

ILLINOIS PARK AND RECREATIONAL FACILITY
CONSTRUCTION GRANT PROGRAM
(PARC)

PROGRAM GUIDELINES
AND
APPLICATION FORMS

ILLINOIS PARK AND RECREATIONAL FACILITY CONSTRUCTION GRANT PROGRAM

INTRODUCTION AND PROGRAM OBJECTIVES

The Park and Recreational Facility Construction Grant Program (PARC) provides for grants to be disbursed by the Illinois Department of Natural Resources (DNR) to eligible local governments for park and recreation unit construction projects. The program was created by Public Act 096-0820, effective November 18, 2009. IDNR is authorized to award grants for park or recreation unit construction projects with funds appropriated from the Build Illinois Bond Fund.

A park or recreation unit construction project is defined as the acquisition, development, construction, reconstruction, rehabilitation, improvement, architectural planning, and installation, of:

- (i) capital facilities consisting of buildings, structures, and land for park or recreation purposes, and;
- (ii) open spaces and natural areas, as those terms are defined in Section 10 of the Open Land Trust Act.

This packet contains necessary grant application forms and the administrative rule governing the PARC program. Criteria for evaluating project proposals are outlined in the administrative rule. It is DNR's intent to award funds to projects on the basis of a review and prioritization of written applications submitted to DNR by the specified application deadline established for the program. Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources.

NOTE: THE APPLICATION PERIOD FOR THE FY 2011 PARC PROGRAM IS OCTOBER 15, 2010 TO NOVEMBER 29, 2010. **APPLICATIONS MUST BE RECEIVED BY THE DNR NO LATER THAN 5:00 PM ON NOVEMBER 29, 2010 TO BE ELIGIBLE FOR CONSIDERATION.** The maximum grant amount available per project for FY 2011 grant cycle is 2.5 million. Applications received before or after the application period dates will be returned as ineligible. There is no limit on the number of applications an agency may submit.

To access the application forms, go to <http://www.dnr.state.il.us/ocd/newparc1.htm>. Forms may be filled out electronically and submitted as a hard copy. Only one copy of the application, *containing original signatures*, is required for submittal.

Before completing an application, it is highly recommended that the DNR grant staff be contacted at 217/782-7481 to discuss the proposed project informally. Inquiries regarding this program should be directed to the DNR, Division of Grant Administration, One Natural Resources Way, Springfield, Illinois 62702-1271. Telephone: 217/782-7481, FAX: 217/782-9599 or email: dnr.grants@illinois.gov.

PROGRAM GUIDELINES AND GENERAL PROCEDURES

1. Agencies eligible for assistance under this program are any unit of local government with the authority to expend public funds for the acquisition and development of land for public outdoor park, recreation, or conservation purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts, forest preserve districts and river conservancy districts.
2. The PARC grant program will operate on a reimbursement basis and can provide up to 75% state funding assistance on total approved project costs. Local governments defined as “disadvantaged” in the administrative rule shall be eligible for up to 90% funding assistance, provided that no more than 10% of the amount so appropriated in any fiscal year is made available for such governments.
3. “Disadvantaged” is defined as:
 - an eligible local government located within a Standard Metropolitan Statistical Area (SMSA) with a per capita equalized assessed valuation (EAV) less than 60% of the State average and more than 15% of the population below the national poverty level and not containing a University in the community; or
 - an eligible local government located outside an SMSA with an EAV less than 50% of the State average and more than 20% of its population below the poverty level and not containing a University in the community.

The Department may consider a unit of local government’s request for inclusion as a disadvantaged applicant. If so requested, the unit of local government must submit verifiable data to justify its request. The Department may consider other available data in its calculations, but reserves the final determination on whether an applicant meets the definition of a disadvantaged community.

4. No single construction project may be eligible to receive more than 10% of the amount so appropriated for any fiscal year, and no more than 10% of the total appropriation may be committed or expended on any one project. Of the total amount of funds for projects awarded statewide, 20% shall be awarded to the Chicago Park District and 80% shall be awarded to local government units outside the City of Chicago.

5. Rehabilitation or construction projects must consist of capital expenditures that are bondable. A capital expenditure is an outlay of capital that confers long-term benefits that permanently improves property value or usefulness. Eligible project types include, but are not limited to:
 - demolition in preparation for additional indoor/outdoor recreation purposes
 - site preparation and improvements for indoor/outdoor recreation purposes
 - utility work for indoor/outdoor recreation purposes
 - reconstruction or improvement of existing buildings or structures for indoor/outdoor recreation purposes
 - expansion of existing buildings or facilities for indoor/outdoor recreation purposes
 - new construction of buildings and structures for indoor/outdoor recreation purposes

DNR will have final decision making authority regarding eligibility and the determination of what constitutes a bondable project.

6. Eligible development projects include, but are not limited to, the following:

Development, construction, reconstruction, rehabilitation, improvement, architectural planning and installation of buildings, structures and related infrastructure for park or recreation purposes.

