

# Illinois Trails Grant Programs



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## INTRODUCTION

The Illinois Department of Natural Resources (DNR) administers five (5) grant programs that can provide funding assistance to acquire, develop and, in some cases, maintain trails for a variety of public recreation use or restore areas damaged by unauthorized trail use activity. The programs are:

- ▶ **Bike Path Program** [ pages 1 - 3 ]
- ▶ **Local Government Snowmobile Program** [ pages 4 - 6 ]
- ▶ **Snowmobile Trail Establishment Fund (STEF) Program** [ pages 7 & 8 ]
- ▶ **Off-Highway Vehicle (OHV) Program** [ pages 9 & 10 ]
- ▶ ***federal* Recreational Trails Program (RTP)** [ pages 11 & 12 ]

These programs are designed to be flexible mechanisms for providing grant assistance on a wide variety of trail related projects in the state. To provide a trail that meets the needs of as many different types of trail users as possible, applicants are encouraged to consider multiple use of trails - for walking, horseback riding, inline skating, snowmobiling, etc. as well as biking, either on the bike trail surface or within the trail corridor on a parallel unpaved path. This manual provides information on program regulations and procedures for making application to the DNR for funding consideration under any of these programs. Each program operates on an annual recurring grant cycle with funds awarded on the basis of a review and prioritization of written applications submitted to the DNR. Projects are evaluated according to established trail objectives and priorities outlined in this manual. The Director of DNR, in consultation with staff and the Illinois Natural Resources Advisory Board, the Illinois Greenways & Trails Council, the Illinois Off-Highway Vehicle Trails Advisory Board, and the Illinois Association of Snowmobile Clubs, as appropriate, has sole authority and responsibility for approving grants through these programs.

**Funds awarded and disbursed under these programs are on a reimbursement basis.** This means that once a project application is submitted to the DNR and approved for grant funding, the project sponsor is responsible for successfully completing the project and initially financing the entire project cost. Actual disbursement of grant funds to the project sponsor is made after the approved project is satisfactorily completed and a final project billing statement, verifying project costs, is submitted to the DNR for reimbursement. Partial project reimbursement payments for fully completed project components may be approved on a case-by-case basis. Forty-five (45) days should be allowed after submittal of an acceptable billing request to the DNR for receipt of actual grant reimbursement payment.

Necessary application forms and instructions for making application to the DNR are located at the end of this manual. Duplicate copies of the blank application forms should be made and used for preliminary work copies so the originals can be maintained and used for the “final” copy submitted to the Illinois DNR for funding consideration. This manual and the application forms are also found on the web at <http://dnr.state.il.us/ocd/gaoutnew.htm>

Inquiries about any of these programs should be directed to the Division of Grant Administration, Illinois Department of Natural Resources, One Natural Resources Way, Springfield, IL 62702-1271; phone 217/782-7481; FAX 217/782-9599; e-mail: [grants@dnrmail.state.il.us](mailto:grants@dnrmail.state.il.us) It is strongly encouraged that prospective applicants contact the Grants Division staff to discuss project proposals prior to final application submittal. Considerable time and effort may be saved by doing so.

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# I. TRAIL GRANT PROGRAMS: GENERAL DESCRIPTION AND GUIDELINES

## ILLINOIS BICYCLE PATH GRANT PROGRAM

(authorized by #17 IL Adm. Code 3040)

### 1. Program Objectives and Eligibility Requirements

The primary purpose of the Illinois Bicycle Path grant program is to provide financial assistance to eligible, local units of government to assist them with the acquisition, construction, and rehabilitation of public, non-motorized bicycle paths and directly related support facilities. Agencies that apply for projects that accommodate additional trail users, such as equestrians, will receive special consideration in the review of grant applications. Project applications are limited to land acquisition or trail development **along a single trail corridor**. Bicycle routes sharing existing roadway surfaces are not eligible for funding consideration under this program.

Agencies eligible for assistance under this program are any unit of local government with statutory authority to provide lands for public bicycle path purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts and forest preserve districts.

Projects that have already been awarded federal funds (i.e. IDOT administered “Enhancements” projects) that are only in Phase I or Phase II engineering, are **not eligible** for Bicycle Path funding consideration. However, federally funded projects that have **completed** the necessary engineering phases are eligible to apply for Bicycle Path funding, even if project construction has begun prior to the application deadline. Please contact DNR grant staff to discuss these types of projects.

### 2. Grant Assistance Formula

The Bicycle Path grant program provides up to a maximum of 50% funding assistance on approved local project costs. Maximum grant assistance for development (construction) projects is limited to \$200,000 per annual request. No maximum grant amount limit exists for acquisition projects other than the established annual state appropriation level for the program.

**Applicants are limited to submitting two applications per year. The applications may be any combination of acquisition or development projects.**

Funding for the program is derived from revenue generated from fees collected pursuant to Section 3-821(f) of the Illinois Vehicle Code (625 ILCS 5/2-119).

**NOTE:** Agencies may wish to consider developing aggregate bicycle trails that will also allow motorized trail use (snowmobile use when 4" of snow is present, for example). Trails that allow motorized use are eligible for 80% funding reimbursement through the Recreational Trails Program. Additionally, there is no maximum grant award amount for development projects funded through the RTP program.

