



**Illinois Department
of
Natural Resources**

Office of Resource Conservation

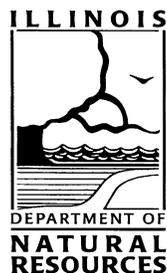
Division of Wildlife Resources

Special Wildlife Funds Grant Program

Illinois Habitat Fund

Deadline for application submission: 5:00 pm August 1st

Bruce Rauner, Governor



Wayne A. Rosenthal, Director

Printed by the Authority of the State of Illinois
DNR TTY number (217) 782-9175
Relay number (800) 526-0844

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SPECIAL WILDLIFE FUNDS GRANTS PROGRAM ILLINOIS HABITAT FUND

SECTION I – GENERAL INFORMATION

What is the Illinois Habitat Fund

The Illinois Habitat Fund is one of three programs funded through the purchase of a State Habitat Stamp. The Habitat Endowment Act, enacted in 1992, provides long-term funding for the State Pheasant Fund, State Furbearer Fund and the Illinois Habitat Fund. The purpose of the Act is to provide a stable and supplemental source of money to support activities and programs undertaken by the Department and other managers of land to preserve, protect, acquire, and manage habitat for future generations. Habitat quality is measured by such parameters as type, native diversity, size, structure, scarcity, and location. Linkage with neighboring habitat, whether existing or potential, is another important consideration. The State Habitat Stamp replaced the existing Pheasant and Furbearer stamps, expanding funding opportunities for enhancement to all types of habitat.

Program Description

The Illinois Habitat Fund portion involved in the Special Wildlife Funds Grant Program provides for enhancing game and non-game wildlife habitat. Organized groups of volunteers from appropriate not-for-profit organizations and governmental entities develop projects and submit applications to the Department to help fund their projects. The grants are competitive, and are evaluated for their merit.

Who Administers the Grant Program

The Office of Resource Conservation's Division of Wildlife Resources administers four special grant programs that are funded by Illinois sportsmen through the purchase of Habitat Stamps and Migratory Waterfowl Stamps. These are the Illinois Habitat Fund, State Pheasant Fund, State Furbearer Fund and the State Migratory Waterfowl Stamp Fund. These Funds are governed by Administrative Rule set forth in 17 Ill. Adm. Code 3060, a copy of which can be found at www.dnr.state.il.us/legal.

Who is Eligible to Receive a Grant

Eligible recipients are limited to any appropriate not-for-profit organization or government agency that has the expertise, equipment and permission from the landowner (if applicable) to develop and/or manage habitat. "Appropriate Not-For-Profit Organization" means a not-for-profit corporation that is organized pursuant to the General Not For Profit Corporation Act of 1986 [805 ILCS 105], is in good standing as a not-for-profit corporation and is authorized to conduct affairs in Illinois with one of its purposes as stated in its Articles of Incorporation or Bylaws being the support, development or management of habitat for future generations, or wildlife rehabilitation.

What Kinds of Projects are Eligible for Grants

Eligible projects are limited to those seeking to preserve, protect, acquire or manage habitat (all wetlands, woodlands, grasslands, and agricultural lands, natural or altered) in Illinois that have the potential to support populations of wildlife in any or all phases of their life cycles. Examples of past funded projects include native grass and forb seed, herbicide, and habitat management equipment such as controlled burn tools, seeders, sprayers, native grass drills and land purchases.

What Kinds of Projects are Ineligible for Grants

Projects that are ineligible for grants include education projects and the purchase or lease of a vehicle such as a truck as well as All Terrain Vehicles (ATV's).

SECTION II – GRANT APPLICATION AND EVALUATION PROCESS

How and When to Apply for a Grant

To receive a grant from this Special Wildlife Funds an applicant must submit detailed information on the proposal. To aid in presenting this information the Department has provided an application form with general instructions for completion. This form is designed to allow the Department and the Illinois Habitat Fund Advisory Committee to obtain enough information to evaluate the proposed project.