- Examples of buildings and facilities that support outdoor/indoor recreation include but are not limited to sports fieldhouses, gymnasiums, natatoriums, recreation centers, indoor shooting/archery ranges, clubhouses/golfing, nature interpretive centers, bathhouses, warming shelters, announcer/scorer booths for outdoor fields, indoor batting cages, indoor golf facility, indoor soccer fields and tennis courts.
- Outdoor recreation facilities such as playgrounds, trails, sport fields, shelters, etc.

For proposed development projects, the local sponsor must possess adequate “control & tenure” over the project site by the time of application submittal. The application will be returned if proof of ownership is not included.

7. Billing requests for grant reimbursement are processed after 100% project completion, unless otherwise approved by the DNR. This means the local agency must possess the ability to initially finance the entire cost of an approved project prior to receipt of grant reimbursement. Approved projects should be completed by the grant agreement expiration date. Upon satisfactory project completion, the local agency submits a final project billing request to the DNR showing proof of project completion and project cost/payment. Once the billing request is approved, reimbursement should be issued to

the local agency within 30 - 45 days. (Detailed instructions for project billings are sent to the local agency at the time of project grant approval.)

8. Costs claimed for reimbursement must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the “Agreed Upon Procedures” developed by DNR . A copy of the document completed by the independent CPA based on the “Agreed Upon Procedures” should be submitted.

NOTE: The cost of having the independent attestation of the Project Billing conducted is considered an eligible project cost and may be claimed for 75% or 90% grant reimbursement if the sponsor qualifies as a “disadvantaged community”. See PARC-1/General Project Data, #1.

9. Eligible acquisition projects include the following:
 - Acquisition of capital facilities consisting of buildings, structures and land for park; or
 - Acquisition of open spaces and natural areas, as defined in Section 3050.10 of the Illinois Open Land Trust Act. The Act provides for grants to be disbursed for the purpose of acquiring lands for the protection of lakes, rivers, streams, opens space, parks, natural lands, wetlands, prairies, forests, watersheds, resource-rich areas, greenways, significant fish and wildlife resources, endangered or threatened species habitat, and for public outdoor natural resource related recreation purposes.

All properties acquired with PARC assistance are required to have a covenant placed on the deed at the time of the recording that stipulates the property must be used, in perpetuity, solely for indoor/outdoor recreation purposes. Appraisal costs, up to a maximum of \$4,000 per appraisal, necessary to fulfill program requirements to establish a property’s “market value” for an approved acquisition grant project are considered eligible project costs.

10. PARC grant funds cannot be used to match other state or federal grant funds. Example: An agency cannot use OSLAD funds as match for PARC. Applicants may submit the same project under PARC and OSLAD but if the project receives funding under one program the applicant will not be eligible to receive funding from the other program. PARC priorities differ from OSLAD and separate rating instruments are used.

11. All project costs incurred prior to DNR approval, with the exception of eligible project architectural/engineering costs, are ineligible for PARC assistance. Only PROPOSED acquisition and development projects are eligible for grant assistance.
12. Project proposals must be for a single site; **multi-site projects are not eligible**. There is no limit on the number of applications an agency may submit.
13. Easements, both above and below ground, on property to be acquired or developed with PARC assistance must be made known to the DNR prior to State approval of the project to avoid potential conversion from outdoor recreation use. PLEASE NOTE, once property is acquired or developed with PARC assistance; the local agency cannot use, grant easements on, or transfer title to, the property, in whole or part, for non-outdoor recreation purposes (e.g., indoor recreation centers, libraries, school buildings, community centers, etc.). Such granting of easements or non-outdoor recreation use of the property constitutes a program conversion.
14. If a proposed project consists of the construction of a new building or the expansion of an existing building (with the exception of support facilities, i.e., restrooms, concession buildings) and the park site has received previous OSLAD or LWCF grant assistance, the application will result in a conversion of use and the applicant will be required to provide replacement property of equal or higher value. If an agency is not aware if a site has received previous assistance, contact the Division of Grant Administration.
15. The main intent of the program is to construct or rehabilitate/renovate existing recreation buildings/structures. Unless otherwise approved by DNR, the local agency shall retain the services of a registered professional engineer to make necessary field surveys, prepare detailed plans and specifications, and contract agreements; furnish necessary field supervision of the project construction; and provide other service that may be necessary for the proper design and construction of the approved project. These professional services shall be obtained pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.).
16. All necessary project construction permits and review sign-offs must be secured prior to PARC project approval and/or the construction start date. Costs incurred for any permit fees are not eligible for reimbursement. The local agency shall be responsible for and obtain all necessary permits, licenses or forms of consent, from, but not limited to, the following agencies. **(Failure to do so can jeopardize grant reimbursement.)**
 - U.S. Department of the Army, Corps of Engineers.
 - IL Dept. of Transportation (Division of Highways).

