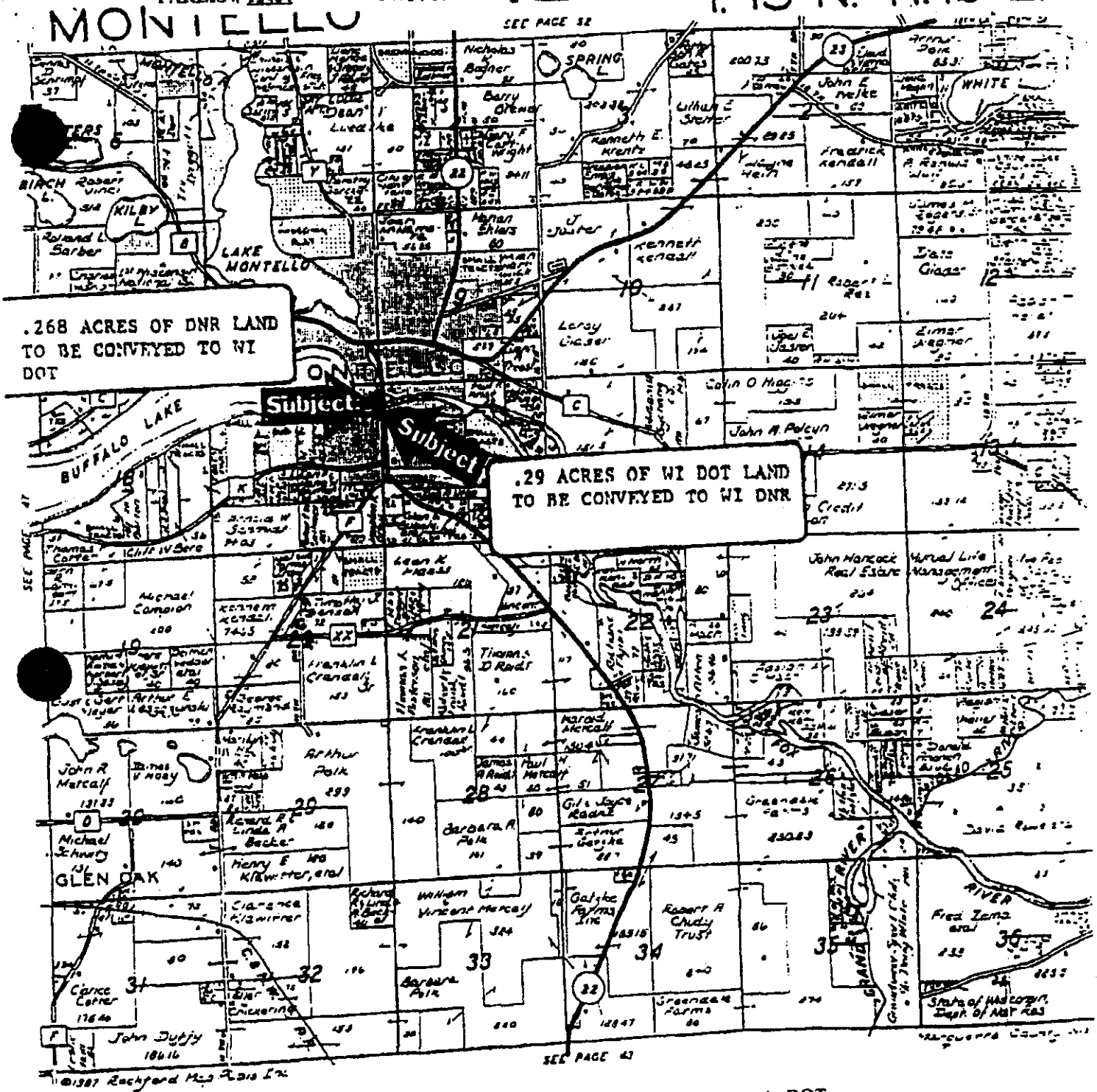
2/ Provide source of income, list by project number and segment.

Footnotes: MDC originally divested Tract #1 in September of 1996 to the USForest Service without FA approval. The trade above is to correct that error. Tract #2 MDC purchased for $28,866 in _____. The 1999 value for both tracts are equal ($40,000) resulting in a transfer to correct the error which occurred when Tract #1 was divested without FA approval.. Tract #2 now has the FA interest in it. [redacted]

(1)

WI/F-84-L-62 Land Exchange/DivesitureState of Wisconsin
FARLIS # 12404 TWP: 15N Range: 10E Section:16

T. 15 N.–R. 10 E.



WI/F-84-L-62 Land Exchange/Purchase Wisconsin DOT
FARLIS # 12405 TWP: 15N Range: 10E Section:1

FEDERAL

GENERAL GUIDELINES FOR GRANTING OF TEMPORARY LAND EASEMENTS:

The following information is requested for documentation.

1. **Approved under which AFA.**

2. **Justification:**
   a. **What is the purpose and why should this easement be granted?**
   b. **What period of time will easement be granted?**

3. **What other alternatives were pursued prior to making this decision?**

4. **Attach section map showing easement.**

5. **Include "Management Area" map siting this easement tract of land.**

6. **Subject Property:**
   a. **Acres affected**
   b. **County**
   c. **Township, Range, Section**

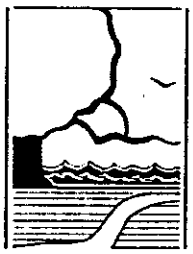
7. **Under which AFA was the original tract of land affected by this easement purchased? Name of landowner.**

8. **Program income:**
   a. **What value is being received and how was it determined?**
   b. **Where will it be credited?**

9. **Copy of the temporary easement agreement.**

10. **Environmental Assessment Checklist**

Inspection Reports



Illinois
Department of
Natural Resources

DIVISION OF REALTY
REAL ESTATE INSPECTION REPORT

PROJECT:_____ COUNTY:_____

PARCEL No.:_____ OWNERS NAMES:_____

DATE OF INSPECTION:_____

Does the landowner currently have or ever had any Underground Storage Tanks on the subject property? YES ____ NO _____

There was evidence found on the subject property to merit a Phase I environmental investigation? YES____ NO_____ **If yes, please justify the need below.**

There was evidence found of debris and/or open wells that needs to be removed or filled in prior to purchase? YES ____ NO _____ **If yes, identify and describe the problem below.**

If a follow up site inspection is needed, list the date of that final inspection. Date: _____

COMMENTS:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Signature Date

(Form Revised 5-31-05)

AGRICULTURAL REVIEW INFORMATION

Requested for Illinois Department of Natural Resources Funding

Land Acquisition Projects

Return to: **Illinois Department of Agriculture**
Bureau of Land and Water Resources (BLWR)
State Fairgrounds, P.O. Box 19281
Springfield, Illinois 62794-9281
FAX: 217-557-0993

This information is required for all land acquisition projects requesting IDNR funds. **Development projects *on previously acquired land* are not subject to Illinois Department of Agriculture (IDOA) review.** The project narratives (Documents 1A-1 and 1A-2; 4; 5A-1 and 5A-8) are part of the IDNR Application Packet that must accompany the initial review request to the IDOA because they provide an overview of the project as well as relevant background information. Send this Agricultural Review Information Sheet, a copy of the project's justification with the Attachments, along with the project's cover letter explaining the project to the address listed above. ***Be sure to include*** location maps, a soil survey map delineating the site, and site zoning designations relative to village/city's corporate boundaries. ***Please call Terry Savko, 217-785-4458***, if you have any questions about IDOA's review process.

Information Requested for Land Acquisition Projects

Date Submitted:

APPLICANT: **County:**

Contact Person: **Telephone:**

FAX:

List the project's contact person in the event that additional information is required. It is preferable to list the project's consultant and/or engineer since they usually possess the more detailed information we need in order to complete our review. ***The IDA has a 30-day review period in which to provide comments to the applicant once all pertinent information has been received.***

Address

ZIP

1. Number of acres in the site **Township** **Range** **Section**
2. Will the site be converted from an agricultural to a non-agricultural use? G Yes G No
3. Site is located within municipality's corporate boundaries? G Yes G No
   If no, list distance of site to nearest incorporated municipal boundaries miles
   (specify to nearest tenth-mile)
   Name of municipality

LAND USE

4. List the number of acres for each land use.
   Cropland ac Pasture ac Forest ac Other ac

If ***Other,*** specify land use and land cover

5. List the current land use for its four adjacent sides

North -

East -

South -

West -

ZONING

G ***Check if site is NOT zoned***

6. Site is zoned by city _____ or county _____ for _____ use.
name) *(name)* *(specify zoned use)*

7. List the designated zoning for each of the site's four sides

Zoning north of site - _____ by G city **or** G county

Zoning east of site - _____ by G city **or** G county

Zoning south of site - _____ by G city **or** G county

Zoning west of site - _____ by G city **or** G county

COMPREHENSIVE LAND USE PLAN

8. The city or county comprehensive land use plan designates land use at the project site?
G Yes G No **If yes**, name of city and/or county

9. The comprehensive land use plan was officially adopted in
(year)

10. The designated land use for the site is

11. List the comprehensive land use plan's designated land uses for each of the site's four sides.

North

East

South

West

12. Will other state or federal funds be used for this project? G Yes G No
If YES, list the name(s) of participating agencies:

	state $	*federal $*
1) -	G	G
2) -	G	G
3) -	G	G

Review Criteria/DNR OLT. doc
031303

Internal Office Forms & Reports

TELEPHONE REPORT

PROJECT:

PARCEL:

DATE:

TIME OF CALL:

YOUR NAME:

****

CALL TO:

ADDRESS:

TELEPHONE #:

****

SUBJECT:

****

SPOKE TO:

DETAILS OF CONVERSATION:

Signature: _____ Supervisor Signature: _____

DEPARTMENT OF NATURAL RESOURCES
OFFICE OF REALTY & ENVIRONMENTAL PLANNING

Last Name	First	Initial	DIV#	COST CENTER	PAY PERIOD ENDING		
Dean	James	B	10	6201			
			Social Security Number		Mo.	Day	Year
			XXX XX XXXX		0 6	30	2005

RECORD ALL HOURS WORKED IN THIS SECTION

Record Time in Decimal Hours -- Minimum Increments - 0.5 hrs.

PROJECT (OR&EP ONLY)	1 16	2 17	3 18	4 19	5 20	6 21	7 22	8 23	9 24	10 25	11 26	12 27	13 28	14 29	15 30	31	PROG CODE	Total Reg.	Hrs. Extr
Realty Manual																	2142	0.0	
OT																			0.0
Acquisition																	6100	0.0	
OT																			0.0
																		0.0	
OT																			0.0
																		0.0	
OT																			0.0
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RECORD ALL NON-WORKED "PAID" HOURS IN THIS SECTION

Personal Leave																	9901	0.0	
Vacation																	9902	0.0	
Holiday																	9903	0.0	
Sick Leave																	9904	0.0	
Day Off *																	9905	0.0	
Other **																	9907	0.0	
TOTAL HOURS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Sub Total	0.0	0.0
																	GRAND TOTAL	0.0	

* Use "X" in Day Off row ONLY - Identify hours charged to "Other" with notation at bottom of report.
Example: Comp Time, Jury Duty, Authorized Absence, etc.

SAMPLE TIME SHEET

** Other: COMP

Revised 2/00

Negotiations Documents

DEPARTMENT OF NATURAL RESOURCES
REALTY DIVISION

Assignment for Negotiations

TO: DARRELL LITTLE

FROM: TOM FLATTERY

DATE: September 25, 2002

SUBJECT: REND LAKE BIKE TRAIL.
FRANKLIN COUNTY, ILLINOIS
OLD BEN COAL COMPANY
PARCEL NO. 448-07-3

You are hereby authorized to proceed with negotiations at the certified value of **$6,000.00**.
Attached are the following data:

- X Letter to Owner
- X Summary of Property Acquisition and Offer to Purchase form
- X Certification
- ____ Improvement Disposition Forms
- X Option Contract
- X Copy(s) of Title Commitment (Tract Search)
- X Copy of Plat
- X Approved Appraisal
- X Disclosure of Ownership or Beneficial Interest/Affidavit
- ____ Copies of letters, memos, etc. (Waiver of Relocation Benefits)
- X Real Estate Inspection Report. form & W-9 Form
- X Vendor Certification
- ____ Department of Agriculture Review Form

ADDITIONAL COMMENTS: **1 Year Option**

TF: RL/ rev 5-31-05

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF REALTY

NEGOTIATORS INITIAL CONTACT REPORT

PROJECT: _____ COUNTY: _____

PARCEL NO.: _____ TITLE COMM. #: _____

DATE OF INITIAL CONTACT: _____

HOW: - IN PERSON _____ TELEPHONE _____ LETTER _____

NAME OF OWNER(S): _____

MARITAL STATUS: SINGLE ___ MARRIED ___ DIVORCED ___ WIDOW(ER) ___

OTHER (STATE): _____

NAME OF SPOUSE: _____

OWNERS ADDRESS: _____

TELEPHONE A/C: _____

OWNERS ATTORNEY: _____

ADDRESS: _____ TELEPHONE A/C: _____

TOTAL ACRES OWNED: _____

ACRES TO BE ACQUIRED: ____ PASTURE:____ TIMBER:____ TILLABLE: ____

BUILDINGS TO BE ACQUIRED: YES_____ NO_____

NEGOTIATIONS: GRANTORS (S.S.# OR FEIN#): _____

OFFER MADE: YES: _____ NO: ___ AMOUNT: _

OWNER(S) COMMENTS (OR COUNTEROFFER): _____

_____

_____

PREMISES: VACANT _____ IMPROVED (LIST): _____

OWNER OCCUPIED: YES _____ NO _____

OCCUPIED BY THIRD PARTY: NO: _____ YES (Name): _____

STATUS: TENANT (Name): _____ OTHER (Name): _____

AGREEMENT: ORAL _____ WRITTEN _____ TERM _____

ADDITIONAL REMARKS: _____

_____

Omer M. Moore _____
NEGOTIATOR

_____
DATE

OPTION CONTRACT

The undersigned,_____, whose address is_____ for and in consideration of the sum of One Dollar, the receipt of which is hereby acknowledged, does hereby grant and give to the State of Illinois, acting by and through the Department of Natural Resources, with offices located at One Natural Resources Way, Springfield, Illinois 62702-1271, the exclusive and irrevocable right and Option to purchase in the time and manner hereinafter specified, for a total purchase price of----------? AND 00/100 DOLLARS ($0,000.00)----------, for the following described real estate located in the County of_____, State of Illinois:

Insert Legal Description

The Option herein granted shall be considered exercised and made a binding contract of purchase by the State of Illinois, Department of Natural Resources, or its agents, by giving written notice to (either of) the above named grantor(s) of this Option that the State has elected to exercise its right to purchase. The notice of election to exercise this Option to purchase the property described herein may be given by personal service of such notice on (either of) the named grantor(s) at the address shown above or by mailing said notice to (either of) the named grantor(s) with postage prepaid at the address noted above, in which case, such notice shall be deemed given and effective as the date said notice is deposited in the United State's mail. This Option may be so exercised by giving of said notice at any time hereafter, and on, or before the___ day of ____, 200__.