### 3. Eligible Project Costs

Grant assistance may be obtained for, but not limited to, the following items:

- a) Land acquisition costs (fee simple title, permanent easement, long term lease\*), including associated appraisal costs approved by the DNR, for securing a linear corridor/right-of-way to be used for bicycle path development. **Agencies contemplating the acquisition of a linear corridor should always consider allowing multiple use. The width of the future bike trail, or parallel unpaved paths within the bike trail corridor, may be guided by the types of trail use allowed.** Trail corridor width approved for grant funding generally does not exceed 100'. Reimbursement is based upon 50% of the approved certified fair market value(CFMV) of the land and associated costs.

\*For acquisition of less than fee simple title, such as a lease agreement, the agreement must cover a minimum time period of 25 years. The DNR 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 local unit of government prohibit such arrangements.

A local agency may receive up to 50% reimbursement on the approved certified fair market value (CFMV) of land anticipated for donation to the local project sponsor, and utilize such donation as all or part of the required local match on an approved bicycle path project, provided such land 1) is not a mandatory donation or stipulated as part of a pre-existing legal agreement or local ordinance and 2) will be maintained for public bicycle trail purposes. Land donations from another public agency or involving land previously owned by another public agency within the past five (5) years are not program eligible nor are donations where title has been secured prior to DNR approval. *Land donations can be combined with either an acquisition or development project.*

It is highly recommended that DNR grant staff be contacted to discuss the best way to use a land donation in a proposed project.

- b) Bicycle path development or renovation costs including, but not necessarily limited to, site clearing and grading, drainage, surfacing, bridging, fencing, access control devices, signage, and associated support facilities/ amenities such as access parking areas and roads, shelters, lighting, benches and restrooms including necessary professional design service.

Minimum trail surface width acceptable for grant funding through this program shall be 8' unless otherwise approved by the DNR. Agencies should consider a wider bike trail, or a parallel unpaved path, if equestrian use, snowmobiling or mountain biking will be allowed. Maximum allowable costs for contracted architectural/engineering (A/E) services is limited to no more than 15.25% of total project costs. Project A/E services provided in-house by the project sponsor (by qualified staff) is limited to no more than 7.5% of total project costs. Direct trail project A/E costs incurred prior to grant approval, are eligible for reimbursement.

#### 4. Project Funding Priorities

The following general priorities are used by the DNR in evaluating and prioritizing Bicycle Path project applications for funding assistance:

- a) projects acquiring land or long term/permanent easements for linear corridors;
- b) projects proposing development of a bicycle trail system, particularly long distance trails, connector trails linking several existing trails, or multiple use trails;
- c) projects allowing multiple trail uses;
- d) projects identified in state, regional or local bikeway/trail plans and/or outdoor recreation plans, comprehensive plans, etc.;
- e) projects proposing quality bike path facilities readily accessible to major population centers or proposing initial creation of bike path facilities in a high demand area;
- f) projects having minimal adverse environmental and social effects;
- g) projects proposing initial development of bicycle path facilities at the project site (*trail renovation projects are a lower priority than new trail construction*);
- h) projects of scenic and recreation quality offering a diversity of trail user experiences, user amenities, convenient access, connectivity to other public lands, compatibility with adjacent lands, or which resolve an existing trail user safety issue; and
- i) projects where long term operations and maintenance capability is clearly demonstrated by the local sponsor.
- j) Projects that have received previous federal funds (e.g., TEA-21, CMAQ, etc.) are a lower funding priority.

# LOCAL GOVERNMENT SNOWMOBILE GRANT PROGRAM

(authorized by #17 IL Adm Code 3010)

## **1. Program Objectives and Eligibility Requirements**

Authorized under Section 9-1 of the Illinois Snowmobile Registration and Safety Act of 1971, as amended, the purpose of this program is to provide financial assistance to eligible, local units of government to assist them in the purchase, development/rehabilitation and patrol of public snowmobile areas, trails and facilities in Illinois.

Agencies eligible for assistance under the grant program are any unit of local government with statutory authority to acquire and develop lands for public park and recreational purposes. This includes, but is not limited to, counties, municipalities, park districts, conservation districts and forest preserve districts.

## **2. Grant Assistance Formula**

Funding assistance up to 100% of eligible development/rehabilitation and equipment costs incurred by a local agency that benefit public snowmobiling opportunities solely and 90% of eligible acquisition costs to purchase "linear rights-of-way" (ROW) for public snowmobile trail purposes is available through this program on a reimbursement basis for approved projects. For the purposes of this program a linear ROW is defined and limited to a maximum of 100' wide unless adequate justification for an exception is provided to and approved by the DNR.

Approved local projects that propose development/rehabilitation and equipment costs that will seasonally benefit public snowmobiling opportunities but also benefit general recreation use of a site OR acquisition of land (other than linear ROWs) for snowmobiling and general outdoor recreation benefit will be limited to no more than 50% reimbursement on approved project costs.