- IL Environmental Protection Agency
For development sites that are one (1) acre or more, a “Storm Water Pollution Prevention Control Plan” and a permit are required from IEPA. Contact (217) 782-0610.
- IL Dept. of Natural Resources regarding "Interagency Wetlands Policy Act" (20 ILCS 830); "State Endangered Species Act" (520 ILCS 10/11); cultural resource impacts (20 ILCS 34/20, *coordinated with the IL Historic Preservation Agency*); and through the Office of Water Resources at IDNR, impacts to state waterways (615 ILCS 5/5).
- IL Dept. of Public Health (Campground Licensing & Recreational Area Act, 210 ILCS 95/1).
- Local Building or Zoning Agencies or Boards, where applicable.

Constructing or rehabilitating swimming pools. Contact: Illinois Department of Public Health, Division of Engineering, 535 West Jefferson Street, Springfield, IL 62761, 217/782-5830.

17. Complete rules and regulations for the PARC program are provided in the attached copy of the Illinois Administrative Code, Chapter 17, part 3070, contained within these guidelines.
18. The individual indicated in the grant application as the contact person for an agency should be available for telephone contact during normal working hours (8:00 A.M. - 5:00 P.M.). The designated contact person serves as liaison with the DNR and should always be aware of the proposed project's status. All correspondence from DNR regarding a local agency's grant application should be read thoroughly and responded to promptly.

TITLE 17: CONSERVATION
CHAPTER I: DEPARTMENT OF NATURAL RESOURCES
SUBCHAPTER g: GRANTS

PART 3070
PARK AND RECREATIONAL FACILITY
CONSTRUCTION ACT GRANT PROGRAM

Section

3070.10	Program Objective
3070.20	Eligibility Requirements
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AUTHORITY: Implementing and authorized by the Park and Recreational Facility Construction Act [30 ILCS 764].

SOURCE: Adopted at 34 Ill. Reg. 10831, effective July 16, 2010.

Section 3070.10 Program Objective

- a) The Park and Recreational Facility Construction Act (PARC) provides for grants to be disbursed by the Department of Natural Resources (Department) to eligible local governments for park and recreation unit construction projects.
- b) Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvement, architectural planning, and installation of capital facilities consisting of buildings, structures, and land for park or recreation purposes and open spaces and natural areas, as those terms are defined in Section 10 of the Illinois Open Land Trust Act [525 ILCS 33].

Section 3070.20 Eligibility Requirements

Any unit of local government is eligible for assistance under the PARC grant program. Local government means counties, townships, municipalities, park districts, conservation districts, forest preserve districts, river conservancy districts and any other units of local government authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes.

Section 3070.30 Assistance Formula

The PARC program shall operate on a reimbursement basis providing up to the following maximum percentages for funding assistance:

- a) Of the total amount of PARC project funds awarded statewide, 20% shall be awarded to the Chicago Park District, provided that the Chicago Park District complies with the provisions of State law and this Part, and 80% shall be awarded to local government units outside of the City of Chicago.

- b) Any grant under the Park and Recreational Facility Construction Act [30 ILCS 764] (Act) to a local government shall be conditioned upon the State providing assistance up to 75% of the approved project costs, with the exception of those local governments defined as disadvantaged, which shall be eligible for up to 90% State funding assistance provided that no more than 10% of the amount so appropriated in any fiscal year under the Act is made available for disadvantaged local governments.
- c) The Department will determine which local governments are considered disadvantaged based on calculations using the most current published Illinois Census data and Illinois Department of Revenue information. The Department may consider a unit of local government's request for inclusion as a disadvantaged applicant. If so requested, the unit of local government must submit verifiable data to justify its request. The Department may consider other available data in its calculations, but reserves the final determination on whether an applicant meets the definition of a disadvantaged community.

Section 3070.40 General Procedures for Grant Applications and Awards

- a) Grant applications for assistance under this program will be due no later than 45 days after the public announcement by the Department that funds have been made available for this program. Failure to submit a completed application to the Department by the specified application deadline will result in project rejection for that grant cycle.
- b) Necessary application materials and instructions are available through the Department (see subsection (d)). Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources.
- c) Project grant applications consist of the following basic components, at a minimum:
 - 1) applicant's name, address and telephone number;
 - 2) an itemized proposed project cost estimate;

- 3) project narrative statement describing the project concept, location, need for and objectives of the project, anticipated benefits, proposed usages and method of financing or accomplishing the project;
 - 4) project location map, site plat map and proposed development plan;
 - 5) project environmental evaluation;
 - 6) proof of land ownership or usage rights for proposed development (construction) projects or commitment of title insurance for project property planned for acquisition;
 - 7) a signed document by the applicant verifying the applicant has the resources to initially finance and subsequently manage the project area and will comply with program regulations and indemnify the Department from any liability relative to the project; and
 - 8) a schedule of proposed expenditures/reimbursements from anticipated start through project completion.
- d) A program information packet may be obtained from the Division of Grant Administration, Illinois Department of Natural Resources, One Natural Resources Way, Springfield IL 62702-1271, telephone 217/782-7481.