The applicant must provide all information requested on the application. Applications considered incomplete will be returned to the applicant for completion and resubmittal. Submitting an incomplete application does not extend the application deadline date. Applications received after the deadline date will not be considered and will be returned to the applicant. Only one (1) original application with supporting documentation and legally authorizing signature needs to be submitted. Applications can be submitted electronically (a signature is required), but not by facsimile.

The application deadline is **5:00 pm August 1st**. Should this date fall on a Saturday, Sunday or holiday, the deadline will be extended to the next business day.

How are Applications Evaluated

All applications received on-time and containing the required information are reviewed and prioritized by the Illinois Habitat Fund Advisory Committee according to the following criteria: completed application, past grant performance of the applicant, eligibility, feasibility, adverse impacts, quality of the proposed habitat, priority for the Department, the applicant's cost-share match, and the applicant's plan for general public access to and/or use of the proposed habitat development or equipment purchase.

The advisory committee will forward to the Director all applications and the prioritized list of all projects deemed to be consistent with the purposes of the Habitat Fund. The Director will determine which grants will be awarded after considering the recommendations of the advisory committee. All applicants will be notified of the Director's decision.

SECTION III – ILLINOIS HABITAT FUND GRANT COMPLIANCE REQUIREMENTS

The Grant Agreement

When a grant has been awarded, the grantee and the Director of the Department, or the Director's designee on behalf of the Department, shall execute a legally binding Grant Agreement. In order for the costs to be eligible for funding, the project must not be initiated and costs shall not be incurred prior to the time the Department approves the application.

The agreement will state the legal authority pursuant to which the agreement is made as well as identify the project scope, schedule and the work or services to be performed or conducted by the grantee. The agreement will clearly state the amount of the grant and the condition and manner by which the Department shall pay the grant amount.

The agreement will also act as the irrevocable promise by the grantee to pay the local cost-share match (if any) of the total project cost. The grantee further promises to expend the grant award and any accrued interest only for the purposes of the project as stated in the application and approved by the Department.

Grant funds for projects approved through the Special Wildlife Funds Grant Program may be made available for expenditure by a grantee for a period no longer than 2 years, except where such grant funds are disbursed in reimbursement of costs previously incurred by the grantee before the grant expired.

Acknowledgment of Funding Source

The grantee shall give proper credit to the Illinois Habitat Fund and coordinate with the Department on any publication, written document, news article, television and radio release, interview or personal presentation, if initiated by the grantee, which refers to the project.

The grantee shall post a sign, include a logo or affix a decal, if practical and applicable, crediting the Illinois Habitat Fund. Signs and decals shall be supplied by the Department. The Illinois Habitat Fund Advisory Committee will provide guidance to the grantee for posting of signs and decals on projects awarded under the Illinois Habitat Fund.

Reporting Requirements

A grantee shall provide a written Final Report to the Department no later than 30 days following the ending date of the agreement. The Final Report shall include all of the following required information:

1. Project information including: grant agreement number; grantee name; address; telephone number; time-frame of the report; and the name and telephone number or e-mail address of grantee representative completing the report.
2. Project objective as described in the application and Grant Agreement.
3. A completed project description.
4. Summary of the project accomplishments involving habitat preserved, protected, acquired, managed or improved (if applicable) through the grant. The summary must include the following: a list of wildlife and/or native plant resources (by species) that benefited from the project and how they benefited; acres planted in cool season grasses, warm season grasses, forbs, legumes, shrubs, trees or other appropriate description, including whether the acres were new or replanted acres; acres sprayed or controlled through the use of herbicides; acres upon which controlled burns were undertaken; acres affected through woody vegetation and/or tree removal; acres planted, disked, mowed, sprayed, or burned, or trees/shrubs planted or removed with equipment purchased through the grant; and the number of cooperators involved in the project.
5. Total project expenditures itemized to include the following: name and address of vendor; item description (if applicable) identifying details (i.e.: make, model, serial number) of any equipment or commodities purchased; brand name; seed species/mix; quantity purchased; and date item purchased; etc.
6. Itemize project cost-share match paid by cash and/or in-kind. List the source(s) of the match, and for in-kind give the formula used in calculating the value. Also state the source of that formula.
7. Documentation to support summarized report including a complete list of landowner names and full address (note if absentee owner), acreage location and acres affected by the project. Multiple conservation practices on the same acreage does not increase the acreage

For multiple year projects the Department may require the grantee to submit an Annual Progress Report for each year during which the project is active. The Annual Progress Report shall include the same information listed for the Final Report as pertains to the current year.