## **3. Eligible Project Costs**

Grant assistance from this program may be obtained for, but not limited to, the following items:

- a) snowmobile trail development, including the signing of snowmobile routes along public roadways as designated by the local government agency having jurisdiction and authority as granted under Section 5-2 of the Illinois Snowmobile Registration and Safety Act of 1971, as amended (Illinois Rev. Stat. Chapter 95 ½, paragraph 605-2);
- b) construction of parking areas, access roads, warming shelters, security lighting and other snowmobiling support facilities [ generally limited to 50% funding ];

- c) purchase of communication and first aid equipment for local agency patrol use [ generally limited to 50% funding ];
- d) purchase of trail grooming equipment, signs, snowmobiles and associated protective gear, and trailers [ up to 100% funding ];
- e) lease of tractors used to pull snowmobile groomer drags for maintenance of public snowmobile trails [ up to 100% funding ];
- f) annual trail maintenance costs and minor equipment repairs to cover the cost of necessary fuel, oils/fluids, vehicle insurance and routine maintenance parts directly associated with the operation and transport of snowmobile trail grooming equipment while maintaining snowmobile trails open for general public use [ up to 100% funding ]; and
- g) acquisition of land for snowmobile trails and areas. [ up to 90% funding for corridor/rights-of-way acquisition (generally not exceeding 100' width) OR up to 50% funding for non-linear acquisitions (e.g., open field scramble areas, etc.) ]

A local agency may receive up to 50% reimbursement on the certified fair market value (CFMV) of land anticipated for donation to the local project sponsor for public park and snowmobiling purposes, and utilize such donation as all or part of the required local match on an approved snowmobile project, provided such land 1) is not a mandatory donation or stipulated as part of a pre-existing agreement, and 2) will be available and maintained for public snowmobiling and outdoor recreation purposes.

A local agency cannot receive grant reimbursement for a land donation 1) from another public agency, 2) for which title has been secured prior to project approval or 3) which is required by local government ordinance or agreement.

Land donations can be combined with either an acquisition or development project. It is recommended that DNR grant staff be contacted to discuss the best way to use a land donation in a proposed project.

Grant assistance will not be awarded for projects that, either in whole or part, will not be open to the general public, as defined herein, for snowmobile use.

#### **4. Project Funding Priorities**

The following priorities are used by the DNR in evaluating and recommending project applications for snowmobile grant funding assistance:

- a) projects proposing linear trail development, especially well developed long distance trails, connector trails linking several existing trails, or multiple use trails;

- b) projects located in areas having adequate snow cover and exhibiting high demand as determined by the number of registered snowmobiles in the project service area;
- c) projects proposing high quality snowmobile facilities readily accessible to major population centers and highways in the state or proposing initial establishment of snowmobile facilities in a high demand area;
- d) projects having minimal adverse environmental and social effects;
- e) projects proposing initial development of snowmobile facilities at project site; and
- f) projects having documented support from the snowmobiling public.

**SNOWMOBILE TRAIL ESTABLISHMENT FUND (STEF)  
GRANT PROGRAM**

*(authorized by #17 IL Adm. Code 3020)*

**1. Program Objectives & Eligibility Requirements**

Section 9-2 of the Illinois Snowmobile Registration and Safety Act of 1971, as amended (P.A. 92-174) stipulates that thirty-three percent (33%) of each snowmobile registration fee be set aside in a special fund of the State Treasury to be known as the "Snowmobile Trail Establishment Fund". The legislation further authorizes the Illinois DNR to disburse revenues generated in this Fund to private, not-for-profit snowmobile clubs for the purpose of assisting such organizations to construct, maintain and rehabilitate additional snowmobile trails and facilities in the state. Accordingly, the STEF grant program provides financial assistance to eligible local snowmobile clubs and organizations to help them construct, maintain and rehabilitate snowmobile trails and facilities on public lands and designated road right-of-ways or on private lands open to public snowmobile use.

Agencies eligible for financial assistance through the STEF grant program include any private snowmobile club or organization in Illinois having not-for-profit incorporation status with the State. Clubs/organizations seeking financial assistance through the grant program must also possess minimum liability insurance coverage of \$1,000,000.00 per occurrence on the snowmobile facilities to be operated under the scope of the proposed project application. STEF funds may only be awarded and used for snowmobile projects located within the boundaries of the State of Illinois.

**2. Grant Assistance Formula**

The STEF program provides up to 100% funding assistance on approved project costs.

**3. Eligible Project Costs**

Grant assistance may be obtained for, but not limited to, the following:

- a) purchase of the following items or the materials necessary to construct such items:
  - trail clearing, signs and fencing;
  - trail groomers, drags, and necessary trailers;
  - bridges/ramps for traversing fences and/or small streams (must be portable);
  - parking facilities (must be located on public park land);
  - warming shelters/restrooms (must be located on public park land);
  - equipment rental necessary for facility construction;
  - other (considered on a case-by-case basis);

- b) annual trail maintenance costs and minor equipment repairs to cover the cost of necessary fuel, oils/fluids, vehicle insurance and routine maintenance parts directly associated with the operation and transport of STEF-assisted grooming equipment while maintaining designated (DNR approved) snowmobile trails open for general public use. Maintenance costs incurred for necessary "major" groomer repairs may also be claimed for STEF funding PROVIDED the cost is pre-approved by the DNR;
- c) lease of tractors used to pull snowmobile groomer drags for maintenance of public snowmobile trails.

It is DNR's policy that the STEF grant program be used to assist local snowmobile clubs in purchasing necessary materials/hardware for the development and maintenance of snowmobile trails and facilities. No funding assistance will be provided for project labor costs except projects requiring specialized labor for satisfactory construction as approved on a case-by-case basis by DNR. General labor necessary for project completion shall be the sole responsibility of the project sponsor utilizing volunteer labor.