Section 3070.50 Eligible Project Costs

- a) Grant assistance may be obtained for the following items:
 - 1) Rehabilitation or Construction Projects with Capital Expenditures. Capital expenditure means an outlay of capital that confers long-term benefits that permanently improve the property's value or usefulness. Capital expenditures generally include, but are not limited to, one or more of the following purposes: land acquisition, architectural planning and engineering design costs in association with a larger bondable project; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings or structures; initial furniture and equipment integral to the project; replacement of currently

utilized assets by a better asset; and expansion of existing buildings or facilities. Work that constitutes repairs, maintenance or remodeling of a limited nature or scope and that is not done as part of a larger bondable project shall not be considered bondable capital expenditures. A non-bondable project is generally one that maintains or preserves the existing condition, use or size of a capital asset and that is neither in the nature of a betterment nor a change to the capital asset's condition, use or size. Generally, this work does not significantly add to the value of the capital asset nor appreciably prolong the life of the capital asset. Eligible project types include, but are not limited to, the following:

- A) demolition in preparation for additional indoor/outdoor recreation purposes;
 - B) site preparation and improvements for indoor/outdoor recreation purposes;
 - C) utility work for indoor/outdoor recreation purposes;
 - D) reconstruction or improvement of existing buildings or structures for indoor/outdoor recreation purposes;
 - E) expansion of existing buildings or facilities for indoor/outdoor recreation purposes; and
 - F) new construction of buildings and structures for indoor/outdoor recreation purposes.
- 2) The following are operating or other types of expenditures that are not considered capital expenditures:
- A) projects with a total cost of less than \$25,000;
 - B) feasibility studies, long-range development plans, master plans, and historical or archaeological research;
 - C) costs of repairs or maintenance that are normally anticipated to occur;

- D) remodeling of a limited nature or scope that is not done as part of a larger bondable project;
 - E) costs of staff or resident labor and material;
 - F) ongoing operational and administrative expenses;
 - G) installation of fire alarms, smoke detectors, or connections of building monitoring systems to a central or off-site central monitor, unless included in a larger bondable project; and
 - H) purchase of vehicles or construction equipment.
- 3) Land acquisition costs (fee simple title or permanent easement, etc.) for public park and/or conservation purposes, including associated eligible appraisal costs. Eligible projects include, but are not limited to, acquisition of land for the following:
- A) construction of new public indoor/outdoor recreation buildings, structures and facilities;
 - B) expansion of existing public indoor/outdoor recreation buildings, structures and facilities;
 - C) general park purposes such as regional, community and neighborhood parks and playfields;
 - D) frontage on public surface waters for recreation use;
 - E) open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic or biologic features;
 - F) linear corridors for trails and/or greenways; and
 - G) additions to the projects described in subsections (a)(3)(A) through (F).
- b) Acquisition of land from another public agency (excluding school districts) is not eligible for PARC grant assistance.

- c) Project costs for which reimbursement is sought cannot be incurred by the project applicant prior to grant approval notification. Costs incurred prior to Department approval are ineligible for grant assistance with the exception of architectural and engineering fees. For acquisition projects, costs are considered incurred when a property deed, lease or other conveyance is accepted by the local sponsor or first payment is made on the project property or to an escrow account for the property.
- d) Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered.
- e) No grant funds shall be awarded for the acquisition or development of land that will not be available for general public indoor/outdoor recreation use.
- f) PARC grant funds cannot be used to match other State or federal grant funds.

Section 3070.60 Project Evaluation Priorities

The following factors are used by the Department in evaluating and recommending local project applications for funding consideration. These priorities are listed in this Section and also available in the Department's PARC Local Participation Grant Manual (available from Illinois Department of Natural Resources Division of Grant Administration, One Natural Resources Way, Springfield IL 62702-1271). Department grant staff, in consultation with executive and appropriate resource staff, review all applications in accordance with the established evaluation criteria in this Section. Department grant staff recommendations are forwarded to the Director for PARC grant approval.

- a) Statewide Local Needs Assessment – 55%
 - 1) useful life of existing facilities and improvements in comparison to the Department's schedule of Useful Life of Park and Recreation Facilities;
 - 2) address public health and safety needs;
 - 3) sponsor has high economic need;

- 4) correct accessibility deficiencies as defined by the Americans With Disabilities Act (42 USC 12101);
- 5) projects that provide the greatest benefit in terms of cost per capita within the applicant's jurisdictional boundaries; and
- 6) land acquisition.

b) Statewide Comprehensive Outdoor Recreation Priorities – 10%

Projects are evaluated in terms of their ability to address major outdoor recreation and conservation issues identified by the Department in its Statewide Outdoor Recreation Plan. These include, but are not limited to, natural area and wetland preservation, protection of endangered/threatened species and critical habitat resources, conservation education, creation of greenways and long distance trail corridors, water-based recreation, recreation for disadvantaged populations and adaptive re-use/redevelopment of urban lands, including brownfields.