For any grant in excess of \$25,000, the grantee must file quarterly (every 3 months) reports describing the progress of the program, project, or use and the expenditure of the related grant funds.

Final payment will not be processed until the Final Report and Payment Request Certification are received and approved by the Department. Failure to provide the Final Report or Annual Progress Report as required may render the grantee ineligible to receive payments under the current award or make them ineligible for future awards. Deadlines for reports may be extended for just cause when requests are submitted in writing at least 2 weeks prior to the deadline. Note: The Department may withhold or suspend the distribution of grant funds for failure to file required reports.

Financial Management

The grantee shall keep adequate records relating to its administration of a project, particularly relating to all incurred costs. All assets acquired through Special Wildlife Funds shall be accounted for. These records shall be available for audit by appropriate personnel of the Department and the State Auditor General. All records shall be retained in accordance with State laws. Any project awarded grant funds cannot begin incurring costs against the grant prior to the full execution of the grant agreement by the Department.

Any funds (including any interest earned) not expended or legally obligated at the completion of the project or at the end of the agreement, whichever is earlier, shall be returned to the Department within 45 days to be deposited in the Illinois Habitat Fund. If the purchase is initiated and documented by a written purchase order or invoice prior to the end of the term of the agreement and payment is made within 60 days, the expense is allowable.

Interest earned on funds received as an advance payment shall become part of the project principal and may only be used for eligible activities.

Any expenditure that does not comply with the grant agreement shall be disallowed and shall be returned to the Department for deposit into the Illinois Habitat Fund.

Whenever a grantee violates this Part, it shall be ineligible for further assistance for a period of 2 years.

Equipment

Equipment that specifically establishes habitat, such as native grass drills, tree planters, seeders, sprayers, tillers, disks, mowers and tractors are eligible to be purchased with Special Wildlife Funds. Vehicles such as trucks, all-terrain vehicles (ATVs), etc., are not eligible for Special Wildlife Funds.

Grantees will be responsible for the maintenance of any equipment purchased through the Special Wildlife Funds Grant Program. Equipment is to be kept safe and secure by the grantee. Equipment is to be available for use by the general public for habitat development and management.

The grantee may only charge a rental fee for the use of the equipment. Rental fees shall not exceed \$3/acre for habitat development equipment such as native grass drills, tree planters, seeders, sprayers, tillers, disks, mowers, tractors or other planting equipment purchased with Special Wildlife Funds. Rental fees shall be disclosed with the application for funding assistance in purchasing the equipment. All monies collected as rental fees shall be used solely to maintain the equipment for which they are charged. The rental fees charged and received by the grantee shall also be disclosed on the reporting of the use of that equipment. No other fees beyond a rental fee may be charged by the grantee for use of the equipment.

The grantee shall submit an Equipment Use Report on the use of all equipment purchased with Special Wildlife Funds. The Equipment Use Report shall include all of the following required information:

1. Details on the grant recipient including: name and address of the grantee; grant agreement number under which the equipment was purchased; name and telephone number or e-mail address of the person completing the report; and the time period covered by the Equipment Use Report.
2. Details on the equipment including: equipment type, model number and serial number; storage location address; acre or odometer meter reading at the beginning and ending of the reporting period; contact person name and telephone number; rental rate charged and total fees collected for the use of the equipment; description of any equipment maintenance and total maintenance expenditures, supported by paid invoices. Detailed information on the use of the equipment, including: date equipment was used; location of equipment se, including county, township, range and section; landowner name and full address (note if absentee owner).