#### **4. Project Funding Priorities**

The following criteria (not listed in any priority order) have been established by the DNR for evaluating and ranking project applications for funding assistance:

- a) projects promoting long distance, integrated, intra-and inter-county trails rather than short, isolated trails;
- b) projects promoting trails linking public lands having existing snowmobile trails/facilities;
- c) projects proposing initial development of snowmobiling facilities in a county. Special consideration will also be given to those projects representing initial requests for funding assistance from a county;
- d) projects having minimal adverse environmental and social impact; and
- e) projects located in areas (counties) of high demand as determined by the number of registered snowmobiles in the area.

**OFF-HIGHWAY VEHICLE (OHV)  
RECREATIONAL TRAILS PROGRAM**

*(Authorized by #17 IL Adm. Code 3045)*

**1. Program Objectives and Eligibility Requirements**

The intent of the OHV program is to provide financial aid to government agencies, not-for-profit organizations, and other eligible groups or individuals to develop, operate, maintain, and acquire land for OHV parks, trails and trail side facilities that are open and accessible to the public in Illinois and to restore areas damaged by unauthorized OHV use. Funds for the grant program are derived from revenue generated in the State Treasurer's "Off-Highway Vehicle Trails Fund."

Entities eligible for financial assistance through the Off-Highway Vehicle Trails Fund, hereafter referred to as the OHV grant program, include units of local government, private OHV clubs or organizations in Illinois having not-for-profit incorporation status, business entities and private individuals. Entities other than governmental bodies seeking financial assistance through the grant program must also possess minimum liability insurance coverage of \$1,000,000 per occurrence on the facilities to be operated under the scope of the proposed project application.

**2. Grant Assistance Formula**

The OHV grant program can provide up to 100% funding reimbursement assistance on total approved, eligible project costs.

**3. Eligible Project Costs**

Grant assistance may be obtained for, but not limited to, the following:

- a) cost of land acquisition (fee simple title or permanent easement, lease or similar agreement, etc.) from **willing sellers** for OHV trails and parks, including approved appraisal costs, title insurance, closing costs and property survey costs, if necessary;
- b) construction, rehabilitation, maintenance and necessary design services for OHV trails/routes and scramble areas including site preparation work, signage, fencing, bridges, trail grooming equipment, etc. and associated support facilities including parking, shelters, restrooms, potable and non-potable water supply, lighting, and other related amenities deemed necessary;
- c) restoration of areas damaged by OHV usage;
- d) rider education and safety programs; and
- e) cost of facility security (fencing, lighting, etc. BUT not security or site staff).

Grant assistance from this program *cannot* be used for the following purposes:

- a) land acquisition through eminent domain; and
- b) construction of OHV trails and areas on DNR owned and managed lands and on U.S. Forest Service lands designated as wilderness or currently not authorized for such use by an approved management plan

It is DNR's current policy that the OHV grant program be used primarily to assist applicants in purchasing necessary materials and contract for specialized labor to develop and maintain public OHV facilities. Labor necessary for project operation shall be the responsibility of the applicant.

No grant assistance will be awarded to projects which, either in whole or in part, will not be open to the general public for OHV use.

#### **4. Project Funding Priorities**

The following criteria (not listed in any priority order) has been established by the DNR for evaluating and ranking project applications for funding assistance:

- a) projects proposing long distance, integrated, intra-county and inter-county trails or large scramble areas rather than short, isolated trails or small scramble areas;
- b) projects proposing initial development of OHV facilities. Special consideration will also be given to those projects representing initial requests for funding assistance in a county;
- c) projects promoting multiple recreation use of the project site;
- d) projects located in areas (counties) of high demand as determined by population and/or number of registered OHVs in the area;
- e) projects having minimal adverse environmental and social impact; and
- f) projects providing the most long term, stable management potential.

**RECREATIONAL TRAILS PROGRAM (RTP)**  
*(authorized by the “National Recreational Trails Fund Act”)*

**1. Program Objectives and Eligibility Requirements**

The federal “Recreational Trails Program” (RTP), created through the National Recreational Trails Fund Act (NRTFA) enacted as part of the *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)* and re-authorized by the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, provides funding assistance for acquisition, development, rehabilitation and maintenance of both motorized and non-motorized recreation trails. By law, 30% of RTP funding allocated to each state must be earmarked for motorized trail projects, 30% for non-motorized trail projects and the remaining 40% for multi-use (diversified) motorized and non-motorized trails or a combination of either.

In Illinois, RTP funds are administered by the DNR in cooperation with the Illinois Department of Transportation and the Federal Highway Administration (FHWA). The Illinois Greenways & Trails Council serves as the official “state trails advisory board” as required by NRTFA.

Eligible applicants include federal, state and local government agencies and not-for-profit organizations.

**2. Grant Assistance Formula**

The RTP program provides 80% federal funding assistance on approved projects. Presently, there is no set maximum grant award amount. Additionally, funds from other DNR trails grant programs may be awarded (at the Department’s discretion) to provide more than 80% funding assistance for some trail projects (e.g. motorized trails).