If this Option is so exercised, the State does hereby agree to pay the purchase price within 60 days after receiving notification from the Attorney General that good and merchantable title will be obtained upon execution of instructions issued by his office. Merchantable title shall be deemed to have been given if the title guaranty policy shows no other exceptions than current public utility easements, if any, and the usual and customary general exceptions appearing upon title guaranty policies in the State of Illinois.

General taxes for the current year shall be prorated to the time of the payment of the purchase price, by the undersigned delivering to the Department, or its authorized representative, a certified check to the order of the County Treasurer of the County in which the property is situated, or to an escrowee, for the amount of such proration, plus 20% or whatever additional amount is required to cover possible increases in tax assessments, such calculation to be based on the latest tax bill available.

Further, this Option is subject to the following agreed conditions:

If notice of exercise of this Option is not given on or before the time above provided, this Option and all rights hereunder shall terminate.

APPROPRIATION CLAUSE: The Department's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such obligation. The Department shall give contractor notice of such termination for funding as soon as practicable after Department becomes aware of the failure of funding. Contractor's obligation to perform shall cease upon notice by Department of lack of appropriated funds.

If this Option is signed by an individual or individuals, they warrant that they are either unmarried or that their spouses are also signatory hereto. If the undersigned is a Corporation or a Trustee, the nouns and pronouns used herein shall be deemed modified accordingly, and if the undersigned is a Trustee, the deed provided to be given shall be a Trustee's deed, and not a Warranty Deed.

This Option Contract shall be void if not executed by _____ - _____, 20__.

WITNESS our hands and seals this _____ day of _____A.D._____.

By:_____(SEAL)
(Name)
Seller's Social Security/FEIN
Number_____

BY:_____(SEAL)
(Name)
Seller's Social Security/FEIN
Number_____

Negotiator:_____

REAL ESTATE SALES CONTRACT

THIS REAL ESTATE SALES CONTRACT, (hereinafter "Contract"), entered into on this, the _____ day of, _____ 20__, by and between the STATE OF ILLINOIS DEPARTMENT OF NATURAL RESOURCES, (grantee), (hereinafter "IDNR"),and _____ (grantor), (hereinafter "Seller(s))", recites and states as follows:

WHEREAS, Seller(s) is the beneficial owner, and,

WHEREAS, Seller(s) holds title to the legally described property in Exhibit A.

WHEREAS, Seller(s) wishes to convey the Premises, the Ancillary Structures and the Personal Property, if any, to IDNR on such terms and conditions as may be agreed upon by the parties hereto;

NOW, THEREFORE, in exchange for good and valuable consideration as hereinafter set forth in this Contract, the receipt and sufficiency of which is hereby acknowledged by the parties, IDNR and Seller(s) do hereby covenant and agree as follows:

ARTICLE I
(Conveyance)

Seller(s) agrees to convey to IDNR, and IDNR agrees to purchase from Seller(s), the Premises, the Ancillary Structures and the Personal Property, if any, on the terms and conditions hereinafter set forth. The Certification form (Exhibit B), W-9 form (Exhibit C), Disclosure of Ownership or Beneficial Interest form (Exhibit D), and the Summary of Property Acquisition and Offer to Purchase form (Exhibit E), are a part of this contract and should be executed and returned with the executed contract.

ARTICLE II
(Purchase Price)

IDNR agrees to pay to Seller(s) the sum of $_____ and no/100 Dollars, (hereinafter "Purchase Price"). IDNR will deposit to the Escrowee before closing, in the form of a State Warrant the agreed upon Purchase Price to be held in Escrow. The Escrowee will deliver to Seller(s) the purchase price minus prorations, adjustments and/or withholdings as further detailed herein in the form of a check, as consideration for Seller(s) conveying any and all rights, title and interest they may have in the Premises, the Ancillary Structures and the Personal Property, if any, to the IDNR.

ARTICLE III
(Title)

A. *Title Commitment*: A title commitment with IDNR as the proposed insured, issued by an acceptable title insurance company to issue an Owner's Title Insurance Policy on the current form of the American Land Title Association (ALTA) Owner's Policy, including coverage over general or standard exceptions of Schedule B, (hereinafter "Title Commitment") will be ordered and provided by IDNR. The policy will be in the amount of the Purchase Price covering the date of this Contract, subject only to:

1. *Permitted Exceptions*: 1) general real estate taxes not yet due and payable at the time of Closing; 2) building line and use or occupancy restrictions, conditions and covenants of record; 3) zoning laws and ordinances; 4) recorded utility easements; (hereinafter "Permitted Exceptions");

2. *Ascertainable Liens*: Title exceptions pertaining to liens or encumbrances (shown on Schedule B of title commitment) of a definite or ascertainable amount, which will be removed by the payment of money at the time of Closing, (hereinafter "Ascertainable Liens"), (an amount of money sufficient to secure the release

of any Ascertainable Liens shall be deducted from the proceeds of sale due Seller(s) at Closing); and,

3. *IDNR's Encumbrances*: Acts done or suffered by, or judgments against IDNR, or those claiming by, through or under Buyer, (hereinafter "IDNR's Encumbrances").

B. *Unpermitted Exceptions*: If the Title Commitment discloses liens, encumbrances, exceptions or title defects other than Permitted Exceptions, Ascertainable Liens or IDNR's Encumbrances, (hereinafter "Unpermitted Exceptions"), Seller(s) or IDNR shall have thirty (30) days from the date of delivery thereof to have the Unpermitted Exceptions waived, or to have the Title Insurance Company commit to insure against loss or damage that may be caused by the Unpermitted Exceptions. If necessary, Closing shall be delayed during said thirty (30) day period to allow Seller(s) more time to have the Unpermitted Exceptions waived or insured. If Seller(s) fails to have the Unpermitted Exceptions waived or, in the alternative, to obtain a commitment as specified above as to the Unpermitted Exceptions within the specified time, IDNR may elect, upon notice to Seller(s), within ten (10) days after the expiration of the thirty (30) day period, to take title as it then is, with the right to deduct from the Purchase Price, liens or encumbrances of a definite or ascertainable amount. If IDNR does not so elect, this Contract between the parties shall become null and void, without further action of the parties.

C. *Evidence of Good Title*: A Title Commitment which conforms with the terms of Paragraph A of this Article shall be conclusive evidence of good title as therein shown, as to all matters insured by the policy, subject only to permitted exceptions therein stated, subject to Illinois Attorney General review and approval.

D. *ALTA Statement*: At Closing, Seller(s) shall execute all documents deemed necessary and appropriate by the Title Insurance Company in order to facilitate issuance of an Owner's Title Insurance Policy to IDNR.

ARTICLE IV
(Attorney General Approval)

Prior to Attorney General approval (hereinafter "A.G.") and following receipt of an Executed Real Estate Sales Contract with IDNR and the Seller(s), IDNR will provide to the Seller(s), or Seller(s) will provide to IDNR, documents listed in Exhibit F (hereinafter referred to as A.G. documents). Said A.G. documents shall be executed by Seller(s) and returned to IDNR. Provided IDNR has received all A.G. documents, IDNR's obligation to purchase the Premises is contingent upon the approval of this Contract, the Title Commitment and the Documents by the Attorney General of the State of Illinois on or prior to sixty (60) days following the date of execution of the Contract (hereinafter "A.G. Contingency Date"). In the event that IDNR notifies Seller(s) prior to the expiration of the A.G. Contingency Date that this Contract or the Title Commitment has not been approved by the A.G., then, (unless both parties agree in writing to extend the A.G. Contingency Date) this Contract and the obligations of IDNR, and Seller(s), shall terminate and be of no further force and effect (except for those obligations of the parties and terms and provisions hereof which are expressly intended to survive this Contract). In the event IDNR fails to provide such notice prior to the A.G. Contingency Date, then IDNR shall be conclusively deemed to have waived the contingency set forth in this Paragraph.

ARTICLE V
(Environmental Study)

Within thirty (30) days following execution of this Contract, IDNR may obtain, at IDNR's sole cost and expense, a Phase I Environmental Analysis of the Premises. Not less than ten (10) days after receiving same, IDNR shall provide Seller(s) with a copy of the written Phase I Environmental Analysis Report, (hereinafter "Phase I Report"). If the Phase I Report reveals a condition or conditions on the Premises which, in the IDNR's sole discretion, create(s) an environmental risk, the IDNR shall have the option of conducting a Phase II environmental analysis at a mutually agreed upon expense of the Seller(s) which may be necessary to determine the extent and risk associated with the environmental condition. All such subsequent environmental tests must, however, be concluded within sixty (60) days following execution of this Contract. If necessary, Closing shall be delayed to allow IDNR time to conduct such further environmental tests. Upon conclusion of IDNR's environmental analyses, IDNR shall have the option of: 1) closing the transaction without regard to any environmental condition and without requiring any action on the part of Seller(s); or, 2) granting the Seller(s) sixty (60) days within which to remediate the environmental condition identified by IDNR's analysis. In the event IDNR elects to grant Seller(s) an opportunity to remediate the environmental condition in question, Closing shall be delayed as necessary and appropriate to accommodate said remediation activities. If Seller(s) either cannot remediate the environmental condition within sixty (60) days, or elects not to remediate the environmental condition, IDNR may then terminate this Contract which shall then be considered null and void and of no further force and effect.

ARTICLE VI
(Plat of Survey)

A. *Survey*: Upon execution of this Contract, Seller(s) shall, at Seller(s)'s expense, furnish to IDNR a current Alta/ACSM Land Title Survey (hereinafter "Survey"), of the Premises prepared and certified by an Illinois registered land surveyor. The Survey shall accurately specify the Minimum Standard Detail Requirements shown as Table A, Exhibit G of this contract.

B. *Survey Irregularities*: In the event the Survey discloses any matter which is not included in the Permitted Exceptions, (hereinafter "Survey Irregularities"), the IDNR shall have the option of: 1) proceeding with the transaction contemplated by this Contract regardless of the Survey Irregularities; 2) proceeding with the transaction contemplated by this Contract and continuing the Closing as agreed upon by the parties hereto, on the condition that Seller(s) either correct the condition giving rise to the Survey Irregularity or secure a written commitment from the Title Insurance Company to insure over said Survey Irregularity at Seller(s)'s sole cost and expense; or, 3) cancel the transaction contemplated by this Contract.

ARTICLE VII
(Deed)

Seller(s) shall convey, or cause to be conveyed, to IDNR or IDNR's nominee, by a recordable, stamped general Warranty Deed, prepared by IDNR, with release of homestead rights, or Trustee's Deed, if applicable, in form acceptable to IDNR, good title to the Premises, (and Ancillary Structures, if any), subject only to the Permitted Exceptions.

ARTICLE VIII
(Affidavit of Title)

IDNR will prepare an Affidavit of Title to be executed by Seller at Closing. Affidavit of Title shall cover the date of Closing, subject only to the Permitted Exceptions and any

Unpermitted Exceptions as to which the Title Insurance Company commits to extend insurance in the manner specified in Article III. In the event title is to be conveyed by a Trustee's Deed, the Affidavit of Title shall be signed by the trustee or beneficiary of said trust.

ARTICLE IX
(Personal Property)
IF APPLICABLE

Seller(s) shall here list all personal property being conveyed at the conclusion of Closing, or attach a Bill of Sale as an Exhibit to this contract (whichever is agreed upon by IDNR and Seller(s)).

ARTICLE X
(Closing)

IDNR will prepare Closing documents as listed in Exhibit H (hereinafter referred to as Closing documents). IDNR will schedule the Closing of the transaction contemplated by this Contract, at a time to be agreed upon by the parties, at the office of the Escrowee, _____, Illinois _____(hereinafter "Closing"). At that time, IDNR shall deliver to Seller(s) the Purchase Price plus or minus prorations, adjustments and/or withholdings as further detailed herein. The Seller(s) shall, in turn, execute and deliver any and all documents necessary to transfer ownership of the Premises, the Ancillary Structures and the Personal Property, if any, to IDNR in accordance with the terms of this Contract.

ARTICLE XI
(Real Estate Taxes)

A. *Tax Credit:* Seller(s) shall pay, at Closing any portion of the past years' general real estate tax bill, payable in current year, which remains unpaid. IDNR shall receive a credit against the Purchase Price, to be held in escrow at Closing in a sum equal to the current years' general real estate, drainage and special assessment tax bills or last known real estate, drainage and special assessment tax bills, plus an additional 20%, to cover possible increases in assessments, payable next year, prorated through Closing.

Upon payment of all due taxes, any overage will be returned to the seller upon close of the escrow account.

ARTICLE XII
(Possession)

IDNR shall take possession of the Premises, the Ancillary Structures and the Personal Property, if any, at the conclusion of Closing. Thereafter, IDNR shall be solely responsible for all costs associated with the preservation and maintenance of the properties being conveyed pursuant to this Contract, and shall assume all responsibility and liability for damage to same.