c) Project Concept and Site Characteristics – 15%

The project proposal is evaluated in terms of the site's physical and aesthetic qualities, including accessibility; soil, topographic and hydrologic characteristics; site vegetation; compatibility with adjacent land uses; environmental intrusion on the site; impacts to cultural and natural resources; suitability for the construction of a new building, structure or facility; and the overall recreational diversity provided by the project. Consideration is also given for the use of recycled materials, composting, water or resource-conservancy materials, methods, products or practices.

d) Local Planning – 10%

The major consideration under this criterion is public support and input into the project plan and existence of a comprehensive local recreation and/or open space plan identifying the proposed project as a priority. Consideration is also given for unique recreational opportunities not specifically identified in a local plan but having documented widespread public support.

e) Other Considerations – 10%

Relevant factors considered in evaluating the overall merits of a project and need for funding include projects located in inner-urban areas; involving land acquisitions of a time-sensitive nature; proposing initial site development;

involving private donations; representing economic revitalization efforts; or from applicants not previously benefitting from PARC assistance.

f) Penalty Factors

Consideration is given to the applicant's past performance in completing open space lands acquisition and development (OSLAD) or other Department grant projects or unresolved project violations and the ability to properly maintain the project site.

Section 3070.70 Program Compliance Requirements

- a) Any property acquired or developed through assistance from the Illinois PARC grant program must be open to the public for indoor/outdoor recreation use as set forth in this Part without regard to race or color, creed, national origin, sex or disability.
- b) All development projects receiving grant assistance shall be bound by the terms of this program for a period of 20 years. All properties acquired with PARC assistance are required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for indoor/outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Department.
- c) Property acquired or developed with PARC funds may not be converted to a use other than public outdoor recreation use as provided in this Part without prior Department approval. Approval for property conversion will be granted only if the project sponsor substitutes replacement property of at least equal fair market value and comparable outdoor recreation usefulness, quality and location.
- d) For projects receiving acquisition assistance, an appraisal must be provided by the sponsoring agency and submitted to the Department for review and certification to establish the fair market value of the property. The appraisal must be accepted as complete by the Department.
- e) For projects receiving development assistance, the sponsoring agency must possess either fee simple title or other means of legal control and tenure (easement, lease, etc.) over the property being improved for a period of 20 years. The Department will consider, on a case-by-case basis, lease arrangements for

shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement, or other circumstances beyond the control of the unit of local government prohibit such arrangements. The sponsor must also adhere to applicable local bidding and procurement requirements and make available to the Department, upon request, all working plans, specifications, contract documents and cost estimates for review prior to commencing work. The format for any advertisement or prospectus soliciting and inviting bids, indicating submission deadlines, must also be presented, upon request, to the Department for review prior to publication.

- f) The local project sponsor is required to enter into an agreement with the Department for an amount agreed upon as necessary to complete the approved project, specifying the related grant reimbursement amount and program compliance regulations.
- g) Upon project completion, the project sponsor must submit a certified project billing request (expenditure statement) listing/verifying all funds expended on the project for which grant reimbursement is sought, as well as required billing documentation, as follows:
 - 1) Acquisition Project: Proof of good faith negotiations or fair market value offer to land seller, copy of property deed and title insurance policy (Judgement Order in case of condemnation) showing ownership transferred to the local project sponsor, and copies of canceled checks showing proof of payment to seller.
 - 2) Development Projects: Copy of construction as-built drawings (no larger than 11" x 17") and verification of actual project costs.
- h) All financial records on approved projects must be maintained and retained, in accordance with the Grant Funds Recovery Act [30 ILCS 705] and the State Records Act [5 ILCS 160], by the project sponsor for possible State audit after final reimbursement payment is made by the Department.
- i) The sponsoring agency must permanently post a PARC grant acknowledgment sign at the project site. The wording for the PARC sign will be provided by the Department.
- j) Projects assisted with PARC grant funds shall be implemented in accordance with all applicable federal, State and local laws, ordinances and regulations relating to public agency expenditure of funds for public works projects.

- k) The sponsoring agency must observe and comply with the provisions of the Prevailing Wage Act [820 ILCS 130/4], which apply to the wages of laborers, mechanics and other workers employed in any public works, and with the prevailing wage requirements of the Illinois Procurement Code [30 ILCS 500/25-60].
- l) It shall be understood by the project sponsor that a Department representative may make periodic inspections of the project as construction progresses and that a final inspection and acceptance of the completed project may be made by a representative or agent of the Department prior to final payment of grant reimbursement to the local sponsoring agency.
- m) The sponsoring agency shall indemnify, protect, defend and hold harmless the Department from any and all liability, costs, damages, expenses, or claims arising under, through or by virtue of the construction, operation and maintenance of PARC assisted facilities.
- n) In connection with and prior to the construction and the subsequent operation and maintenance of PARC assisted facilities, it shall be understood that the project sponsor is responsible for obtaining any and all necessary construction permits, licenses or forms of consent, as required by law. Failure to obtain any required permits may jeopardize approved grant funding.
- o) The sponsoring agency must comply with and abide by the following operation and maintenance provisions:
 - 1) All lands and facilities assisted with PARC funds shall be continuously operated and maintained by the sponsoring agency in a safe and attractive manner at no cost to the Department and be operated and utilized in such a manner as to maximize the intended benefits to the public.
 - 2) The Department shall have access to PARC assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with this Part.
 - 3) The sponsoring agency may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities for dispersing food to the public and/or any other services as may be desired by the public and the sponsoring agency for enjoyable and convenient use of the PARC assisted site.