**3. Eligible Project Costs**

Permissible project types include, but are not limited to, the following:

- a) trail construction and rehabilitation;
- b) restoration of areas adjacent to trails damaged by unauthorized trail uses;
- c) construction of trail-related support facilities and amenities such as trail head parking, restrooms, rest areas, signage, etc.; and
- d) acquisition from *willing sellers* of trail corridors through easements or fee simple title.

The following type of projects are ineligible for RTP funding:

- a) condemnation of any kind of interest in property;
- b) construction of any trail on National Forest Service lands for motorized uses unless such lands have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress, and such construction is otherwise consistent with the management direction specified in such approved land and resource management plan.
- c) upgrading, expanding or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users, and on which, as of May 1, 1991, motorized use is either prohibited or has not occurred.

#### **4. Project Funding Priorities**

It is the current policy of the DNR and Illinois Greenways & Trails Council to place the highest priority for use of the non-motorized trail portion of annual RTP funding to assist with:

- a) equestrian, hiking/X-country ski, mountain bike and water trail projects since no other specific trail funding source exist for these activities, and
- b) projects that promote development or enhancement of the *American Discovery Trail* and *Grand Illinois Trail*.

Priorities for use of the motorized trail portion of annual RTP funding are the same as those specified for the state snowmobile and OHV trail grant programs.

Other priorities used in evaluating the merits of non-motorized trail projects submitted for RTP consideration are consistency with state, regional or local trail plans, diversity of trail user groups served and estimated user numbers, trail length, project sponsor operation and maintenance capabilities, and documented project support.

## II. PROGRAM PROCEDURES AND GENERAL COMPLIANCE REQUIREMENTS

### 1. Application Procedures

- a) Grant applications for funding assistance under any of the trail grant programs, *except the two snowmobile trail programs*, must be submitted to and received by the Department of Natural Resources **NO LATER THAN 12:00 NOON ON MARCH 1** of each year. *The application deadline date for the two snowmobile programs is May 1 of each year. If the application deadline date is on a weekend, applications will be accepted until 12:00 noon on the first business day of the month. (There may be additional OHV application deadline dates publicly announced by DNR in any given year.)*

Application forms and instructions are located in the back of this manual. Duplicate copies of the blank forms should be made and used for preliminary work copies so the originals can be maintained and used for the “final” copy submitted to the DNR. Only ONE application (with original signatures) needs to be submitted for the Bike Path program. An original application and a second copy must be submitted for the other four trail grant programs.

Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Department of Natural Resources after consultation with DNR staff, the Illinois Natural Resources Advisory Board, the Illinois Greenways & Trails Council, the Illinois Off-Highway Vehicle Trails Advisory Board, and the Illinois Association of Snowmobile Clubs as deemed appropriate. Awards are generally announced within 180 days following the application deadline date. The amount of grant funds awarded annually shall be determined by the DNR based upon the appropriation level for each particular program in a given fiscal year and demonstrated need.

*PLEASE NOTE: Project costs for which reimbursement is sought cannot be incurred by the project applicant until after DNR grant approval notification. Costs incurred prior to DNR approval are **INELIGIBLE** for grant assistance. For Acquisition projects, costs are considered incurred when 1) property deed, lease or other conveyance is accepted by the project sponsor or 2) first payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreement, option, etc. or price negotiations shall be entered into prior to DNR approval. Non-governmental applicants, however, may enter into an option agreement with a property owner prior to grant application submittal. If the project is approved, the cost of the option may be reimbursed through the grant program. 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.*

**NOTE: Application cannot be made in the SAME grant cycle for both land acquisition and trail development assistance on the same site UNLESS the acquisition portion of the proposed project constitutes an eligible land donation that will be used by the project applicant as part or all of the required project grant match.**

- b) Project grant applications shall consist of the following basic components:
- *completed application forms;*
  - *itemized project cost estimate;*
  - *narrative statement describing the project concept, location, anticipated benefits and method of financing or accomplishing the project;*
  - *property deed and/or lease showing adequate control and tenure of the project site by the project sponsor (dev. projects) OR “commitment for title insurance” and appraisers qualifications (acq. projects);*
  - *project maps: 1) location map, 2) premise plat map, 3) proposed site development plan*
  - *completed project “Environmental Assessment Statement”;*
  - *public hearing or public notice documentation, as applicable, for projects proposing initial acquisition or development of an undeveloped area for trail or OHV activity; and*
  - *The project sponsor must certify in a written affidavit that it possesses the funding capability to initially finance the total amount of project costs, if approved, and ability to comply with program regulations.*
- c) For all projects that will initially establish 1) a year-round trail/path within a linear, non-existing transportation corridor (greenway) or 2) an open “scramble area” for motorized recreation vehicle use, the following public review is necessary:
- If sponsored by a government entity, a **public hearing** MUST be conducted to discuss the project and solicit public comments. Minutes of the hearing, along with any written comments received and a copy of the public notice, must be submitted to the DNR as part of the grant application. Notice of the public hearing must appear, at a minimum, in one local newspaper of general circulation at least seven (7) days prior to the hearing.
  - If sponsored by a non-government entity, **approval (or documentation that the approval process has been initiated) from the local zoning board(s)** having jurisdiction over the property must be documented in the application. Final action by the local zoning board(s) must be completed within 60 days of the grant submittal deadline. If the project is located in an area with *no zoning requirements*, notice of project intent must be 1) published / advertised in the local newspaper AND 2) publicly posted for 30 days at the county courthouse and at two (2) other prominent public locations (municipal building of nearby community(ies), post office, etc.) within the county near the project site. A copy of the Public Notice is found in the application.