ARTICLE XIII
(Seller(s)'s Representations)

Seller(s) represents and warrants as follows:

A. *Zoning Violations*: Seller(s) has not received any notice from any governmental body of any ordinance or building code violation or pending rezoning, reassessment or special assessment proceedings affecting the Premises.

B. *Unrecorded Obligations*: There are no unrecorded leases, contracts, agreements, verbal or other written obligations affecting the Premises, the Ancillary Structures or the Personal Property, if any, entered into by and between the Seller(s) and any third party, which would impair, impede or adversely affect Seller(s)'s ability to convey clear and marketable title to the IDNR, or in any way impact IDNR's ownership rights and interest in the Premises, the Ancillary Structures or the Personal Property, if any, following the Closing.

C. *Condition of Personal Property (If Applicable)*: All Personal Property being conveyed pursuant to Article IX or Bill of Sale, shall be in operating condition on the date

of Closing. Seller(s) does not, however, make any representations or warranties as to the continuing condition of the Personal Property following Closing and, furthermore, expressly disclaims any and all warranties as to the condition of the Personal Property following Closing including, but not necessarily limited to, warranties of merchantability and fitness for a particular purpose.

D. *Legal Action*: There are no pending or contemplated legal actions, suits or proceedings affecting the Premises, the Ancillary Structures or the Personal Property, if any, at law or equity, nor is there any matter pending before any governmental department, agency, board, administrative tribunal, commission or instrumentality involving the Premises.

E. *Condemnation*: Seller(s) is unaware of, and has not received any written or official notification of, any pending condemnation proceedings involving the Premises, or any portion thereof.

F. *Environmental Matters*: There is no condition, object or presence on the Premises which would constitute a violation of any applicable environmental law, regulation, ordinance or order of any governmental entity, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, the Resource Conservation and Recovery Act of 1976, as amended, the Federal Clean Water Act, as amended, the Federal Clean Air Act, as amended, the Federal Toxic Substances Control Act, as amended, and any regulations promulgated thereunder, or any other federal, state or local laws relating to contamination or adverse affects on the environment. Neither the Premises, nor any underlying groundwater, contains any concentrations of regulated substances, nor has the Seller(s) used property for storage,

manufacture, use or disposal of hazardous substances, hazardous materials, toxic substances or similar substances, residues and wastes. There are no unregulated pipelines on the Premises, nor are there any hazardous materials stored upon the Premises.

G. *Condition of Premises and Improvements (If Any)*: The physical condition of the Premises, the Ancillary Structures (if any) at Closing will be similar to the condition of said properties as of the date of this Contract, ordinary wear and tear excepted, other than any clean-up that may be required by IDNR.

ARTICLE XIV
(IDNR's Inspections)

A. *Right to Inspect*: At any time following execution of this Contract, and prior to Closing, IDNR, IDNR's agents, employees and contractors shall have the right, between the hours of 8:00 a.m. & 5:00 p.m., but without disturbing the Seller(s)'s use and enjoyment of the properties, to enter the Premises, or the Ancillary Structures (if any) for purposes of making surveys, inspections, soil tests and other investigations of same including, but not limited to, the physical condition of the Premises, the Ancillary Structures and the Personal Property (if any). Seller(s) accepts responsibility and liability of any and all attracted nuisances located on Premises and agrees to remedy any and all attracted nuisances before Final Inspection by IDNR. IDNR shall, and does hereby agree to, accept responsibility for any loss or damage suffered by IDNR, its agents, employees, contractors, legal representatives and assigns, as a result of the exercise by IDNR of the rights herein granted.

B. *Final Inspection*: In addition to the foregoing, IDNR shall make a final inspection of the Premises, the Ancillary Structures and the Personal Property (if any) within two (2) working days of the Closing, and thereafter promptly serve written notice to Seller(s) of any non-compliance with the applicable terms and conditions of this Contract, which Seller(s) shall promptly remedy at Seller(s)'s expense. In the absence of any notice from IDNR to Seller(s) pursuant to this Paragraph, IDNR shall be deemed to have accepted the condition of the Premises, the Ancillary Structures and the Personal Property (if any), and shall thereafter waive any claim that the condition of said properties failed to conform with the requirements of this Contract or Seller(s)'s obligations hereunder.

ARTICLE XV
(Performance)

Time is of the essence of this Contract. Should IDNR or Seller(s) fail to perform pursuant to the terms of this Contract then, at the option of Seller(s) or IDNR, and upon written notice to the other party, this Contract shall thereupon become null and void.

ARTICLE XVI
(Risk of Loss)

In the event that, prior to Closing, any portion of the Premises, the Ancillary Structures or the Personal Property (if any) shall be destroyed by fire, flood or other natural casualty then, at the election of IDNR: 1) this Contract may be canceled; 2) IDNR may consummate the transaction contemplated by this Contract and receive such insurance proceeds as are paid on the claim of loss; or, 3) IDNR may elect to postpone the Closing and permit Seller(s) to utilize the insurance proceeds for the purpose of making any and all necessary repairs. This election must be exercised within ten (10) days after Seller(s) provides IDNR with written notice of the amount of the insurance proceeds, if any, which

Seller(s) will receive on the claim of loss. If IDNR has not been so notified by Seller(s) within forty-five (45) days subsequent to the occurrence of such damage or destruction, or by the date of Closing, whichever occurs first, IDNR may, at its option, cancel this Contract.

ARTICLE XVII
(Documentation)

All documents required of either party hereto shall be fully and properly prepared, executed and, where necessary, acknowledged. Copies of all documents to be prepared in connection with Closing shall be provided by IDNR and Seller(s) to opposing legal counsel or Tom Flattery, Director, Office of Realty & Environmental Planning, not less than five (5) days prior to Closing.

ARTICLE XVIII
(IRPTA Compliance)

IDNR and Seller(s) acknowledge and agree that the provisions of the Illinois Responsible Property Transfer Act do not apply to this transaction. By this agreement between IDNR and Seller(s), and by Seller(s) being a willing Seller(s), Seller(s) waive the right to relocation.

ARTICLE XIX
(Authorization of Transaction)

A. *Seller(s)*: This Contract constitutes the valid and legally binding obligation of the Seller(s), enforceable in accordance with its terms and conditions. Seller(s) represents and warrants that he has full power and authority to execute and deliver this Contract, and to perform its obligations hereunder.

B. *IDNR*: This Contract constitutes the valid and legally binding obligation of the IDNR, enforceable in accordance with its terms and conditions. IDNR represents and

warrants that it has full power and authority to execute and deliver this Contract, and to perform its obligations hereunder.

ARTICLE XX
(Non-contravention)

Seller(s) hereby represents and warrants to IDNR, and IDNR hereby represents and warrants to Seller(s), that neither the execution and the delivery of this Contract, nor the consummation of the transactions contemplated herein, will:

A. *Legal Violation*: In violation of any statute, regulation, rule, judgment, order, decree, stipulation, injunction, charge, or other restriction of any government, governmental agency or court to which they are subject; or,

B. *Contract Violation*: Conflict with, result in a breach of, constitute a default under, result in the acceleration of, create in any party the right to accelerate, terminate, modify or cancel, or require any notice under any contract, lease, sub-lease, license, sub-license, franchise, permit, indenture, agreement or mortgage for borrowed money, instrument of indebtedness, bankruptcy, security interest or other arrangement to which either is a party or by which either is bound or to which any of their assets is subject.

ARTICLE XXI
(Insurance)

Seller(s) represents and warrants that the Premises, the Ancillary Structures and the Personal Property (if any) are currently insured against loss due to theft, vandalism, fire, flood, tornado or other hazard. Seller(s) shall keep all said policies of insurance in full force and effect between the date of execution of this Contract and Closing.

ARTICLE XXII
(Notice of Developments)

Seller(s) shall give prompt written notice to IDNR of any material development affecting the Premises, the Ancillary Structures or the Personal Property (if any) prior to Closing. Each party shall give prompt written notice to the other of any material development affecting the ability of the parties to consummate the transaction contemplated by this Contract.

ARTICLE XXIII
(Miscellaneous)

A. *Successors and Assigns*: This Contract shall be binding upon the IDNR and Seller(s) as well as their heirs, successors and assigns.

B. *Governing Law*: This Contract shall be construed in accordance with the laws of the State of Illinois.

C. *Survival*: Except as herein provided, all of the representations, warranties and covenants of the parties contained in this Contract shall survive the Closing.

D. *Entire Agreement*: This Contract constitutes the entire agreement between the parties and may be modified hereafter only with the express written agreement of each party.

E. *Severability*: Any term or provision of this Contract which is invalid or unenforceable in any situation in any jurisdiction shall not affect the validity or enforceability of the remaining terms and provisions hereof, or the validity or enforceability of the offending term or provision in any other situation or in any other jurisdiction.

F. *Headings*: The section headings contained in this Contract are inserted for convenience only, and shall not affect in any way the meaning or interpretation of this Contract.

G. *Press Releases and Announcements*: IDNR shall have the right to issue a press release or announcement relating to the acquisition of said property.

ARTICLE XXIV
Appropriation Clause

The Department's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such obligation. The Department shall give contractor notice of such termination for funding as soon as practicable after Department becomes aware of the failure of funding. Contractor's obligation to perform shall cease upon notice by Department of lack of appropriated funds.

IN WITNESS WHEREOF, the parties have executed this Contract on the date and year first above written.

Seller(s): IDNR:

_____ _____

By:
Title:
Address:
City/State:
Phone:
Fax:

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
By: Tom Flattery
Director of Realty &
Environmental Planning

_____ _____

By:
Title:
Address:
City/State:
Phone:
Fax:

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
By: Joel Brunsvold
Director

Attest
Title:
Address:
City/State:
Phone:
Fax:

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
By: Ann Sundeen
Chief Fiscal Officer

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
By: William Richardson
General Counsel

EXHIBIT A

LEGAL DESCRIPTION

PROCUREMENT BUSINESS CASE (PBC)

NAME:

RELEVANT CATEGORY:

DETAIL OBJECT CODE:

PROJECT TITLE:

TYPE OF REQUEST:

WILL PROCUREMENT BE POSTED TO IPB? Yes or No

IS THIS CONTRACT FOR LEGAL RELATED SERVICES IN ACCORDANCE WITH CPO #33? Yes or No

NATURE OF REQUEST:

PROCUREMENT APPROACH:

IF ORDER IS AGAINST MASTER CONTRACT, ENTER THE CONTRACT NUMER:

ANY SPECIAL CONDITIONS: Yes or No If yes, what kinds?

POTENTIAL SMALL BUSINESS SET ASIDE: Yes or No

TYPE OF CONTRACT:

EXPECTED START DATE:

EXPECTED END DATE:

CONTRACT TERM:

CONTRACT LENGTH (in months):

CONTRACT VALUE:

IS THIRD PARTY FINANCING REQUIRED? Yes or No

THESE VALUES ARE ACTUAL OR ESTIMATED.

FUNDING SOURCE:

VALUE (Provide values for each source if more than one is used):

PROGRAMMATIC OBJECTIVE:

ECONOMIC JUSTIFICATION:

1

2

3

HISTORY/BACKGROUND:

Tax Exemption Forms & Reports

PTAX-203

Illinois Real Estate Transfer Declaration

Please read the Instructions before completing this form.

Do not write in this area.

This space is reserved for the County Recorder's Office use.

County:

Date:

Doc. No.:

Vol.:

Page:

Received by:

Step 1: Identify the property and sale Information.

1. _____
   Street address of property (or 911 address, if available)
   _____
   City of village Township

2. Write the total number of parcels to be transferred. _____

3. Write the parcel identifying numbers and lot sizes or acreage.

	Parcel Identifying Number	Lot size or acreage
a		
b		
c		
d		

Write additional parcel identifiers and lot sizes or acreage in Step 3.

4. Date of deed/trust document: ___ ___ / ___ ___ ___ ___ (Month / Year)

5. Type of deed/trust document ("X" one item): ____Warranty deed _____Quit claim deed _____Executor deed _____ Trustee deed _____ Other (specify): _____

6. _____ Yes _____ No Will the property be the buyer's principal residence?*

7. _____ Yes _____ No Was the property advertised for sale?*

8. Identify the property's current and intended primary use.

	Current	Intended	(Mark only one item per column with an "X")
a	____	____	Vacant land/lot
b	____	____	Residence (single family, condominium, townhome, or duplex)
c	____	____	Mobile home residence
d	____	____	Apartment building (6 units or less) No. of units: _____
e	____	____	Apartment building (over 6 units) No. of units: _____
f	____	____	Office
g	____	____	Retail establishment
h	____	____	Commercial building (specify)*: _____
i	____	____	Industrial building
j	____	____	Farm
k	____	____	Other (specify)*: _____

9. Identify any significant physical changes in the property since January 1 of the previous year and write the date of the change. (Mark with an "X")
   _____Demolition/damage _____Additions _____Major remodeling
   _____New construction _____Other (specify):_____
   Date of significant change*: ___ ___ / ___ ___ ___ ___ (Month / Year)

10. Identify only the items that apply to this sale. (Mark with an "X")
    a _____ Fulfillment of contract - year initiated*: ___ ___ ___ ___
    b _____ Sale between related individuals or corporate affiliates
    c _____ Transfer of less than 100 percent interest*
    d _____ Court-ordered sale*
    e _____ Sale in lieu of foreclosure
    f _____ Condemnation
    g _____ Auction sale
    h _____ Seller/buyer is a relocation company
    i _____ Seller/buyer is a financial institution* or government agency
    j _____ Buyer is a real estate investment trust
    k _____ Buyer is a pension fund
    l _____ Buyer is an adjacent property owner
    m _____ Buyer is exercising an option to purchase*
    n _____ Trade of property (simultaneous)*
    o _____ Sale-leaseback
    p _____ Other (specify)*: _____

Step 2: Calculate the amount of transfer tax due.

Note: Round Lines 11 through 18 to the next highest whole dollar. If the amount on Line 11 is over $1 million and the property is current use on Line 8 above is marked "e," "f," "g," "h," "i," or "k," complete Form PTAX-203-A, Illinois Real Estate Transfer Declaration Supplemental Form A.