- 4) Any and all concession revenue in excess of the costs of operation and maintenance of the PARC lands and/or facilities shall be used for the improvement of those lands or facilities or similar nearby public facilities. All sub-leases or licenses entered into by the sponsoring agency with third persons relating to accommodations or concessions to be provided for or at the PARC facility for benefit of the public shall be submitted to the Department, upon request, for its approval prior to the sublease or license being entered into or granted by the sponsoring agency.
- p) Conflict of Interests
- 1) No official or employee of the local political subdivision who is authorized in his or her official capacity to negotiate, make, accept, or approve or to take part in decisions regarding a contract or subcontract in connection with an approved PARC grant project shall have any financial or other personal interest in any such contract or subcontract.
 - 2) No person performing services for the local political subdivision in connection with an approved PARC grant project shall have a financial or other personal interest other than his or her employment or retention by the local political subdivision in any contract or subcontract in connection with an approved PARC grant project. No officer or employee of such person retained by the local political subdivision shall have any financial or other personal interest in any real property acquired under an approved PARC grant project unless that interest is openly disclosed upon the public records of the local political subdivision and the officer, employee or person has not participated in the acquisition for or on behalf of the local political subdivision.
- q) The project sponsor certifies that it provides a drug free workplace and related employee assistance as defined and required by the Drug Free Workplace Act [30 ILCS 580].
- r) Pursuant to Section 2-105(A)(4) of the Human Rights Act [775 ILCS 5/2-105(A)(4)], the project sponsor certifies that it has a written sexual harassment policy that includes, at a minimum, the following information:
- 1) the illegality of sexual harassment;
 - 2) the definition of sexual harassment under State law;

- 3) a description of sexual harassment utilizing examples;
 - 4) the contractor's internal complaint process, including penalties;
 - 5) the legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and
 - 6) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policy shall be provided to the Department of Human Rights upon request.
- s) **Program Violations and Project Termination**
- 1) The State will unilaterally rescind project agreements at any time prior to the commencement of the project in the event that State funds are not appropriated for the grant program. After project commencement, agreements may be rescinded, modified or amended only by mutual agreement with the local political subdivision. A project shall be deemed to be commenced when the local political subdivision makes any expenditure or incurs any obligation with respect to the project.
 - 2) Failure by the local sponsoring agency to comply with any of the program terms listed in this Section shall be cause for the suspension of all grant assistance obligations, unless, in the judgement of the Department, the failure was due to no fault of the local sponsoring agency (e.g., statutory changes, acts of God).

Section 3070.80 Program Information/Contact

For information on the PARC Grant Program, contact:

Illinois Department of Natural Resources

Division of Grant Administration

One Natural Resources Way

Springfield IL 62702-1271

Telephone: 217/782-7481

FAX: 217/782-9599

PARC APPLICATION FORMS

August 2010

PARC APPLICATION CHECKLIST

The checklist must be completed and attached to the front of the application when submitted to IDNR for consideration. Initial each item, as appropriate, to signify it is contained within the application.

Only one copy of the full application, containing original signatures, is required. Applications will not be returned.

APPLICANT: _____

PROJECT TITLE: _____

TYPE OF PROJECT: (check all that apply)

- new building construction
- rehabilitation, renovation or expansion of existing building
- utility work
- demolition only
- park development (i.e. shelter, playground, courts, pool, etc.)
- acquisition of land
- trail construction

FORMS/ATTACHMENTS

- PARC-1 General Project Data
- PARC-2 Acquisition Data
- PARC-3 Resolution of Authorization
- PARC-4 Development Data
- PARC-5 Narrative Statement
- INSTRUCTIONS Attachment A-6 Deed and/or Lease
Commitment for Title Insurance (acquisition projects only)
- INSTRUCTIONS Attachment A-7 Location Map
- INSTRUCTIONS Attachment A-8 Development Plan
- INSTRUCTIONS Attachment A-9 Plat Map
- INSTRUCTIONS Attachment A-10 Drawings and/or Floor Plans
- INSTRUCTIONS Attachment A-11 CERP Environmental Review Form & Attachments
- INSTRUCTIONS Attachment A-12 EAS Form
- INSTRUCTIONS Attachment A-13 Project Justification by Local Plan
- INSTRUCTIONS Attachment A-14 Flood Map

1. Project Sponsor: _____

2. Project Title: _____

The _____ hereby certifies and acknowledges that it has 100% of the funds
(local project sponsor)

necessary to complete the pending PARC project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

ALL Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the Final Billing reimbursement request will be submitted to IDNR as soon as possible after project completion.