3. Description of how equipment was used including: management practice completed (planting, disking, mowing, herbicide application, prescribed burn); materials planted, if applicable, including the quantity and species planted and details of seed mix contents; acres established, enhanced, or otherwise affected and how affected (note when multiple practices are on the same acres).

The Equipment Use Report shall be submitted by December 31 during each of the first 5 years following the project award. If in a year the equipment has minimal or no use, that year does not count toward the 5 year reporting requirement. The Equipment Use Report shall suffice as the Annual Progress Report if the equipment purchase was the only aspect of the project.

Equipment purchased shall become the property and the responsibility of the grantee unless specified otherwise in the agreement.

Whenever it has been determined by the grantee and the Department that equipment acquired with Special Wildlife Funds assistance is no longer needed for the project purpose, or that the grantee has other good cause, the equipment, with the approval of the Department, may be disposed of in accordance with one of the following methods:

1. Equipment may be transferred at no charge at any time with the approval of the Department to another governmental agency or not-for-profit organization to use in accordance with the original project purpose.
2. Equipment held more than 5 years may be retained, sold or otherwise disposed of with no further obligation to the Department.
3. When equipment is held less than 5 years and not transferred as described above, the grantee shall forfeit its interest in the equipment and shall deliver the equipment to the Department.

Habitat Development

On habitat development projects where other governmental or private funding programs are involved, the grantee is required to provide the following detailed information:

1. Cooperator's name, address and locations of the habitat affected (Township, Range, Section and County);
2. number of acres enhanced by the grant;
3. type of eligible conservation practice completed;
4. the funding amount of other cost sharing provided and the name of the cost share provider;
5. a copy of any farm program contract or other pertinent document identifying the amount of cost-share being provided; and
6. length of time committed to maintain the developed habitat area.

The grantee cannot charge fees for service or require membership to participate in the benefits of a project funded through Special Wildlife Fund grants except as specifically authorized for equipment rental.

Habitat development projects are to identify the species to be planted.

Inspection and Auditing of Projects

The Department shall be authorized to enter and cross properties affected by the Special Wildlife Funds grant program to inspect progress and monitor grantee compliance, in accordance with the authorities granted it through the Civil Administrative Code of Illinois [20 ILCS 805/805-530]. Public Act 96-0795 also states that any grantees receiving grant funds are required to permit the Department, the Auditor General, or the Attorney General to inspect and audit any books, records, or papers related to the program, project, or use for which grant funds were provided.

Department personnel will use a standardized inspection report when inspecting any project site. The inspection report shall become part of the public record.

SECTION IV - APPLICATION INSTRUCTIONS

This Special Wildlife Funds Grant Application Form can be used to apply for grants from the Illinois Habitat Fund. **All fields shown as required(*) must be completed and/or attached for the application to be considered complete.** Please type or legibly print application in black ink. If insufficient room, please continue on an attachment.

I Applicant Information

- List the name and other required information for the organization that will be receiving the grant. The Representative is the person completing the application and authorized to sign for the applicant. ***A signature is required.***
- Other Contact Person is for the name and other requested information of the person to be contacted regarding any questions about the application if the contact person is different from the Representative.
- *List the chief officers responsible for the applicant organization.* If necessary, please continue on an attachment.

II Project Description

- Check the classification that most describes the project and provide a project title.
- Describe and justify the project concisely but completely. The project objectives should be clearly stated and must be within the scope of the grant program to be considered. Indicate what wildlife will benefit from this project and show a plan for implementation. With exception to equipment purchases, include a map of the project area, indicate the amount of habitat to be established or managed, and if cooperators are involved, a plat map and copy of each farm program contract.

III Budget Summary *(Please round to nearest whole dollar.)*

- Provide a summary of the **Detailed Budget** (page 4) according to budget category. For each category, identify which expenditure will come from grant funds and which will be provided by matching funds. The Project Total must match the Total Cost of Project in item VI Detailed Budget.
- Cost-share match: List the source and amount of any matching funds (cash and/or in-kind) that will be contributed to the project. In-kind (non-cash) contributions are allowed as part of the applicant's matching funds. The formula and/or source of in-kind values must be specified.