11.	Full actual consideration*	11. $_____
12a.	Amount of personal property included in the purchase*	12a. $_____
12b.	Was the value of a mobile home included on Lines 11 and 12a? _____ Yes _____ No	
13.	Subtract Line 12a from Line 11. This is the net consideration for real property.	13. $_____
14.	Amount for other real property transferred to the seller (In a simultaneous exchange) as part of the full amount Of consideration on Line 11*	14. $_____
15.	Outstanding mortgage amount to which the transferred real property remains subject*	15. $_____
16.	If this transfer is exempt, use an "X" to identify the provision.* _____ b _____ k _____ m	
17.	Subtract Lines 14 and 15 from Line 13. **This is the net consideration subject to transfer tax.**	17. $ Tax Exempt
18.	Divide Line 17 by 500. Round the result to the next highest whole number (e.g. 61.002 rounds to 62).	18. $ Tax Exempt

19. Illinois tax stamps - multiply Line 18 by 0.50. — 19. $ Tax Exempt
20. County tax stamps - multiply Line 18 by 0.25. — 20. $ Tax Exempt
21. Add Lines 19 and 20. **This is the total amount of transfer tax due.** — 21. $ Tax Exempt

***See Instructions.**

PTAX-203 (R-8/99)

Step 3: Write the legal description from the deed. (Write additional parcel identifiers and lots sizes or acreage below from Step 1, Line 3.) **Note:** If you need more room, submit a copy of the extended legal description with this form.

This form is authorized in accordance with 36 ILCS 200/31-1 et. seq. Disclosure of this information is REQUIRED. This form has been approved by the Forms Management center. IL-492-0227

Step 4: Complete the requested information.

The buyer and seller (or their agents) hereby verify that to the best of their knowledge and belief, the full actual consideration and facts stated in this declaration are true and correct. If this transaction involves any real estate located in Cook County, the buyer and seller (or their agents) hereby verify that to the best of their knowledge, the name of the buyer shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois or other entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois. Any person who willfully falsifies or omits any information required in this declaration shall be guilty of a Class B misdemeanor for the first offense and a Class A misdemeanor for subsequent offenses. Any person who knowingly submits a false statement concerning the identity of a grantee shall be guilty of a Class C misdemeanor for the first offense and of a Class A misdemeanor for subsequent offenses.

Seller Information ***(Please print.)***

Seller's or trustee's name | *Seller's trust number (if applicable)*

Street address (after sale) | City | State | Zip

Seller's or agent's signature | Seller's daytime phone ( )

Buyer Information ***(Please print)***

State of Illinois, Department of Natural Resources

Buyer's or trustee's name | Buyer's trust number (if applicable)

One Natural Resources Way | Springfield | IL | 62702-1271

Street address (after sale) | City | State | Zip

Buyer's or agent's signature: Tom Flattery, Director, Office of Realty & Environmental Planning | Buyer's daytime phone (217) 782-7940

Mail tax bill to:

Tax Exempt

Name or company | Street address | City | State | Zip

Preparer Information ***(Please print)***

Raetta Laningham - Illinois Department of Natural Resources

Preparer's and company's name | Preparer's file number (if applicable)

One Natural Resources Way | Springfield | IL | 62702-1271

Street address | City | State | Zip

Preparer's signature | Preparer's daytime phone (217) 782-7940

rlaningham@dnrmail.state.il.us

Preparer's e-mail address (if available)

Identify any other required documents submitted with this form. (Mark with an "X.") ____ Extended legal description ____ Form PTAX-203-A ____ Itemized list of personal property

Illinois Department of Revenue
Federal/State Agency
ocal Government Services Bureau Application for Property Tax Exemption
101 West Jefferson Street
P.O. Box 19033
Springfield, IL 62794-9033

County Reference No: _____ DOR Docket No: _____
County Use Only Revenue Use Only

Site Name: _____

1. County: _____ Location Code: _____
Owner of Property: IL Dept. of Natural Resources Agency Parcel No: _____

2. Permanent Parcel Identification Number(s): _____ ( )

_____

( )

_____

( )

If partial take, indicate with "P" at the end of PIN. _____ ( )

3. Legal description (see attached): _____

4. Acreage: _____

5. Date on which the deed or contract for deed was executed: _____ or if by Eminent Domain Proceedings: Case # _____, date filed _____, OVT date _____ (Documents must be attached).

6. Is any income derived from this property? Yes No

7. If granting this application will exempt from taxation $100,000.00 or more of the assessed valuation of the property for which this application is submitted, have you given notice of this application to the municipality, school district, and community college district in which the property is situated?
Yes No N/A

8. Attached documents: Deed Lease Plat Court Order

9. Person to contact regarding this application: _____
Phone No. 217/782-7940 Address: Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271

I hereby certify this to be a true and correct reporting of all the facts arising in connection with this application.

Signature _____ Date _____
Tom Flattery, Director, Office of Realty & Environmental Planning

---

10. CURRENT ASSESSMENT: _____ FOR ASSESSMENT YEAR 20____

RECOMMENDATION by County Board of Review:

____ Full Year Exemption
____ Partial Year Exemption From: _____ To: _____
____ Partial Year Exemption for the following described portion of the property: _____
____ Deny Exemption

Date of Board's Action: _____

If the County Assessor assigns a different PIN(s) to the parcel, please insert that new/different PIN(s).

I hereby certify this to be a correct report to the Illinois Department of Revenue of the proceedings arising in connection with this Exemption Request.

Clerk of the Board of Review/Appeals: X _____
Signature

Once the Board of Review/Appeals has made a recommendation, the Secretary of the Board should sign this statement of facts and mail it with all documentation to:

BUREAU

ATTN EXEMPTION SECTION
LOCAL GOVERNMENT SERVICES

P.O. Box 19033
SPRINGFIELD, IL. 62794-9033

Region 4

CERTIFICATE OF STATUS OF EXEMPT PROPERTY

TO: Assessor or Supervisor of Assessments of _____ County, Illinois.

In accordance with Section 200/15-55, Chapter 35 of the Illinois Compiled Statutes, we submit herewith this statement of status. As title holder and/or owner of the beneficial interest of the parcel described below, we hereby declare that as of January 1, **2005**, there has been no change in the ownership or use of said parcel since the time it was granted exemption, except as noted.

Owner's Name: **State of Illinois, Department of Natural Resources**
Address: **Division of Realty**
One Natural Resources Way
Springfield, IL 62702-1271

Legal Description or Index Number (as indicated below):

All of the following are considered to be Department of Natural Resources lands.

(LIST PIN IN NUMERIC ORDER IN COLUMNS. USE SECOND PAGE IF NECESSARY. TOM FLATTERY'S SIGNATURE MUST APPEAR ON PAGE ONE AT THE BOTTOM.)

Nature of change in use, if any: No change in ownership or use of real estate previously exempted; except as reflected by attached copies of deeds, leases, or rental agreements. **(Add list of leases)**

DATE: January 31, 200

BY: _____
Director, Office of Realty & Env. Planning

Appendix IV
Documents and Forms Used for Relocation

Appendix IV - Revised 12-04-06

Documents and Forms
Used by Division of Realty
For Relocation

1) Relocation Plan Interview - Residential (BRW 933) (LA 6023A)
2) Relocation Plan Interview - Business (BRW 958) (LA 6023B)
3) Notice of Receipt of Claim for a Relocation Payment (BRW 950) (LA 6026)
4) Relocation Assistance Unit Record (BRW 333) (LA6019A)
5) Relocation Assistance Parcel Check List (BRW 1397) (LA 6019B)
6) Uniform Relocation Assistance/Real Property Acquisition Statistical Report Form (BRW 949) (LA 6019C)
7) Residential Informational Letter - 90-Day Owner-Occupant (BRW 2427) (LA 6021A)
8) Residential Informational Letter - 90-Day Occupant (BRW 2428) (LA 6021B)
9) Business Informational Letter - 90-Day Notice (BRW 2429) (LA 6021C)
10) Notice to Vacate (BRW 947) (LA6021D)
11) Residential Moving Expense and Dislocation Allowance Schedule (BRW 2385) (LA6031A)
12) Claim for Moving Expenses (BRW 772) (LA6031C)
13) Bid Form for Actual Moving Expenses (BRW 954) (LA 6031B)
14) Request for Determination of Entitlement For Payment in Lieu of Moving Expenses (BRW 959) (LA 6033A)
15) Notice of Receipt for Determination of Entitlement for Payment in Lieu of Moving Expenses (BRW 960) (LA 6033B)
16) Claim for Fixed Payment in Lieu of Moving Expenses (BRW 961) (LA 6033C)
17) Itemized Eligible Reestablishment Expenses for Small Business, Farm, and Nonprofit Organization Worksheet (BRW 772a) (LA 6032)
18) Dwelling Inspection - Decent Safe and Sanitary (BRW 953) (LA 6041H)
19) Claim for Replacement Housing Supplement (BRW 963) (LA 6041G)
20) Payment Evaluation Form for Replacement Housing Supplement (Purchase) (BRW 962) (LA 6041B)
21) Replacement Housing Supplement Comparable Listing (BRW 971) (LA 6041A)
22) Payment Evaluation Form for Replacement Housing Supplement (Rent) (BRW 966) (LA 6043A)
23) Economic Means Evaluation (BRW 1076) (LA 6043B)
24) Replacement Housing Supplement Certification (BRW 964) (LA 6041C)
25) Mortgage Interest Differential Payments (MIDP) Exhibit 6.18-1A (LA 6041D)
26) Mortgage Interest Differential Payments Computation Using HP-12C (BRW 2383) (LA 6041E)
27) Mortgage Interest Differential Payments Computation Using TIBA or EC-100 (BRW 2384) (LA 6041F)
28) Claim for Incidental Expenses (BRW 967) (LA606)

The BRW and LA numbers are the corresponding forms used by IDOT for relocation work.

Appendix IV - Revised 12-04-06

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The BRW and LA numbers are the corresponding forms used by IDOT for relocation work.

Illinois Department of Natural Resources

Relocation Plan Interview (Residential)

Project _____ Relocatee _____
Parcel _____ County _____
Unit _____

1. Head of household information:

   Name: _____

   Address: _____

   _____ Telephone No. ( ) _____

2. Family members names, ages and relationship:
   (If additional space is needed, use a separate piece of paper or write on back of this page)

Name	Age	Relationship

3. Respondent's name and relationship to head of household: _____

4. Type of dwelling: _____

5. Length of residence at this address: _____

6. Tenancy type: ☐ Owner ☐ Tenant

7. Dwelling features: _____ Rooms _____ Bedrooms _____ Bathrooms
   Other: _____

8. Monthly mortgage or rental payment: _____

9. Items included in the rent: _____

10. What type of replacement dwelling would you prefer? _____

11. Would you prefer to: ☐ Rent ☐ Purchase ☐ Build

12. Is assistance needed to locate replacement housing? ☐ Yes ☐ No

13. If eligible, would you be interested in public housing? ☐ Yes ☐ No

14. Where would you like to move? _____

15. What important factors would you look for in a new neighborhood? _____

16. Where is the head of the household employed? _____

_____

17. How long has the head of the household been employed at their present job? _____

18. Sources of your family's income: _____

_____

_____

_____

19. Monthly gross income: _____

20. Do you own an automobile? ☐ Yes ☐ No

21. Are you a veteran? ☐ Yes ☐ No

Interviewers Observations

General Appearance of Property:

Condition of Structure:

Additional Comments:

Date _____ Interviewer's Signature _____

Parcel No. _____ Unit No. _____

Illinois Department of Natural Resources

Relocation Plan Interview (Business)

Project _____ **Relocatee** _____
Parcel _____ County _____
Unit _____

1. Name of Business: _____
   Address: _____
   _____ Telephone No.: ( ) _____
2. Business Owner(s): _____
   _____
3. Description of the Business:
4. How long has the Business been in Operation? _____
5. Number of Employee _____ _____
6. Tenancy Type: ☐ Owner ☐ Tenant _____
7. Contractual Obligation/Lease Terms: _____
8. Building(s) Description including any Special Features:
9. Type of Replacement Building(s) Required:
10. What Factors will you look for in a Replacement Property:
11. What Factors may impact ability to complete Move to Replacement Property:

12. Additional Comments:

Date:_____ Interviewer's Signature:_____

Illinois Department of Natural Resources

Notice of Receipt of a Claim for a Relocation Payment

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit _____

Claimant's Name: _____

Mailing Address: _____

_____

Your claim for a relocation payment for _____
in the amount of $_____ dated _____ has been received in this office. It has been reviewed for reasonableness and eligibility for payment.

☐ Your claim has been forwarded to the Division of Realty for approval. If approved the warrant issued for payment of your claim will be mailed directly to your new address unless other arrangements have been made.

☐ Additional documentation to support this claim is needed in the following area(s):

Please forward this information to your relocation representative for further consideration.

☐ The amount of your claim for payment has been reduced to $_____ for the following reasons:

☐ Your claim does not qualify for payment for the following reasons:

If you are not satisfied with this determination you may request an appeal. Such a request must be made in writing to the Director of the Office of Realty & Environmental Planning within 90 days of this notice. This request should be mailed to: Tom Flattery, Director, Office of Realty & Environmental Planning, One Natural Resources Way, Springfield, IL 62702.

If the office director does not hear from you within the 90 day period it will be assumed that you do not wish such a review.