## 2. Project Execution

- a) The project sponsor is required to enter into a standard grant contract agreement (project agreement) with the DNR which specifies approved project elements, the grant reimbursement amount and associated program compliance responsibilities. (A sample copy of the project agreement can be provided by DNR grant staff to prospective project applicants for review prior to application submittal, if so desired.)
- b) For projects requesting development assistance, the project should be completed by the grant agreement expiration date (typically within 24 months following project approval) and possess at the time of project approval either 1) fee simple title or permanent easement to the land being developed **OR** 2) a lease agreement for the project property covering an acceptable time period commensurate with the grant program amortization schedule shown in Part II, Section 6 c) of this manual. The DNR will consider, on a case-by-case basis, lease arrangements for shorter time periods when state statute prohibits the project sponsor from entering into such a long-term agreement or other circumstance beyond the control of the project sponsor prohibits such arrangements.

In addition, the project sponsor must present to the DNR, if requested, all working plans and specifications, bid documents, cost estimates and construction contracts for review prior to commencing work. The DNR will notify the project sponsor if the proposed project requires approval from a registered structural engineer. All facilities must be designed and constructed in compliance with requirements of the Americans with Disabilities Act of 1990 and the Illinois Accessibility Code.

- c) For projects receiving acquisition grant assistance, acquisition of the project property should be completed by the grant agreement expiration date (typically within 9 months following project approval), with the exception of those involving eminent domain. An independent appraisal must be completed by the project sponsor after project approval and certified by the DNR to establish a fair market value for the project property. Two appraisals may be required in some instances. The appraisals must be completed to DNR specifications. **Title to any property for which grant reimbursement is sought cannot be taken nor payment made for such property by the project sponsor without prior DNR authorization.**

A parcel tabulation must be submitted with the project application listing an identification number, acreage size, estimated purchase price, and any existing improvements and easements for each parcel to be acquired. In addition, the application must include a Commitment for Title Insurance (or other means of a preliminary title search) for each parcel proposed for acquisition as well as the name and qualifications of two independent land appraisers proposed for use on the project.

- d) Within 90 days after project completion, the project sponsor must submit a certified project Billing Form listing all funds expended on the project for which grant reimbursement is sought as well as the following required billing documentation.

- 1) ACQUISITION PROJECT: copy of the property deed (Judgement Order in cases of eminent domain) for the project site (title insurance is required if deed is less than warranty\*); proof of good faith negotiations for the acquisition; acquisition closing statement; and copy of cancelled check(s) or other document showing proof of payment to the seller.

\* excludes ROWs secured through rail-banking as defined by the National Trails System Act (16 USC 1247d)

- 2) DEVELOPMENT PROJECTS: As-Built drawings (no larger than 11" X 17"); verification of project costs (contracts, receipts/invoices, etc.); and copy of cancelled checks showing proof of payment.

For Bike Path projects only - Costs claimed on the "Development Project Billing Form" 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 50% grant reimbursement.

- e) In connection with and prior to the construction, and thereafter subsequent operation and maintenance of grant-assisted trail projects, it shall be understood that the project sponsor is responsible for obtaining any and all necessary permits, licenses or forms of consent, as the case may be, from, but not limited to, the following:

- U.S. Army Corps of Engineers
- Illinois Dept. of Transportation
- Illinois Environmental Protection Agency
- Illinois Dept. of Natural Resources (*includes endangered species, wetlands, and historic/cultural resource impacts*)
- local building or zoning agencies/boards, where applicable

In addition to the foregoing, the project sponsor further agrees to comply with any applicable provisions of the *Recreational Area Licensing Act*, administered by the Illinois Department of Public Health.

### 3. Grant Acknowledgment Sign / Publicity

- a) The project sponsor must permanently post a trail grant program acknowledgment sign at the grant-assisted project site. The required sign or specifications for its construction will be furnished by the DNR.

#### **4. Project Inspections**

- a) It shall be understood by the project sponsor that a DNR representative may make periodic inspections of the project as construction progresses and that a final inspection and acceptance of the completed project must be made by a representative or agent of DNR prior to final grant payment (reimbursement) to the project sponsor.
- b) DNR staff shall have access to grant-assisted facilities at all times for inspection purposes to ensure project sponsor's continued compliance with program regulations.

#### **5. Project Costs and Financial Records**

- a) All funds expended by the project sponsor in conjunction with any DNR grant program shall be in accordance with all State laws pertaining to the expenditure of public funds.
- b) Financial records related to approved projects must be maintained and retained by the project sponsor for possible State audit for a period of three (3) years after final reimbursement payment is made by the DNR.