IV Habitat Improvement

- Indicate the appropriate category that best describes the project, and identify the county(s) where the project will be undertaken.
- New Habitat Establishment - Identify the county(s), type of habitat, list the species, and number of acres to be planted. *(Location maps are required)*
- Habitat Modification - Describe the acreage to be modified including the existing habitat, number of acres and the modifications to occur. Explain why the modification is necessary. *(Location maps are required)*
- Methods of Establishment for New or Modified Habitat - Describe how the acreage is to be established or modified, including the equipment and technique to be used. Of the total project identify the number of projected acres as well as the number of acres where landowners have committed to the new habitat or modifications.
- Federal/State Assistance – If any, identify the acreage to be established or modified enrolled in a federal or state conservation program, and if the landowners are receiving any incentive cash payments. If any are enrolled, attach the requested detailed information and label it “Landowner Information.”
- Habitat Maintenance - Indicate the party responsible for documenting maintenance and the expected annual maintenance costs.
- Public Access to the Habitat Improvement Project – Identify the type of public access. Describe the plan for public access and use of the project area.

V Special Equipment Purchase

- Describe the requested equipment and explain why this model was selected. *(Price quotes are required. If the*

equipment with accessories exceeds \$5,000 in total cost, two price quotes are required.)

- **Public Accessibility to the Equipment** - Equipment purchased through the Special Wildlife Funds grant program is intended to be available for loan to perform habitat development and management. Identify the rental rate (if any) that will be charged on this piece of equipment. Rental charges are to be minimal (no more than \$3/acre) to encourage its use by local landowners. Note any other fees that will be assessed for the use of the equipment.
- **Equipment Maintenance** - The DNR requires a log of annual usage and rental charges on all equipment purchased. Provide the address and physical conditions of the equipment storage location. Identify how landowners will be trained on the use of the equipment.

VI Detailed Budget *(Required for all applications.)*

- List all projected expenditures associated with the Project, broken down into the categories of personnel, travel, equipment, materials/supplies, contractual services or other. List the description, unit cost, quantity and total. The total for each budget category is to be reflected under section III Funding/Budget Summary on page 1 of the application.
- Provide a program of proposed expenditures for the grant funds.

VII Attachments

- Check all applicable attachments. *(List all legally required permits and surveys.)*
- If you submit County plat maps, aerial photos, soil survey maps, USGS topographic maps, or sketched Project Site Maps, please clearly mark the boundaries of the project. Maps and/or sketches should have a north arrow and key landmarks identified. Describe "Other" attachment.
- A Habitat Management Plan prepared by an Illinois Department of Natural Resources biologist, NRCS/FSA (formerly SCS, ASCS) employee or other professionally recognized biologist may also be attached if helpful.
- Price quotes for equipment purchases should indicate all accessories of the equipment.
- Only one copy of the application and associated attachments are required unless the attachments are not readily photocopied (*color photographs, color maps or drawings, over-sized pages, etc.*) In such cases, ten copies of the attachment(s) must be provided.
- Applications for seed purchases must indicate the variety of seed. For seed mixes indicate all seed varieties in mix.

APPLICATION DEADLINE

Project applications are to be received in this office no later than **5:00 PM on August 1st**.

Send applications to: Illinois Department of Natural Resources
Office of Resource Conservation- Special Funds Unit
One Natural Resources Way
Springfield, IL 62702-1271

Return all pages of the application form. Applications may be submitted electronically, cut not by facsimile. Applications that are not signed will be returned.

QUESTIONS

Any questions regarding the Special Wildlife Funds Grant Program or completing the Special Wildlife Funds Grant Application Form should be directed to the Office of Resource Conservation - Special Funds at (217) 782-2602, e-mail address: DNR.SPECIALFUNDS@illinois.gov.