Date:_____ Director _____
Office of Realty & Environmental Planning

IDNR-former BRW 950 LA 6026 (Rev 12/06)

Illinois Department of Natural Resources

Relocation Assistance Unit Record

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit _____

☐ Residential ☐ Business ☐ Farm Operation ☐ Nonprofit Organization

Offer Made: _____ First Contact: _____ File Closed: _____

Person Interviewed: _____ Interviewed By: _____

Name: _____

Address _____

_____ Telephone No.: ( ) _____

Members of Household (if applicable)

Last Name	First Name	SS/FEIN No.	Age	Sex	Race

Remarks: (Family composition, special needs, etc.) _____

RHP Eligibility

☐ Rent ☐ Purchase Computation Date: _____ Amount: $ _____

Housing of Last Resort: ☐ Yes ☐ No Central Office Approval Date: _____

Existing Residence

Occupancy Date: _____ Occupancy Status: $ _____

Type of Dwelling: _____ ☐ Own ☐ Rent

Dwelling Value: _____ Monthly Rent: _____

Number of Rooms: _____ Bedrooms: _____ Baths: _____

Replacement Dwelling Desired

Assistance Requested? ☐ Yes ☐ No

Desired Relocation Area: _____ Dwelling Type: _____

Number of Rooms: _____ Bedrooms: _____ Baths: _____

Special Features Required: _____

Price Range of House: $ _____ to $ _____

Maximum Monthly Principal and Interest or Rent Payment: $ _____

Replacement Business Desired

Desired Relocation Area: _____

Type of Property: _____

Special Features Required: _____

Replacement Property

30 Day Notice Sent: _____ DSS Inspection Date: _____

Date Relocated: _____

Address: _____

_____ Telephone No.: ( ) _____

Relocation Payment Record

Type	Subtype / Function	Amount	Claim Date	Notice of Receipt Date	Sent to Spfld Date	Schedule Number	Schedule Date

Remarks:

Referrals

Date	Address	No. of Rooms or SF of Area	Asking Price or Rent	Disposition

Parcel No. _____ Unit No. _____

Narrative Log: (Date, Summary of action or activity and initials of writer for each contact with the relocatee is required)

Date	Summary of Action	Initials

Parcel No. _____ Unit No. _____

Narrative Log: (Date, Summary of action or activity and initials of writer for each contact with the relocatee is required)

Date	Summary of Action	Initials

Parcel No. _____ Unit No. _____

Illinois Department of Natural Resources

Relocation Assistance Parcel Check List

Project _____ Relocatee _____

Parcel _____ County _____

Unit _____

Relocation Representative: _____

General	Date
Supplemental Housing Computation	
Initiation of Negotiations	
90 Day Notice	
LAS Unit Record Initiated	
BRW 333 Unit Record Initiated	
First Relocation Contact	
Relocation Payments Program Explained	
Relocation Payment Eligibility Notification	
Assistance Requested/Declined	
30 Day Written Notice Given	

Payment in Lieu of Moving	Date
Determination of Entitlement Received in District	
Determination Reviewed	
Notification of Determination Sent to Relocatee	
Claim Provided to Relocatee	
Claim Filed	
Claim Processed	
Notice of Receipt of Claim Sent to Relocatee	

Moving	Date
Inventory Made	
Inventory Verified	
No. 1 Moving Bid Obtained	
No. 2 Moving Bid Obtained	
Moving Bid Approval	
Storage Authorization	
Moving Claim Provided Relocatee	
Moving Claim Filed	
Moving Claim Processed	
Notice of Receipt of Claim Sent to Relocatee	

Supplemental Housing Payment	Date
Eligibility Determined/Certified	
DS&S Inspection	
Verify Replacement Dwelling Cost	
Verify Incidental Expenses Costs	
Verify Increased Mortgage Interest Costs	
Claim Provided to Relocatee	
Claim Filed	
Claim Processed	
Notice of Receipt Sent to Relocatee	

Review	Date
Request for review received	
Relocatee Notification of Hearing Date	
1st Level Hearing	
Relocatee Notification of Hearing Findings	
Request for 2nd Level Review Received	
Relocatee Notification of 2nd Level Hearing Date	
2nd Level Hearing	
Relocatee Notification of Hearing Findings	

Date file closed _____

Illinois Department of Natural Resources

Uniform Act Relocation and Real Property Acquisition Statistical Report

FEDERAL FISCAL YEAR ENDING SEPTEMBER 30,
REPORTING AGENCY:
CITY/COUNTY (For Local Government Agencies):
FEDERAL FUNDING AGENCY:

PART A. REAL PROPERTY ACQUISITION UNDER THE UNIFORM ACT		
1.	Total number of Parcels Acquired (Ownerships)	
2.	Number of Parcels in Line 1 Acquired by Condemnation	
3.	Number of Parcels in Line 1 Acquired by Administrative Settlement [Above initial offer - see 24.102 (i)]	
4.	Compensation – Total Costs (Including 24.106; Excluding appraisal costs, negotiator fees and other administrative expenses)	
PART B. RESIDENTIAL RELOCATION UNDER THE UNIFORM ACT		
5.	Total Number of Residential Displacements (Households)	
6.	Residential Moving Payments – Total Costs	
7.	Replacement Housing Payments – Total Costs	
8.	Number of Last Resort Housing Displacements in Line 5 (Households)	
9.	Number of Tenants converted to Homeowners in Line 5 [Households using 24.402 (c)]	
10	Total Costs for Residential Relocation Expenses and Payments (Sum of Lines 6 and 7; excluding Administrative Costs)	$
PART C. NONRESIDENTIAL RELOCATION UNDER THE UNIFORM ACT		
11	Total Number of Nonresidential Displacements	
12	Nonresidential Moving Payments – Total Costs (Including 24.305)	
13	Nonresidential Reestablishment Payments – Total Costs	
14	Total Costs for Nonresidential Relocation Expenses and Payments (Sum of Lines 12 and 13; excluding Administrative Costs	$
PART D. RELOCATION APPEALS UNDER THE UNIFORM ACT		
15	Total Number of Relocation Appeals (Residential and Nonresidential)	

Illinois Department of
Natural Resources

Date:

SUBJECT: Relocation Owner-Occupant 90 Day Eligibility Notice Letter
Project:
Parcel:
County:
Relocatee:
Unit:

Dear :

The people of the state of Illinois, through the Illinois Department of Natural Resources, Division of Realty, has an acquisition program designed to improve the state's park & recreation system to better serve the needs of the citizens. In order to accomplish this project, the parcel of land that you own needs to be acquired.

Land acquisition projects for the department occasionally make it necessary to acquire and remove homes. The property which you now occupy is needed for the subject conservation project and will necessitate your displacement. The department has developed a relocation assistance and payments program to minimize the inconvenience and hardship imposed on individuals displaced by highway improvement projects. In order to be eligible to receive the assistance and payments of this program, you must be in occupancy of the property being acquired for the project on the date that negotiations for the purchase of the property were initiated. You must also certify that you and/or each family member is either a citizen or national of the United States, or an alien who is lawfully present in the United States.

Your relocation representative, Omer Moore / Mary Sue Dahlkoetter, will answer your questions regarding the relocation assistance and payment's program, provide referrals to replacement properties, help you file your claims and provide other assistance to help you successfully relocate. Your representative can be contacted at (217) 782-7940.

All individuals and families occupying property being acquired are eligible to receive a payment for their reasonable and necessary moving expenses. An eligible residential occupant may also be entitled to receive a purchase or rent supplement in an amount necessary to enable them to purchase or rent decent, safe and sanitary residential replacement housing. You should always request a decent, safe and sanitary inspection before you make a commitment to buy or rent.

It has been determined that you, as an owner-occupant, may be eligible to receive a purchase supplement in the amount of $_____. This represents the difference, if any, as determined by the department, between the amount approved for acquisition of your home and the cost of a comparable replacement dwelling which is functionally similar to your existing home. Increased mortgage interest costs, if any, and incidental costs incurred in obtaining your replacement housing may also be eligible for reimbursement. You may also seek reimbursement for expenses of transferring your property to the state if you incur them. The comparable replacement dwelling used to compute your maximum replacement housing payment has an adjusted asking price of $_____ and is located at _____.

You have the right to an administrative review if you are dissatisfied with your eligibility for, or the amount of, any of your payments. If you choose to seek a review, your relocation representative will advise you on the process and will assist you in filing a request for such a review. If these reviews do not resolve your dissatisfaction you may seek further redress in state or federal court.

The department initiated negotiations on _____ to acquire the property that you occupy. You will not be required to move sooner than 90 days from the date of this notice or before _____ . At the time you are asked to vacate the property you will receive a 30 day notice specifying the date by which the property must be vacated.

If you have any questions regarding this notification or the relocation assistance and payment's program, please contact you relocation representative. Your representative will help you throughout the relocation process in order to minimize any inconvenience and hardship you may encounter.

Very truly yours,

Tom Flattery,
Director
Office of Realty & Environmental Planning

Illinois Department of
Natural Resources

Date:
SUBJECT: Relocation 90 Day Eligibility Notice Letter
Project:
Parcel:
County:
Relocatee:
Unit:

Dear :

The people of the state of Illinois, through the Illinois Department of Natural Resources, Division of Realty, has a project that is designed to improve its park and recreation system to better serve all its citizens. In order to accomplish this project, the parcel that you occupy needs to be acquired.

The acquisition requirements of some of the Department of Natural Resources projects occasionally make it necessary to acquire and remove homes. The property which you now occupy is needed for this project and will necessitate your displacement. The department has developed a relocation assistance and payments program to minimize the inconvenience and hardship imposed on individuals displaced by its projects. In order to be eligible to receive the assistance and payments of this program, you must be in occupancy of the property being acquired for the project on the date that negotiations for the purchase of the property were initiated. You must also certify that you and/or each family member is either a citizen or national of the United States, or an alien who is lawfully present in the United States.

Your relocation representative, Omer Moore / Mary Sue Dahloketter , will answer your questions regarding the relocation assistance and payment's program, provide referrals to replacement properties, help you file your claims and provide other assistance to help you successfully relocate. Your representative can be contacted at (217) 782-7940.

All individuals and families occupying property being acquired are eligible to receive a payment for their reasonable and necessary moving expenses. An eligible residential occupant may also be entitled to receive a purchase or rent supplement in an amount necessary to enable them to purchase or rent decent, safe and sanitary residential replacement housing. You should always request a decent, safe and sanitary inspection before you make a commitment to buy or rent.

It has been determined that you, as a tenant, may be eligible to receive a rent supplement in the amount of $_____ . This represents the difference, if any, as determined by the department, between your present monthly rent and estimated utilities and the estimated monthly rent and utilities required to obtain a comparable rental unit for a 42 month period. This amount may be adjusted based on your household income level. Your rent supplement can be used for a down payment if you choose to purchase of a replacement dwelling. The comparable replacement dwelling used to compute your maximum replacement housing payment has an estimated monthly rent and utilities of $_____ and is located at _____.

You have the right to an administrative review if you are dissatisfied with your eligibility for, or the amount of, any of your payments. If you choose to seek a review, your relocation representative will advise you on the process and will assist you in filing a request for such a review. If these reviews do not resolve your dissatisfaction you may seek further redress in state or federal court.

The department initiated negotiations on _____ to acquire the property that you occupy. You will not be required to move sooner than 90 days from the date of this notice or before _____ . At the time you are asked to vacate the property you will receive a 30 day notice specifying the date by which the property must be vacated.

If you have any questions regarding this notification or the relocation assistance and payment's program, please contact you relocation representative. Your representative will help you throughout the relocation process in order to minimize any inconvenience and hardship you may encounter.

Very truly yours,

Tom Flattery
Director
Office of Realty & Environmental Planning

Illinois Department of
Natural Resources

Date:

Subject: Relocation Business 90 Day Eligibility Notice Letter
Project:
Parcel:
County:
Relocatee:
Unit:

Dear :

The people of the state of Illinois, through the Illinois Department of Natural Resources, Division of Realty, has an acquisition program designed to improve the state's parks and recreation system to better serve the needs of the people.

The property that your business now occupies is needed for the subject park project and will require displacement of your business. The department has developed a relocation assistance and payments program to minimize the inconvenience and hardship imposed on businesses displaced by highway improvement projects. In order to be eligible to receive the assistance and payments of this program, your business must be in occupancy of the property being acquired for the project on the date that negotiations for the purchase of the property were initiated. You must also certify that each owner of the business is either a citizen or national of the United States, or an alien who is lawfully present in the United States if it is an unincorporated business, farm or nonprofit organization. If your business is a corporation, it must be authorized to conduct business in the United States.

Your relocation representative, Omer Moore / Mary Sue Dahlkoetter , will answer your questions regarding the relocation assistance and payment's program, provide referrals to replacement properties, help you file your claims and provide other assistance to help you successfully relocate. Your representative can be contacted at (217) 782-7940.

Businesses are eligible to receive a payment for their reasonable and necessary moving and related expenses. You have the right to an administrative review if your are dissatisfied with your eligibility for, or the amount of, any of your payments. If you choose to seek a review, your relocation representative will advise you on the process and will assist you in filing a request for such a review. If these reviews do not resolve your dissatisfaction, you may seek further redress in state or federal court.

The Department initiated negotiations on_____ to acquire the property that your business occupies. You will not be required to move sooner than 90 days from the date of this notice or before _____ . At the time you are asked to vacate the property you will receive a 30 day notice specifying the date by which the property must be vacated.

If you have any questions regarding this notification or the relocation assistance and payment's program, please contact your relocation representative. Your representative will help you throughout the relocation process in order to minimize any inconvenience and hardship you may encounter.

Very truly yours,

Tom Flattery, Director
Office of Realty & Environmental Planning

Illinois Department of Natural Resources

Notice to Vacate

Date:

Subject:
Project:
Parcel:
Relocatee:
County:
Unit:

Dear:

It has been determined that the property which you occupy will be needed for conservation purposes in the very near future. You will be required to vacate the subject premises by , in accordance with established policy and procedure of the Illinois Department of Natural Resources.

Advisory assistance in finding decent, safe and sanitary replacement housing or a replacement business location will be provided if requested. Department of Natural Resources policy also provides for certain relocation related payments. Should you be eligible for such assistance or payments or have further questions, please contact Omer Moore / Mary Sue Dahlkoetter, your relocation representative, at (217) 782-7940.

Sincerely,

Tom Flattery, Director
Office of Realtly & Environmental Planning

Illinois Department of Natural Resources

Fixed Residential Moving Cost Schedule

Effective: June 15, 2005

OCCUPANT OWNS FURNITURE (1) & (2)								
Number of Rooms of Furniture								Each Addition Room
1	2	3	4	5	6	7	8	
$550	$700	$850	$950	$1,050	$1,150	$1,250	$1,350	$100

OCCUPANT DOES NOT OWN FURNITURE (3)	
First Room	Each Additional Room
$475.00	$50.00

Exceptions to this Schedule:

1) Displaced person whose residential move is performed by the department at no cost to the person Payment is limited to $100.00.