The _____ further acknowledges and certifies that it will comply with all
(local project sponsor)

terms, conditions and regulations of 1) the Park and Recreational Facility Construction Grant Program (PARC) (17 IL Adm. Code 3070) 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with PARC assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the PARC programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

BE IT FURTHER PROVIDED that the _____ certifies to the best of its
(local project sponsor)

knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the _____
(local project sponsor)

at a legal meeting held on the _____ day of _____, 20_____.

(Authorized Signature)

(title)

ATTESTED BY: _____

(title)

STATE OF ILLINOIS/DEPT. OF NATURAL RESOURCES
PARC APPLICATION FORM

PARC-5 NARRATIVE STATEMENT

PROJECT SPONSOR: _____

PROJECT TITLE: _____

Address the following considerations:

- a) Need for assistance
- b) Results/benefits expected
- c) Timeline for project

a)

b)

c)

INSTRUCTIONS: ATTACHMENT A-6
Commitment for Title Insurance, Deed or Lease Agreement

Acquisition Projects – Attach a copy of the Commitment for Title Insurance for each parcel to be acquired. An Attorney’s Opinion of Title may be submitted in lieu of title insurance only if it lists and describes all easements, right-of-ways, liens or other encumbrances on the property. Be advised, however, that Title Insurance is required at the completion of an approved acquisition project.

Development Projects – Attach a copy of the deed(s) for the property being developed and HIGHLIGHT the existence of any easements/encumbrances, etc. on the property that may affect/impact recreational use of the site in any manner. The deed(s) must, at a minimum, encompass the park area delineated on the project Plat Map (Attachment-9) submitted with the grant application.

If property to be developed is leased by the local project sponsor, a copy of the lease must be submitted for review by DNR

INSTRUCTIONS: ATTACHMENT A-7
Location Map

Type in the right corner of the map: Attachment A-7 Location Map
Local agency’s name
Project Title

Submit a street or county highway map of the area which clearly delineates the project location and boundaries. This map will be used by DNR to locate the project area. Please ensure the street/road names on the map are legible.

INSTRUCTIONS: ATTACHMENT A-8
Site Development Plan

Type in upper right corner of the illustration: Attachment A-8 Development Plan
Local agency’s name
Project title

Submit a development plan (should be 8 1/2” x 11”) which indicates the following:

- All proposed development in the scope of the project.
- Existing facilities at the site to be retained.
- Future development at the site.
- Graphic scale and north arrow.

The development plan submitted with the application is the “plan of record” for the project and considered a static document. Design it carefully. All proposed project development must be completed or grant program compliance violations and/or disqualification may occur. DNR must be contacted if there is any change in the development plan.

INSTRUCTIONS: A-9
Plat Map

Type in upper right corner of map: Attachment A-9 Premise Plat Map
Local agency's name
Project title

Submit a plat map (8 1/2" x 11") that indicates the following: Exterior boundaries and dimensions of each parcel to be

acquired or developed.
Adjacent land uses.
All utility lines
Existing structures

INSTRUCTIONS: A-10
Drawings and/or Floor Plans

Type in upper corner of illustration: Attachment A-10 Drawings and/or Floor plans
Local agency's name
Project title

Plans should be 8 1/2" x 11", but 11" x 17" is acceptable.

NOTE: Local project sponsors that are proposing the construction or renovation of buildings can submit the best plans available to them at the time of application submittal (no later than 11/29/2010). Conceptual plans may be the only documents available given the timelines involved. DNR requires that local sponsors proposing construction projects involving buildings secure a professional engineering firm for the project. (See Page 5, item 15, of the Program Guidelines)

The design must comply with the Illinois Accessibility Code and/or accessibility guidelines of the Americans with Disabilities Act, whichever is more stringent.

CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT

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

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

Check appropriate response: [] New Project Application (not previously reviewed / considered by IDNR)

[] Application Resubmittal *

* If resubmittal, indicate the year(s) previously submitted: _____

Has project proposal changed in scope or design layout from previous submittal(s)? [] Yes [] No

If this is a development project was the property acquired with DNR funds? [] Yes [] No

Project Location:

County: _____

USGS Numeric Location Designation: Township: _____ Range: _____ Section: _____

- Please attach: 1) project site development plan
2) topographic map

(Note: photocopy ONLY that portion of Topo map where project site is located. Copies should be no larger than 11" x 17".)

(Clearly delineate and identify the "project site/park boundary" on the map with a dashed black line)

Topographic maps may be obtained from:

Illinois State Geological Society
Champaign, IL
(217) 244-2414

Size of Project Site: _____ acres

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

If project site contains a building that is pre-1960, refer to instructions on page 2.

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

Table with 5 columns: DEPARTMENT USE ONLY, Approved, Approved w/ Restrictions *, Comments*, Grant Adm. Rows include Cultural Resources, T&E Species/ NP/Natural Area/LWR, Wetlands (Sec 404, see reverse side), and OREP/RR&C/CERP Coordinator. Includes a signature line and date field.

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

Complete this page **ONLY** if your project building is pre-1960.