SECTION V - APPLICATION FORM



Office of Resource Conservation Special Wildlife Funds Grant Application Illinois Habitat Fund

DNR use only
Application Number

(*) indicates a required field

I APPLICANT INFORMATION

Name (*):				
Address (*):			City, State Zip (*):	
Daytime Phone # (*):		Fax:	E-Mail:	
Representative (*):			Title:	
Authorized Signature (*):				
Other Contact Person (Only if different from Representative)				
Name:			Title:	
Daytime Phone #:			E-Mail:	
Chief Officers (*): (President, Secretary, Treasurer, Chair)				
Title	Name	Address	Phone #	E-mail address

II PROJECT DESCRIPTION

Classification (*): <input type="checkbox"/> Habitat Improvement <input type="checkbox"/> Special Equipment Purchase <input type="checkbox"/> Other (describe below)				
Project Title (*):				
Project Description and Comprehensive Justification (*): (if more space is needed, please add as attachment.)				

III BUDGET SUMMARY (Round to nearest dollar) (*)

Budget Summary/Category	Grant Funds Requested	Cost-Share Match		Project Total
		Cash	In-kind	
Personnel				
Travel				
Equipment				
Materials/Supplies				
Contractual Services				
Other				
Total (must match Detailed				
Source of Matching Funds (*):				Amount

IV HABITAT IMPROVEMENT PROJECT *(Indicate the appropriate category)*

Habitat Establishment

Habitat Modification

County(s) (*): _____

New Habitat Establishment *(A map of proposed location(s) is required.)*

<u>What type of habitat?</u>	<u>Species</u>	<u># of acres</u>
<input type="checkbox"/> Cool season grass/legumes	_____	_____
<input type="checkbox"/> Warm season grass/forbs	_____	_____
<input type="checkbox"/> Switchgrass	_____	_____
<input type="checkbox"/> Legumes	_____	_____
<input type="checkbox"/> Trees/shrubs	_____	_____
<input type="checkbox"/> Food plot	_____	_____
<input type="checkbox"/> Other	_____	_____
		Total Acres _____

Habitat Modification *(A map of proposed location(s) is required.)*

Describe the acreage to be modified.

<u>Existing habitat (list species)</u>	<u>Modifications to occur</u>	<u># of acres</u>
		Total Acres _____

Why is modification required?

Methods of Establishment for New or Modified Habitat

By what method will the habitat be established or modified? *(Describe the equipment, management technique, etc.)*

The total project includes: _____ projected acres and _____ acres already committed = _____ Total Acres

Federal/State Assistance

Is property enrolled in a federal/state program? (*) Yes No

Does the landowner(s) receive cost share and/or incentive payments on this property? Yes No

If yes, attach Landowner Information including landowner name, full address, federal/state program, plat map of the enrolled acres and payment amounts.

Habitat Maintenance

Who will supervise and document maintenance of the new or modified habitat?

Name/entity: _____

Contact Person: _____ E-mail address: _____

Daytime Telephone: (_____) _____ - _____ Estimated annual maintenance cost: \$ _____

VI DETAILED BUDGET (Required for all applications.)

PERSONNEL			
Name or Position Title	Hourly Rate	Hours	Total

TRAVEL			
Position/Description	Item Rate	Quantity	Total

EQUIPMENT			
Description	Price/Item	Quantity	Total

MATERIALS/SUPPLIES			
Description	Price/Item	Quantity	Total

CONTRACTUAL SERVICES	
Description	Total

OTHER	
Description	Total

<p>TOTAL COST OF PROJECT</p> <p>Attach a program or time table for the expenditures of grant funds.</p>	<p>\$</p>
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VII ATTACHMENTS

- County Plat Maps
 USGS Map
 Aerial Photos
 Habitat Mgmt Plan
 Project Site Map
 Landowner Information
 Expense Time Table
 Price Quotes
 Other _____

Send one (1) application (all pages) with supporting documentation to:

Illinois Department of Natural Resources
Office of Resource Conservation - Special Funds
One Natural Resources Way
Springfield, IL 62702-1271

APPLICATION DEADLINE: 5:00 p.m. AUGUST 1ST

Questions - Contact: DNR.SPECIALFUNDS@illinois.gov
 or call (217) 782-2602

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