#### **6. Use of Project Site (Operation & Maintenance)**

- a) Any property acquired or developed with grant assistance from these trail programs must be open to the general public for the approved trail use specified in the approved grant project agreement without regard to race, color, sex, national origin, age, disability or residence during reasonable time periods as agreed upon by the DNR and project sponsor. Where applicable, it is highly encouraged that such trails be operated and maintained to promote multiple trail uses on a year round basis. Property acquired or developed with program assistance may not be converted from public recreation and the approved project trail use per terms of the grant agreement without prior DNR approval. Conversion of grant-assisted property from public recreation and approved trail use shall result in the project sponsor being held liable for replacing the converted property with new property and facilities deemed comparable by the DNR in terms of current fair market value, recreation trail usefulness and location unless otherwise specified in the grant project agreement.
- b) Land *acquired* with DNR trail grant funding assistance shall be operated and maintained for the intended public recreation use for a specified period of time, usually in perpetuity\*, as so stated in the approved grant project agreement. Development and use of the project site for trail purposes, as specified in the approved grant agreement, must commence within three (3) years following the property's acquisition.

\* excludes ROWs acquired through railbanking as defined by the National Trails System Act (16 USC 1247d)

- c) For projects receiving DNR trail grant funding for *construction (development)* assistance only, terms of the contractual agreement between the project sponsor and DNR shall no longer apply after the time period specified below relating to the total amount of grant funds expended on the project:

<u>Total Grant Award</u>	<u>Time Period After Final Project Billing Requiring Program Compliance</u>
<i>0 - \$50,000</i>	<i>5 Years</i>
<i>for every \$10,000 increment over \$50,000</i>	<i>add 1 year</i>

- d) Conversion of property acquired or developed with DNR grant assistance from the approved public recreation use specified in the signed grant project agreement shall result in the project sponsor being held liable for replacing the converted property with comparable facilities as deemed acceptable by the DNR or other compensation as deemed appropriate and so specified in the signed grant project agreement.
- e) The project sponsor must comply with and abide by the following “operation and maintenance” provisions:
- 1) All trail and/or use areas financed with DNR trail grant funds shall be continuously operated and maintained by the project sponsor at no cost to the DNR and in such a manner as to promote safe and enjoyable use of the facility and to maximize its intended public benefits.
  - 2) All facilities financed with DNR trail grant funds shall be open to the public for use and enjoyment without regard to race, color, sex, national origin, age, disability or place of residence. No lessee or licensee operating within the project area or providing a service to the public, including concessions and accommodations, shall discriminate against any person or persons because of race, color, sex, national origin, age, disability or place of residence in the conduct of its operation under the lease, license or concession agreement.
  - 3) Charging of fees for public use of facilities financed with DNR trail grant funds, other than OHV projects, is discouraged. However, if it is deemed necessary by the project sponsor to levy fees for use of the project facilities, prior approval from the DNR must be received for the proposed fee schedule. Justification for charging a fee must clearly document that the existing operation and maintenance budget of the project sponsor is not sufficient to cover the cost of properly operating and maintaining the project facility. All fees received must be deposited in a separate account to be used for project facility operation and maintenance as well as future improvements to the facility.

- 4) The project sponsor may enter into a contract/agreement with a responsible concessionaire(s) to operate and/or provide facilities for dispersing food to the public and/or any other services as may be desired by the public and the project sponsor. Such contract/agreement, and subsequent revisions thereof, are subject to review and approval by the DNR, if requested. Revenue obtained, in excess of necessary operation and maintenance costs of the project facilities, shall be used for future improvements of said facilities.
- 5) All sub-leases or licenses entered into by the project sponsor with a third party relating to accommodations or concessions to be provided for or at the project facility for the benefit of the general public shall be submitted to the DNR, upon request, for its approval prior to said sub-lease or license being entered into or granted by the project sponsor.
- 6) All off-highway vehicles operated on sites or trails receiving OHV grant assistance must display an Illinois *OHV public use sticker* on the front center of the OHV or have a receipt for a one-day competitive event for the day of operation on that site. OHVs that display a similar decal from states that have reciprocity agreements with Illinois do not need an Illinois sticker. Government owned or leased OHVs are exempt from this requirement.

#### **7. Project Indemnification**

- a) The project sponsor understands and agrees that it shall indemnify, protect, defend and hold harmless the State of Illinois and DNR from any and all liability, costs, damages, expenses, or claims thereof arising under, through or by virtue of the construction and subsequent operation and maintenance of the project facility. Neither the project sponsor nor its employees, agents or subcontractors shall be deemed an agent of the State or DNR.

#### **8. Program Violations and Grant Termination**

- a) Failure by the project sponsor to comply with any of the herein cited grant program requirements or the provisions stipulated in the signed grant project agreement shall be cause for the suspension of all grant assistance obligations thereunder, unless, in the judgement of the DNR, such failure was due to no fault of the project sponsor.
- b) The State may unilaterally rescind project agreements at any time prior to project commencement. After project commencement, agreements may be rescinded, modified, or amended only by mutual agreement. A project shall be deemed commenced once the project has been approved by DNR for grant assistance AND the project sponsor makes any expenditure or incurs any obligation with respect to the project.

### **III. PROGRAM INFORMATION CONTACT**

Illinois Department of Natural Resources  
Division of Grant Administration  
One Natural Resources Way  
Springfield, Illinois 62702-1271

Telephone: 217/782-7481  
FAX: 217/782-9599  
E-mail: [grants@dnrmail.state.il.us](mailto:grants@dnrmail.state.il.us)  
Web address:  
<http://dnr.state.il.us/ocd/gaoutnew.htm>

### **IV. APPLICATION FORMS and INSTRUCTIONS**

*( see following pages )*

# ILLINOIS RECREATIONAL TRAILS GRANT PROGRAMS

## APPLICATION CHECKLIST TABLE

The checklist table below indicates which application documents are required for each of the trail grant programs. Initial each corresponding box under the grant program for which you are making application to show that the document is completed and included with your submittal. *If a document does not apply to your specific project, leave the box blank.* The checklist must be attached to the front of the completed application.