1. What is the status of the project? Check one: Underway Completed Not yet started
If underway, what part of the project has been completed to date? Provide a brief description.

2. Have any projects at this location been reviewed by the Illinois Historic Preservation Agency? ___Yes _No
If Yes, provide a copy of the IHPA written review or details of their involvement.

3. Provide a site plan that shows proposed changes drawn into the existing features of the project site, including relevant landscaping,

4. Provide architectural plans/specifications or state when they will be available.

5. If an addition is planned, the plans/specifications need to indicate how it will be joined to or otherwise physically affect the original building/structure.

6. Provide a brief narrative regarding the project building's historical and developmental history. Include information as to the age of the structure; the architect/builder; what the building's purpose was originally, through the years, and currently; any modifications, alterations and/or additions. Attach any relevant supporting correspondence regarding historical significance.

OVERVIEW

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

General comments concerning the CERP review process:

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

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

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

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

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

- 4) **35 mm or digital photographs** are required of all standing structures located within the project site area, (i.e. buildings, shelters, bridges etc.) Pictures must be taken from all four sides of the structures at close range. **Polaroid photographs ARE NOT acceptable.** The structure's date of construction should be noted on the photos along with a concise/clear statement concerning any previous modifications to the structure as well as any proposed impacts that are anticipated.
- 5) CERP review/consultation (sign-off) for Threatened & Endangered Species is valid for two (2) years. If the proposed project is not initiated within this time period, resubmittal is necessary.
- 6) **Relationship of Section 404 of the Clean Water Act and the CERP "wetlands" review/sign-off.**

The Illinois *Interagency Wetlands Policy Act (IWPA)* has many provisions similar to the federal Section 404 program administered by the U.S. Army Corps of Engineers. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. **Compliance with either law does not ensure compliance with the other. Separate permit / review applications need to be submitted for these programs.**

PROJECT SPONSOR: _____

PROJECT TITLE: _____

Instructions:

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

FACTORS	Key to impacts: (Check only 1 box for each factor)	(B) Beneficial,	(N) Neutral,	(A) Adverse	(N/A) Not Applicable
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Socio-Economic Factors	Type of Impact			
	B	N	A	n/a
1. Adjacent Land Use (describe: _____)	[]	[]	[]	
2. Disruption of Neighborhood/Community Cohesion	[]	[]	[]	[]
3. Impact on churches / 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 (*)	[]	[]	[]	[]

(*) 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.*

- [] Project requires IDOA review. Date Sent: _____
 [] Project does not require IDOA review.

Physical Resource Factors

9. Wildlife / Wildlife Habitat:	Game Species	[]	[]	[]	[]
	Non-Game Species	[]	[]	[]	[]
10. Fisheries		[]	[]	[]	[]
11. Soils (erosion, removal, contamination)		[]	[]	[]	[]
12. Air Quality		[]	[]	[]	[]
13. Noise		[]	[]	[]	[]

Physical Resource Factors (cont.)

	Type of Impact			n/a
	B	N	A	
14. Energy Useage	[]	[]	[]	[]
15. Water Useage	[]	[]	[]	[]
16. Mineral Resources	[]	[]	[]	[]
17. Tree Removal	[]	[]	[]	[]
18. Surface Waters (lakes, streams, drainageways, etc.)	[]	[]	[]	[]
19. Groundwater	[]	[]	[]	[]
20. Floodplains (percent of project area within 100 year floodplain - _____%)	[]	[]	[]	[]
21. Wetlands (*)	[]	[]	[]	[]
22. Threatened and Endangered species (*)	[]	[]	[]	[]
23. Archaeological Resources and Historic Sites/Districts (*)	[]	[]	[]	[]

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

Other Factors

24. Public Roadway / Traffic / Public Transit / Railroad Impacts	[]	[]	[]	[]
25. Public Utilities / Transmission Facilities	[]	[]	[]	[]
26. Visual Impacts	[]	[]	[]	[]
27. Hazardous Waste/Materials	[]	[]	[]	[]
28. Consistency with Local Plans (if no, explain)	YES _____		NO _____	

NOTE: Acquisition 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.

<u>Factor #</u>	<u>Comment</u>
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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.

INSTRUCTIONS: A-13
Project Justification by Local Plan

Please reference and submit appropriate pages, as well as the front cover/title page from a local Recreation Plan, Community Plan, Capital Development Plan that shows the proposed project is justified and consistent with priorities outlined in such plans. Be sure the date of the plan is indicated on the material. **Do not submit the entire plan.**

Also, please include any documentation regarding the solicitation of input from the community such as the following: public hearings, neighborhood meetings, petitions and surveys.

INSTRUCTIONS: A-14
Flood Map

Attach a copy of the FEMA Flood Map with the project boundaries delineated. Contact the Flood Map Distribution Center, FEMA, 6730 Santa Barbara Court, Elkridge, Maryland 21075, (800-358-9616), to request a copy of the map. Cost of a map is \$4 plus shipping. Web site address for the FEMA map center is <http://msc.fema.gov>