2) Displaced person with minimal possessions and occupies a dormitory style room. Payment is limited to $100.00.

Illinois Department of Natural Resources

Claim for Moving Expenses

Project _____ **Relocatee** _____

Parcel _____ **County** _____ **Unit** _____

☐ Business ☐ Farm Operation ☐ Nonprofit Organization

Residential: ☐ Actual ☐ Fixed Mobile Home: ☐ Actual ☐ Fixed

Claimant: _____

Mailing Address: _____

_____

Address of Acquired Property: _____

_____

Address of Replacement Property: _____

_____

Date(s) of Move: _____

I (We) certify that I (we) occupied _____ from _____ to _____ I (we) have moved all of my (our) personal property to the address shown above and that I (we) now qualify for a payment of $ _____ for moving and other eligible related expenses as supported by the attached documentation. No previous reimbursement or compensation has been received for this or any portion of this claim.

I (We) grant permission to the state of Illinois to dispose of any or all personal property abandoned by me or others on the subject property on and after this date. I (We) absolve the state of Illinois of any and all responsibility or liability for damages in connection with the disposition of the abandoned property. I (We) also agree that any or all items of property which have been moved are personalty and release and absolve the state of Illinois from any and all liability for payment for such items as realty.

I (We) certify that I and/or each family member, or each owner of an unincorporated business, farm or nonprofit organization, is either ☐ a citizen, or ☐ national of the United States, or ☐ an alien who is lawfully present in the United States, or is ☐ a corporation authorized to conduct business within the United States.

I (We) understand that falsification of any kind in connection with this claim may result in prosecution under state and or federal laws and forfeiture of the claim in its entirety.

_____ _____ _____
Date Claimant Signature SSN/FEIN

_____ _____ _____
Date Claimant Signature SSN/FEIN

I certify that the claimant occupied all or a portion of the improvements on the subject parcel and has vacated the premises and is now eligible for the moving expenses claimed.

_____ _____
Date Relocation Agent Signature

Approved: _____ _____
Date Director, Office of Realty & Environmental Planning Signature

Illinois Department of Natural Resources

Bid Form for Actual Moving Expenses

Project _____ **Relocatee** _____
Parcel _____ **County** _____ **Unit** __

Carrier Name: _____

ICC No. _____ proposes a ☐ Firm Bid ☐ Estimate to move the personal property on the attached inventory for:

Name: _____
From: _____
To: _____

This Firm Bid/Estimate includes all charges for: (Please check all that apply)

☐ Crating ☐ Dismantling ☐ Loading ☐ Storing ☐ Unloading
☐ Disconnecting ☐ Insuring ☐ Reinstalling ☐ Transporting

all personal property listed on the inventory. This firm bid/estimate does not include any charges for additions, improvements, alteration, wiring or other physical changes in or to any building equipment.

Truck and driver:	____	@	____	/hr.	x	____	hrs.	= ____
Additional persons:	____	@	____	/hr.	x	____	hrs.	= ____
Additional equipment:			____	/hr.	x	____	hrs.	= ____
Crating:			____	Barrels	@	$ ____		= ____
			____	Cartons	@	$ ____		= ____
Insurance (on good in transit):								____
Rate (50 mi. max):			____	miles	x	____	/mi.	= ____
Storage:			____	months	x	____	/mo.	= ____
Other Charges (explain):			____					= ____

☐ **Total Firm Bid** ☐ **Estimate** = _____

Date: _____ Bidder/Estimator Signature: _____

Inventory Verification:

Date: _____ Relocatee Signature: _____

Date: _____ Relocation Representative Signature: _____

Firm Bid/Estimate Approval for Payments Proposed:

Date: _____ Director, OREP Signature: _____

Illinois Department of Natural Resources

Request for Determination of Entitlement for Payment in Lieu of Moving Expenses

Project Parcel _____ **Relocatee** _____
County _____ **Unit** __

☐ Business ☐ Farm ☐ Nonprofit Organization

Entity Name: _____

Mailing Address: _____

_____ Telephone No.: (__) _____

Occupancy Dates: From: _____ To: _____

Type of Operation:

Does Applicant: (Attach Explanation if Answer is Yes to either a or b)

(a) Operate under a Franchise or as a Consignee	☐ Yes	☐ No
(b) Operate any other Similar Business/Operation	☐ Yes	☐ No

As an owner or authorized representative of this business/farm operation /nonprofit organization I request that this application be reviewed to determine eligibility to receive a fixed payment in lieu of actual moving expenses. I understand that this application and all data submitted shall become a part of any claim for payment made subsequent to this determination. I certify that all information submitted is true and correct, and I understand that in addition to the penalties provided by state and/or federal law, falsification of any item in this request may result in forfeiture of any subsequent claim bases on this information in its entirety.

_____ _____
Applicant Signature Title

_____ _____
Applicant Signature Title

Date: _____

Illinois Department of Natural Resources

Notice of Receipt for Determination of Entitlement for Payment in Lieu of Moving Expenses

Project_____ Relocatee _____
Parcel _____ County _____
Unit _____

☐ Business ☐ Farm Operation ☐ Nonprofit Organization

Claimant Name: _____

Mailing Address: _____

_____

Name of Entity: _____

Your request for a determination of entitlement for a fixed payment in lieu of moving expenses dated _____ has been received in this office.

☐ Your application has been reviewed for reasonableness and it has been determined that your request **does qualify** for a fixed payment in lieu of moving expenses. Upon completion of your move and submittal of a completed claim form (attached) you will be eligible to receive a payment based on your average annual net earnings during the two taxable years immediately preceding the taxable year in which you relocate.

☐ Your application has been reviewed for reasonableness and eligibility for a fixed payment in lieu of moving expenses. It has been determined that your request **does not qualify** for this kind of payment for the following reasons:

Should you have any questions regarding this notice, please contact the relocation representative at your earliest convenience.

_____ _____
Date Director OREP

Illinois Department of Natural Resources

Claim for Fixed Payment in Lieu of Moving Expenses

Project Parcel _____ **Relocatee** _____

_____ **County** _____ **Unit** _____

☐ Business ☐ Farm Operation ☐ Nonprofit Organization

Claimant Name: _____

Mailing Address: _____

_____ Telephone No.: (___) _____

Address of Acquired Property: _____

_____ Date Vacated: _____

Address of Replacement Property: _____

_____

I certify that I have examined the income tax returns submitted by this claimant and have found:

_____ Year $ _____ Earnings _____ Year $ _____ Earnings

$ _____ Average annual net earnings _____ _____

Date Relocation Agent

I (We) grant permission to the state of Illinois to dispose of any or all personal property abandoned by me or others on the subject property on and after this date. I (We) absolve the state of Illinois of any and all responsibility or liability for damages in connection with the disposition of the abandoned property. I (We) also agree that any or all items of property which have been moved are personal and release and absolve the state of Illinois from any and all liability for payment for such items as realty.

I (We) certify that I and/or each family member, or each owner of an unincorporated business, farm or nonprofit organization, is: ☐ a citizen, or ☐ national of the United States, or ☐ an alien who is lawfully present in the United States ☐ a corporation authorized to conduct business within the United States.

I (We) am/are the owner(s) or authorized representative(s) of the above entity and that no other claim for reimbursement or compensation for payment of moving expenses or payment in lieu of moving expenses has been submitted, or payment received, or will be accepted from any other source. I (We) certify that all information which is a part of this claim is true and correct. I (We) understand that falsification of any kind in connection with this claim may result in prosecution under state and federal laws and forfeiture of the claim in its entirety.

_____ _____ _____

Date Signature of Claimant SSN/FEIN

_____ _____ _____

Date Signature of Claimant SSN/FEIN

I certify that I have examined this claim and the request for determination of entitlement and its supporting documentation and have found it to conform to the applicable provisions of state law. This claim is recommended for the payment in the amount of $ _____

_____ _____

Date Relocation Agent Signature

Approved:

_____ _____

Date Director OREP Signature

_____ _____

IDNR- formerly BRW 961 LA 6033C (Rev. 12/06)

Illinois Department of Natural Resources

Itemized Eligible Reestablishment Expenses for Small Business, Farm and Nonprofit Organizations Worksheet

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit _____

1. Repairs or improvements to the replacement real property if required by federal, state or local law, code or ordinance.
(Identify) _____ $ _____

2. Modifications to the replacement real property to accommodate the business operation or to make replacement structures suitable for conducting the business.
(Identify) _____ $ _____

3. Construction and installation costs for exterior signing to advertise the business.
(Identify) _____ $ _____

4. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling or carpeting.
(Identify) _____ $ _____

5. Advertisement of replacement location, if not paid as part of moving expenses.
(Identify) _____ $ _____

6. Increased costs of operation during the first two years at the replacement site for such items as:
   - Lease or Rental charges $ _____
   - Personal or Real Property tax $ _____
   - Insurance Premiums $ _____
   - Utility charges, excluding impact fees $ _____

   Total Increase Cost of Operations $ _____

7. Other expenses that the department determines to be eligible and essential to the reestablishment of the business.
(Identify) _____ $ _____

Total eligible itemized reestablishment expenses. $ _____

TOTAL CLAIM AMOUNT (Cannot exceed $10,000) $ _____

Illinois Department of Natural Resources

Dwelling Inspection
(Decent, Safe and Sanitary)

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit _____

Dwelling must meet applicable local housing and occupancy codes and at a minimum shall meet the following standards. This inspection is made for the purpose of meeting the eligibility requirements of the Uniform Act and 49 FR 24.204 (a) and corresponding Illinois Department of Natural Resources rules and policies and procedures that must be met in order to receive a replacement housing payment. It is not a home inspection that would carry a guarantee or warranty.

	Yes	No
Structurally sound	☐	☐
Building weather tight and in good repair	☐	☐
Safe electrical wiring system adequate for lighting and other devices	☐	☐
Heating system capable of sustaining approximately 70^0	☐	☐
Adequate size in respect to number of rooms and living space	☐	☐
Separate, well lighted and ventilated bathroom affording privacy to user	☐	☐
Sink, bathtub or shower stall and toilet in working order	☐	☐
For housekeeping dwelling a kitchen with sink properly connected to potable hot and cold water and sewage system.	☐	☐
For housekeeping dwelling area to accommodate a stove and refrigerator	☐	☐
Unobstructed egress to safe, open space at ground level	☐	☐
For multi-story buildings, access directly from or through a common corridor having at least two means of egress	☐	☐
Free of any barriers which preclude reasonable ingress, egress or use of dwelling for a displaced person with a disability.	☐	☐

Comments: (Explain any variations of the above standards)

Occupant: _____

Address: _____

Date _____ Inspected by: _____

Illinois Department of Natural Resources

Claim for Replacement Housing Supplement

Project _____ Relocatee _____
Parcel _____ County _____
Unit _____

☐ Purchase ☐ Rent ☐ Down payment

Claimant Name: _____

Mailing Address: _____

_____ Phone Number: ( ) _____

Address of Acquired Property: _____

_____ Vacation Date: _____

Address of Replacement Property: _____

_____ Date Moved In: _____

Actual purchase price or monthly rent of replacement dwelling: $ _____

1. Complete for purchase supplement:

(a)	The lesser of the asking price of comparable or the actual cost of the replacement dwelling	_____		
(b)	Acquisition price of acquired dwelling	_____		
(c)	Price differential for purchase supplement (1a - 1b)	_____		
(d)	Previous partial payments	_____		
(e)	Amount of price differential under this claim (1c - 1d)		_____	
(f)	Mortgage interest differential payment		_____	
(g)	Closing and other eligible costs		_____	
(h)	Amount of purchase supplement (1e + 1f + 1g); or			_____
(i)	Partial Payment for _____			_____

2. Complete for rent supplement:

(a)	The lesser of the estimated monthly rent and utilities of the comparable dwelling or the actual rent and utilities of the replacement dwelling.	_____		
(b)	Existing or economic monthly rent and utilities of acquired dwelling	_____		
(c)	Monthly difference (2a - 2b)	_____		
(d)	Total rental supplement eligibility (monthly difference x 42)		_____	
(e)	Previous partial payments		_____	
(f)	Amount of rent supplement(2d - 2e); or			_____
(g)	Partial Payment for _____			_____

3. Complete for down payment supplement:

(a)	Pre-approved rent supplement eligibility		_____	
(b)	Actual down payment		_____	
(c)	The lesser of 3a or 3b		_____	
(d)	Closing and other eligible costs		_____	
(e)	Additional monetary payment, if necessary		_____	
(f)	Amount of down payment supplement (3c + 3d + 3e); or			_____
(g)	Partial Payment for _____			_____

Claimant(s) Agreement and Certification

I (We) apply for a replacement housing payment in the amount of $_____ as supported by the attached documentation. No previous reimbursement of compensation has been received for this or any portion of this claim.

I (We) agree that in the event condemnation of my (our) property for the required land purchase is necessary that the amount of final judgment shall be reduced so that the judgment amount and the replacement housing payment does not exceed the cost to buy or rent (as applicable) a comparable dwelling but in no event will the judgment be reduced by more than the amount of the replacement housing supplement claimed above.

I (We) have rented or purchased and now occupy housing which to the best of my (our) knowledge and belief meets the standards for decent, safe and sanitary housing as indicated in the attached standards.

I (We) certify that I and/or each family member is either ☐ a citizen or ☐ national of the United States, or ☐ an alien who is lawfully present in the United States.

I (we) understand that falsification of any kind in connection with this claim may result in prosecution under state and or federal laws and forfeiture of the claim in its entirety.

Date _____ Signature _____ SSN/FEIN _____
Claimant

Date _____ Signature _____ SSN/FEIN _____
Claimant

Division of Realty Inspection. I inspected the housing into which the displaced person(s) has (have) relocated and found it to be decent, safe and sanitary on _____.
Relocation representative's signature: _____.

Division of Realty Approval. I have examined this claim and the substantiating documentation and recommend payment of the amount applied for.

Date _____ Signature _____
Relocation Agent

APPROVED: Date _____ Signature _____
Director, Office of Realty & Environmental Planning

Parcel #: _____ Unit #: _____

Illinois Department of Natural Resources

Payment Evaluation Form for Replacement Housing Supplement (Purchase)

Project _____ Relocatee _____
Parcel _____ County _____
Unit _____

Relocatee: _____

Address: _____

_____

Number of Family Members:

Adults: Male _____ Female _____
Minors: Male _____ Female _____

	Total No. of Rooms bdrs/bath	Habitable Area (sq. ft.)	Age and Condition	Neighbor-hood: Equal or Better	Public Services & Nearness to Employment	Asking Price
Subject	/ /		/			
Comp. No. 1	/ /		/			
Comp. No. 2	/ /		/			
Comp. No. 3	/ /		/			

Comparable Chosen: _____ Asking Price: $ _____

Remarks: (For partial takes and/or farms explain manner in which you arrived at the pre-approved amount of the subject.)

Asking Price: $ _____
Amount Pre-Approve: $ _____
RHP Eligibility: $ _____

Prepared By: _____ _____
Signature Date

Approved By: _____ _____
Signature Date

Illinois Department of Natural Resources

Replacement Housing Supplement Comparable Listing

Project _____ **Relocatee** _____
Parcel _____ **County** _____ **Unit:** _____

☐ Purchase ☐ Rent

Comparable Number or Subject _____ (Attach photograph to back of listing sheet)

For Purchase Replacement Housing Supplement:
Asking Price: $ _____

Asking Rent (monthly): $ _____
Utility Adjustment: $ _____
Estimated Rent: $ _____

Address of Dwelling: _____

_____

Listing Source: _____ Telephone Number: ( ) _____

Proximity To: Schools: _____ Town/Shopping: _____
Transportation: _____ Churches: _____

BUILDING INFORMATION

Room	Size	Level
Living Room		
Dining Room		
Kitchen		
Family Room		
Rec. Room		
Bath (s)		
Master Bedroom		
Bedroom (s)		
Other		

Type/Style: _____ Construction: _____ Lot Size: _____

Habitable Area: _____ Year Built: _____ Effective Age: _____

Heat: _____ Water Heater: _____

☐ Air Conditioning ☐ Water ☐ Sewer ☐ Septic ☐ Fireplace How Many? _____

☐ Basement ☐ Crawl Space ☐ Slab Garage: ☐ Attached ☐ Detached Size _____

Appliances Included: _____

Additional Comments:

CONDITION

	EXCELLENT	GOOD	FAIR
Exterior	☐	☐	☐
Interior	☐	☐	☐
Roof	☐	☐	☐
Foundation	☐	☐	☐
Landscaping	☐	☐	☐

_____
Prepared By Date

Illinois Department of Natural Resources

Payment Evaluation Form for Replacement Housing Supplement (Rent)

Project _____ Relocatee _____
Parcel _____ County _____
Unit _____

Relocatee: _____

Address _____

_____

Number of Family Members:

Adults: Male _____ Female _____
Minors: Male _____ Female _____

	Total No. of Rooms bdrs/bath	Habitable Area (sq. ft.)	Age and Condition	Neighborhood Equal or Better	Public Services & Nearness to Employment	Asking Rent	Adjustment for Utilities	Estimated Rent:
Subject	/ /		/					
Comp. No. 1	/ /		/					
Comp. No. 2	/ /		/					
Comp. No. 3	/ /		/					

Comparable Chosen: _____ Estimated Rent: _____

Remarks:

Estimated Rent (comparable) _____
Estimated Rent (subject) _____
Difference _____
RHP Eligibility _____

Estimated Rent _____ _____
Signature Date

Approved By: _____ _____
Signature Date

Illinois Department of Natural Resources

Economic Means Evaluation For Low Income Households

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit _____

☐ **Preliminary Evaluation**

1.	The lesser of the actual or the economic monthly rent and utilities of the displacement dwelling.	$ _____	
2.	30% of gross monthly household income when classified as low income by HUD.	$ _____	
3.	The lesser of 1 or 2		$ _____
4.	Monthly rent and utilities for comparable dwelling		$ _____
5.	The difference between 3 and 4		$ _____
6.	**Amount of RHP eligibility** (monthly difference x 42 mos.)		$ _____ *

* Note: If eligibility is greater than $5,250.00, process under housing of last resort procedures.

☐ **Final Evaluation**

1.	The lesser of the actual or the economic monthly rent and utilities of the displacement dwelling.	$ _____	
2.	30% of gross monthly household income when classified as low income by HUD.	$ _____	
3.	The lesser of 1 or 2		$ _____
4.	Monthly rent and utilities for comparable dwelling	$ _____	
5.	Monthly rent and utilities for the replacement dwelling	$ _____	
6.	The lesser of 4 or 5		$ _____
7.	The difference between 3 and 6		$ _____
8.	**Amount of RHP eligibility** (monthly difference x 42 mos.)		$ _____ **

** Note: If eligibility is greater than $5,250, process under housing of last resort procedures.

Additional comments:

Prepared by: _____ Date: _____

Illinois Department of Natural Resources

Replacement Housing Supplement Certification

Project _____ **Relocatee** _____
Parcel _____ **County** _____ **Unit** _____

☐ Purchase ☐ Rent

I certify that on _____ I determined the replacement housing supplemental payment eligibility to be $_____. I have no direct or indirect present or contemplated personal interest in this determination nor will I derive any benefit from the supplemental payment.

Prepared By:

_____ _____
Date Relocation Agent

Approved By:

_____ _____
Date Director, Office of Realty & Environmental Planning

MORTGAGE INTEREST DIFFERENTIAL PAYMENTS

Note: Use BRW 2383 for computing a mortgage interest payment using the Hewlett Packard 12C; or BRW 2384 when using the Texas Instruments BA-II or Radio Shack EC-100 calculator.

Information needed for computations:

Old Mortgage	_____	New Mortgage	_____
Balance	_____	Amount[1]	_____
Interest Rate	_____	Interest Rate	_____
Monthly Payment[2]	_____	Points	_____
Remaining Term	_____	Term[3]	_____

The initial computations of a mortgage interest differential payment for comparison purposes will be based on the data for the existing mortgage(s) available at the time the replacement housing payment is computed and one of the prevailing fixed interest rates (including points) for conventional mortgages in the area. If there is a range of interest rates and points available in an area that could be considered prevailing or typical, the department may use a prevailing fixed interest rate that will require the smallest mortgage interest differential payment by the department to maintain the same monthly payment for the same term for the new mortgage as existed on the old mortgage for the initial computation and offer. An example follows:

Balance of Old Mortgage	$50,000
Interest Rate of Old Mortgage	7%
Monthly Payment of Old Mortgage	$458.22
Computed Remaining Term of Old Mortgage	174 months

Available interest rates for fixed mortgages, for 15 years. (Use the rates for terms of mortgages that are at least as long as the remaining term of the old mortgage, i.e. the 15 year rates for terms of 15 years or less and the 30 year table for loans with remaining terms exceeding 15 years.):

9.5% with 3 points
10% with 2 points
10.5% with 1 point
11% with 0 points

---

[1]The actual amount of the new mortgage is only of concern if it is less than the amount needed to be financed to maintain the old mortgage.

[2]If the term of the new mortgage is the same as or greater than the term of the existing mortgage, use the monthly payment of the existing mortgage(s) to compute the number of months actually necessary to pay off the existing mortgage.

[3]If the term of the new mortgage is less than the term of the existing mortgage(s), use the term of the new mortgage to compute the monthly payment necessary to pay off the existing mortgage using the shorter term.

The computed mortgage interest differential payments are as follows:

Amount to be Financed	Rate	Points		Buy down		Points		Payment
$43,201.92	9.5%	w/3 pt.	-	$ 6,797.24	+	$1,296.08	=	$ 8,093.32
42,010.18	10.0%	w/2 pt.	-	7,989.82	+	840.20	=	8,830.02
40,866.89	10.5%	w/1 pt.	-	9,133.11	+	408.67	=	9,541.78
39,770.48	11.0%	w/0 pt.	-	10,299.52	+		=	10,229.52

As demonstrated by this example, the prevailing interest rate that will provide maintenance of monthly payments of $458.22 at the least cost to the department is 9.5% interest with 3 points.

The department may advise the displaced person that they may receive $8,093.32 for the mortgage interest differential payment, based on the current mortgage rate of 9.5% interest plus 3 points, if a new mortgage is obtained in at least the calculated replacement mortgage amount of $43,201.92 and for at least 174 months.

Additional Factors Affecting MIDP Computation

Smaller Mortgage - In the event the displaced person elects to obtain a mortgage smaller than the calculated replacement mortgage, the payment must be prorated. For example:

Old Mortgage		New Mortgage	
Balance	$50,000	Amount	$40,000
Interest Rate	7%	Interest Rate	9.5%
Remaining Term	174 months	Points	3
		Term	174 months

The previous buy down computation indicated that a calculated replacement mortgage of $43,201.92 was necessary to obtain the estimated MIDP of $8,093.32. To determine the MIDP in this example, divide the actual new mortgage amount, $40,000 by the calculate replacement mortgage amount, $43,201.92. The resulting factor, .92588, is multiplied by the estimated MIDP, $8,093.32, to give the reduced amount of $7,493.48 as the MIDP on the smaller new mortgage.

$40,000/$43,201.92 = .92588 x 8093.32 = $7493.48 MIDP (including points)

Shorter Term - In the event that the displaced person elects to obtain a mortgage for a shorter term than the remaining term of the old mortgage, it is necessary to compute a hypothetical monthly payment for the old mortgage at the old interest rate but at the shorter term of the new mortgage. This computed hypothetical monthly payment will be larger than the actual payment on the old mortgage. Take the previously used old mortgage example:

Old Mortgage		New Mortgage	
Balance	$50,000	Amount	n/a
Interest Rate	7%	Interest Rate	9.5%
Remaining Term	174 months	Term	120 months
		Points	3

Computation:

1. Compute a hypothetical monthly payment for old mortgage based on a 120 month payoff - $580.54.
2. Compute a calculated replacement mortgage using the hypothetical monthly payment of $580.54 per month, 120 months at 9.5% interest rate. The calculated replacement mortgage amount is $44,864.83. The buy down amount if the old mortgage balance of $50,000 less the calculated replacement mortgage of $44,864.83, = $5,135.17 + points of $1,345.95. (3% of $44,864.83) or a total of $6,481.11.

The displaced person would need to obtain a mortgage of at least $44,864.83 to receive a payment of $6,481.11.

Smaller New Mortgage and Shorter Term - A different computation is made if the new mortgage is both smaller and for a shorter term. Using the old mortgage figures cited above, with a new mortgage for $40,000 term of 120 months and 9.5% interest rate, the calculated replacement mortgage as computed for a new mortgage with a shorter term. Divide $44,864.83 into the smaller new mortgage of $40,000 giving a factor of .89157 x the estimated MIDP of $6,481.11 for a MIDP of $5,778.34.

The example computations in no way restrict the displaced person to any combination of mortgage amounts and/or terms for the new mortgage. The department's sole restriction is that the MIDP payment will be computed on mortgage terms at the typical rates prevailing in the area, unless there is reason for a valid exception. The displaced person may obtain a fixed rate mortgage, a variable interest rate mortgage, a mortgage with a balloon payment, or any other legitimate mortgage. For example, they could elect to get a $60,000 mortgage for 15 years at 11% and no points. They would be entitled to a mortgage interest differential payment of $10,229.52 (based on a new mortgage of at least the amount of old mortgage minus the calculated replacement mortgage, for a term not less than the remaining term on the old mortgage). Even though the mortgage for 9.5% with 3 points is available, the mortgage for 11% is also a prevailing rate mortgage.

The displaced person should be fully informed of their options for new mortgages as well as the rudimentary skills necessary for negotiating for replacement housing.

The department may elect to provide to the displaced person the estimated MIDP amount for a new mortgage of the same term and amounts as for the old mortgage(s) only. The computations for mortgages of shorter terms and lesser amounts would not be provided. Instead, a statement would be provided as follows:

> You are eligible for a mortgage interest differential payment of $_____. This payment is based on the remaining term and amount of the mortgage on your old dwelling and the current prevailing mortgage interest rate of ____% interest with _____ points.
>
> This eligibility is premised on your obtaining a mortgage on your new property for a term of not less than _____ months, the remaining term on your old mortgage, for not less than $_____.
>
> If you elect to obtain a mortgage in a smaller amount or for a shorter term,a re-computation will be required and your payment will probably be

smaller. Please contact your relocation representative for the necessary computations prior to commitment to such a loan.

The computation for the actual amount of the mortgage interest differential payments should be made as soon as all the new facts are know. The necessary facts are:

Old Mortgage Balance	_____	New Mortgage Amount	_____
Interest Rate	_____	Interest Rate	_____
Monthly Payment	_____	Points	_____
	_____	Term	_____

If the term of the new mortgage is at least as long as the remaining term of the old mortgage, compute calculated replacement mortgage, and deduct this amount from the old mortgage to get the buy down amount, to which you add the appropriate points, the sum of these two figures equals the MIDP.

Multiple Mortgages - If there is more than one mortgage, compute the buy down by completing the computations for each mortgage using the terms of that mortgage. If there is an old second mortgage that has a higher interest rate than any available rate, the buy down amount will be 0, but you then add points to arrive at a MIDP; the points are still eligible even through the new mortgage is at a rate that does not exceed the old mortgage.

Variable Rate Mortgage - If the mortgage is a variable interest rate mortgage, use the mortgage balance, interest rate, and monthly payment amount that was in effect in the date of acquisition.

Home Equity Loans - If there is a home equity loan, use the lesser of the mortgage balance on the date of acquisition or 180 days prior to the date of initiation of negotiations. Use the interest rate and monthly payment in effect for the lowest mortgage balance.

Mortgage with Balloon Payments - If the mortgage has a balloon payment, use the mortgage balance, interest rate and monthly payment amount that was in effect on the date of acquisition. The monthly payment is normally predicted on a term longer than the actual term of the mortgage, so the computed remaining term will be greater than the actual remaining term of the mortgage. Use of the computed remaining term will provide you with the appropriate MIDP.

TERMINOLOGY

Acquired Dwelling	The dwelling being acquired for a project by the department.
Old Mortgage	The remaining principal balance of the existing mortgage on the acquire dwelling. This is not necessarily the "pay-off" figure since that can include penalties and escrow credits.
Old Interest Rate	The interest rate in effect on the old mortgage at the time of closing on the acquired dwelling.

Old Monthly Payment	The monthly payment, principal and interest, that is actually required by the mortgage agreement on the acquired dwelling.
Remaining Term	The number of payments necessary to pay off the old mortgage given the old monthly payment and old interest rate. This is to be calculated by the department computing the mortgage interest differential.
New Mortgage	The interest rate is effect on the old mortgage at the time of closing on the acquired dwelling.
New Interest Rate	The interest rate being charged on the new mortgage at the time of closing on the replacement dwelling.
New Term	The term of the new mortgage.
Points	The pre-paid interest or discount points needed to secure the interest rate on the new mortgage.
Prevailing Interest Rate and Points	An interest rate and point combination commonly available in the area. This may be a range of rates and points. In special circumstances, the prevailing rate may be dictated by what the displaced person is actually able to secure.
Calculated Replacement Mortgage	The amount which the department calculates can be financed at the lesser of the new interest rate or prevailing rate which will maintain either the old monthly payment for the old term or the hypothetical monthly payment at the new term when the new term is shorter than the remaining term.
Buy Down Amount	The difference between the old mortgage and the calculated replacement mortgage.
Hypothetical Monthly Payment	The payment necessary to pay off the old mortgage at the old interest rate for the new term when the new term s shorter than the remaining term.
MIDP	The buy down amount plus the points.
Estimated MIDP	The amount the MIDP would be if the relocatee secures a new mortgage for at least as much as the calculated replacement mortgage.

Illinois Department of Natural Resources

MIDP Computation Using HP-12C

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit ___

Old Mortgage
Balance _____
Interest Rate _____
Monthly Payment _____

New Mortgage
Amount _____
Interest Rate _____
Points _____
Term _____

Turn calculator on [ON]

Clear financial memory [f] [FIN]

Explanation		Key Entry	Result
1. Remaining Term of Old Mortgage			
Enter remaining balance	_____	[PV]	$ _____
Enter old interest rate	_____	[g] [12÷]	_____
Enter old monthly payment	_____	[CHS] [PMT]	$ _____
Compute remaining term		[n]	_____
2. MIDP Calculation			
Enter new interest rate	_____	[g] [12÷]	_____
Enter remaining term of old mortgage	_____	[n]	_____
Enter monthly payment of old mortgage	_____	[PMT]	$ _____
Compute replacement mortgage		[PV]	$ _____
Enter points	_____	[x]	$ _____
Difference between mortgages: Old: _____	[ENTER]	Replacement: _____ [-]	$ _____
Amount of points computed above	_____	[+]	$ _____
		MIDP	$ _____

3. Alternate Calculation for Smaller and/or Shorter Replacement Mortgage

A. Replacement Mortgage is Smaller than Calculated Replacement Mortgage Amount

Compute MIDP in accordance with Sections 1 & 2 above

Enter new smaller mortgage _____ [ENTER] $ _____

Enter calculated replacement mortgage amount _____ [÷] _____

Factor _____ [ENTER] MIDP IN 2 above _____ [x] $ _____

MIDP $ _____

B. Shorter Term Replacement Mortgage

Enter remaining balance _____ [PV] $ _____

Enter old mortgage rate _____ [g] [12÷] _____

Enter new mortgage term _____ [g] [12x] _____

Compute hypothetical payment [PMT] $ _____

Return to Section 2 and calculate MIDP using the hypothetical payment, new mortgage term and interest rate.

Enter new interest rate _____ [g] [12÷] _____

Enter hypothetical payment _____ [PMT] $ _____

Enter new term _____ [g] [12x] _____

Compute buy-down [PV] $ _____

Enter points _____ [x] $ _____

Difference between mortgages:

Old: _____ [ENTER] By-down _____ [-] $ _____

Amount of points computed above _____ [+] $ _____

MIDP $ _____

C. Smaller Replacement Mortgage and Shorter Term

Compute MIDP based on full calculated replacement mortgage for shorter term (See Section 3B)

Enter actual (smaller) mortgage _____ [ENTER] $ _____

Enter buy-own mortgage (see Section 3B) _____ [÷] _____

Factor _____ [ENTER] MIDP from 3B _____ [x] $ _____

MIDP[1] $ _____

[1] The MIDP based on the shorter term and smaller amount is a combination of Sections 3A and 3B and includes points.

Illinois Department of Natural Resources

MIDP Computation Using TI Business Analysts or Radio Shack EC-100

Project _____ **Relocatee** _____
Parcel _____ **County** _____ **Unit** __

Old Mortgage
- Balance _____
- Interest Rate _____
- Monthly Payment _____

New Mortgage
- Amount _____
- Interest Rate _____
- Points _____
- Term _____

Turn calculator on [ON]

Put calculator in Financial Mode [2nd] [Mode]

	Explanation		Key Entry			Result
1.	Remaining Term of Old Mortgage					
	Enter remaining balance	_____	[PV]			$ _____
	Enter old interest rate	_____				
	Convert to monthly		[÷]	12	[=]	_____
	Store in %i		[%i]			
	Enter old monthly payment	_____	[PMT]			$ _____
	Compute remaining term of old mortgage		[2nd]	[N]		_____
2.	MIDP Calculation					
	Enter new interest rate	_____				
	Convert to monthly		[÷]	12	[=]	_____
	Store in %i		[%i]			
	Enter remaining term of old mortgage	_____	[n]			_____
	Enter monthly payment of old mortgage	_____	[PMT]			$ _____
	Compute new mortgage		[2nd]	[PV]		$ _____
	Compute points		[x]	_____	[=]	$ _____
	Difference of old mortgage	_____	[-] new mortgage	_____	[=]	$ _____
	Add amount of points computed above				+	$ _____
					MIDP	= $ _____

3. Alternate Calculation for Smaller and/or Shorter Replacement Mortgage

A. Replacement Mortgage is Smaller than Calculated Replacement Mortgage Amount

Compute MIDP in accordance with Sections 1 & 2 above

Enter new smaller mortgage _____ [÷] $ _____

Enter calculated mortgage amount _____ [=] _____

Enter factor _____ [x] MIDP in 2 above _____ [=] $ _____

MID = $ _____

B. Shorter Term Replacement Mortgage

Enter remaining balance of old mortgage _____ [PV] $ _____

Enter old interest rate _____

Convert to monthly [÷] 12 [=] _____

Store in %i [%i] _____

Enter new mortgage term _____

Convert to months [x] 12 [=] _____

Store in N [N] _____

Compute hypothetical payment [2nd] [PMT] $ _____

Return to Section 2 and calculate MIDP using the hypothetical payment, new mortgage term and interest rate.

Enter new interest rate _____

Convert to monthly [÷] 12 [=] _____

Store in %i [%i]

Enter hypothetical payment _____ [PMT] $ _____

Enter new term _____ [x] 12 [=] [N] _____

Compute buy-down [2nd] [PV] $ _____

Compute points [x] _____ [=] $ _____

Difference of old mortgage _____ [-] buy-down _____ [=] $ _____

Add amount of points computed above + $ _____

MIDP = $ _____

C. Smaller Replacement Mortgage and Shorter Term

Compute MIDP based on full calculated replacement mortgage for shorter term (See Section 3B)

Enter actual (smaller)	_____	÷		$ _____
Enter buy-own mortgage (See Section 3B)	_____	=		_____
Factor _____	X	MIDP form 3B _____	=	$ _____
		MIDP[1]	=	$ _____

[1] The MIDP based on the shorter term and smaller amount is a combination of Sections 3A and 3B and includes points.

Illinois Department of Natural Resources

Claim for Incidental Expenses for Acquired Property

Project _____ **Relocatee** _____
Parcel _____ **County** _____
Unit _____

Claimant Name: _____

Mailing Address: _____

_____ Telephone No. ( ) _____

Address of
Acquired Property: _____

_____ Vacation Date: _____

Application for reimbursement of Incidental Expenses

1. ☐ Partial ☐ Complete release of mortgage _____
2. Penalty costs for prepayment of mortgage _____
3. Other (identify) _____

Total Incidental Expenses $ _____

Claimant(s) Agreement and Certification

I (We) apply for reimbursement in the amount of $ _____ for the expenses indicated above.
I (We) agree to accept the total amount of incidental expenses claimed above in full satisfaction of this claim.
These expenses were incurred by me (us) incident to the transfer of the subject property to the state of Illinois.
I (We) have not received reimbursement for these expenses.

The mortgage referred to above, if any, was recorded on _____ or has been filed for the records as of _____ with the county recorder of deeds of _____ county, and is recorded in book _____ page _____ of said record.

I (We) certify that I and/or each family member, or each owner of an unincorporated business, farm or nonprofit organization, is either: ☐ a citizen, or ☐ national of the United States, or ☐ an alien who is lawfully present in the United States, or is ☐ a corporation authorized to conduct business within the United States.

I (We) understand that falsification of any kind in connection with this claim may result in prosecution under state and or federal laws and forfeiture of the claim in its entirety.

Date	SSN/FEIN	Claimant Signature
Date	SSN/FEIN	Claimant Signature

I certify that I have examined this claim and the request for determination of entitlement and its supporting documentation and have found it to conform to the applicable provisions of state law. This claim is recommended for payment in the amount of $ _____

Date _____ Relocation Agent Signature

APPROVED:

Date _____ Director of Office of Realty & Environmental Planning Signature

Appendix V
FOREST LEGACY
APPLICATION PROCEDURE

1. Applications are received in IDNR office.
    - A. Verify the landowner's name, address, and telephone number are included on the application.
    - B. Verify the tract is located in an approved Forest Legacy Area (FLA).
    - C. Determine which Project Area within the FLA the tract is located.
    - D. Review pg. App-B-7 to insure all required information is included.
    - E. Verify that the Landowner Inspection Consent Agreement and Amicable Agreement/Non-Condemnation is signed (pg. App-B-2).
    - F. Start a file for the potential Forest Legacy tract.
2. Contact the landowner to set-up an appointment to review the tract. Invite the District Forester to attend, if possible.
    - A. Discuss the Forest Legacy program; answer questions; refer to questions in Parcel Evaluation Package.
    - B. Discuss the advantages of landowner donating the 25% state share of the cost.
3. Obtain authority from the Illinois Council on Forestry Development (the State Forester's Forest Stewardship Committee) to proceed with the evaluation process. *
4. Send the Parcel Evaluation Package to the District Forester along with a copy of the application, maps, aerial photos and any other pertinent information regarding the tract.
    - A. Review the Evaluation Package returned from the District Forester.
5. Obtain authority from the Illinois Council on Forestry Development to send the application to the U. S. Forest Service for funding consideration.
6. Notify Land Acquisition of the potential Forest Legacy project.
7. Notify the District Forester to proceed with the development of a Forest Stewardship Plan.
    - A. The Forest Legacy Coordinator will then review and approve the completed Forest Stewardship Plan.
8. Establish baseline documentation.
9. Complete a draft easement agreement, send copy to landowner for additions, deletions, and approval.
    - A. Send draft easement to IDNR Legal for approval.
10. Enter the Tract/Project information into the Forest Legacy Information System (FLIS).

11. Official notification of funding for a project will come from the U. S. Forest Service via the Financial Advice Statement sent to the State Forester and the Federal Aid Coordinator (FAC).
12. After funding notification, the FAC will obtain Executive Approval.
13. The Forest Legacy Coordinator will completed a Narrative for the project and send it to the Forest Legacy Coordinator for the Northeast Area for comment and approval. After approval by the Forest Service, the Narrative is sent to the FAC for inclusion with the Federal Grant application.
14. The FAC will obtain Clearing House Review Approval and then send the Federal Grant Application and pertinent documents to the U. S. Forest Service.
15. After the Forest Stewardship Plan, maps, and any other pertinent documents are completed, send the entire file to the Division of Realty.
16. The Division of Realty will complete the necessary steps to acquire a conservation easement on the tract. As liaison with the U. S. Forest Service, the Forest Legacy Coordinator should work with the agents in the Division of Realty to completed the easement, beginning with # 16 on the Forest Legacy Program Acquisition Check List.
17. After closing, coordinate a news release with IDNR.
18. Establish who will monitor the easement and insure they are familiar with the monitoring form that will be completed annually.
19. After the closing and the Division of Realty has filed the necessary papers with the County Recorder, etc. complete a Final Performance Report for the project to include all documents listed in item # 25 of the Forest Legacy Program Acquisition Check List. Send this report to the FAC to be included with the final financial report to the U.S. Forest Service for the project.
20. During the time needed to acquire an easement on a project, the U. S. Forest Service requires an annual performance report. Use the appropriate format (form) for this report. Send the report to the U.S. Forest Service via the FAC. Additional reports may be required by the U.S. Forest Service. Check with the FAC and/or the Forest Legacy Coordinator for the Northeast Area, S&PF Office of the U. S. Forest Service.

* Enabling legislation for the Forest Legacy Program (FLP) is found in the Forestry Title of the Farm Bill. One of the provisions of that Bill requires the State Forester's Forest Stewardship Advisory Committee to "oversee" the FLP. In Illinois, the Illinois Council on Forestry Development is the State Forester's Forest Stewardship Advisory Committee. To get on the Council's agenda contact Dick Little (the Council's Liaison) at 217-546-1847 (Home) or 217-493-6736 (Cell) or Joyce Canaday (the Council's Secretary) at 217-762-7299 (Home). Both of these people are on contract to the Council.