Application Document	Grant Program				
	Bike Path	Snow-mobile	STEF	OHV	RTP
<b>1. Form RT/DOC-1, General Application Data</b>					
<b>2. Form RT/DOC-2, Acquisition Data</b> <i>(acquisition projects only)</i>					
2a. Commitment for Title Insurance					
2b. Appraisers' Qualifications (two required)					
2c. Copy of preliminary purchase agreement <i>(non-government applicants only)</i>					
<b>3. Form RT/DOC-3, Project Cost Data</b> <i>(development projects only)</i>					
3a. Copy of Deed, Easement, Lease, etc.					
<b>4. Form RT/DOC-3a, Trail Grooming Maintenance Cost Estimate</b>					
<b>5. Form RT/DOC-4, Project Narrative Statement</b>					
<b>6. Form RT/DOC-5, Certification Statement</b>					
<b>7. Form RT/DOC-5a, Certification Statement for Groomer Maintenance</b>					
<b>8. Public Hearing OR Public Notice Documentation</b> (see Form RT/DOC-I, item P) [non-government applicants: form enclosed for posting "notice" in county with no zoning]					
<b>9. Proof of \$1.0 million Liability Coverage</b> <i>(non-government applicants only)</i>					
<b>10. Copy of Incorporation Papers</b> <i>(local club applicants only)</i>					
<b>11. Attachment #1 - Project Location Map</b> (no larger than 11" x 17")					
<b>12. Attachment #2 - Project Site Plat/Boundary Map</b> (no larger than 11" x 17")					
<b>13. Attachment #3 - Site Development Plan</b> (no larger than 11" x 17")					
<b>14. Environmental Assessment Statement (EAS)</b>					
▶ IL Dept of Agriculture notification / sign-off <i>(Acquisition Projects only)</i>					
▶ Cultural Resources - Endangered Species - Wetlands review <i>(CERP Form &amp; required NWI Map attachment)</i> 4 copies required					
▶ Areawide Clearinghouse Notification <i>(government applicants only)</i> <i>Standard Form 424 and maps</i>					

**Mail Completed Application to:**  
 Illinois Dept. of Natural Resources  
 Division of Grant Administration  
 One Natural Resources Way  
 Springfield, IL 62702-1271  
 tele: 217/782-7481

(Only ONE original application must be submitted for the Bike Path program, an original, and a second copy must be submitted for the other 4 programs)

**Applications MUST BE received by noon on March 1 of each year. (May 1 for snowmobile programs.) If this date is on a weekend, applications will be accepted until the close of business on the first Monday of the month.**



I. Project Location: \_\_\_\_\_  
(County / Counties) (Township / Townships)

IL Legislative (Senate) District(s): \_\_\_\_\_ IL Representative District(s): \_\_\_\_\_ Congressional District: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

J. Miles of Trails Constructed / Improved with this Project: \_\_\_\_\_ Miles of Trail Directly Linked with Proposed Project: \_\_\_\_\_

K. Population Within Sponsor's Jurisdiction (Local Government Applicants Only) : \_\_\_\_\_

L. Source(s) of Initial Project Funding: Note: ALL Illinois Recreational Trails Grant Programs operate on a reimbursement basis. Project sponsor must initially finance 100% of the project costs after DNR grant approval.)

General Funds  Non-Referendum Bonds  Referendum Bonds

Donations: (specify: \_\_\_\_\_)

Other Federal or State Funds (specify: \_\_\_\_\_)

Other (specify: \_\_\_\_\_)

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

N. Complete Form RT/DOC-4, Narrative Statement to provide a brief/concise description of the proposed project.

O. Provide excerpt(s) / reference(s) from local, regional or State Trail/Recreation Plan that justifies or identifies the proposed project as a priority.

P. **Local government applicants** proposing the creation of a new trail within a linear, non-existing transportation corridor MUST conduct a Public Hearing, held specifically to solicit public review and comments on the proposed trail. Notice of the Hearing must be advertised in a local newspaper of general circulation at least seven (7) days prior to the Hearing date. Minutes of the Hearing, along with written comments received and a copy of the newspaper notice, must be submitted as part of the application.

**Non-government applicants** proposing a new, year-round trail or motorized use area MUST submit confirmation of project approval from local zoning board **OR if no local zoning regulations exist**, the applicant must submit a "certificate of publication" confirming that notice of project intent was published / advertised in the local newspaper AND confirmation that public notice of the project was posted at the local county courthouse and two (2) other prominent public locations in the county such as nearest municipal building, post office, etc. **(See attached public notice form for posting)**

Q. **Non -Government Applicant::**  
1. Submit proof of \$1.0 million minimum liability insurance coverage for proposed project facility.  
2. Club applicants submit verification of club's "incorporation" status with Sec. of State's Office.

**PROJECT MAPS** (no larger than 11" X 17")

Attachment #1 - Attach a county, township or city map showing the location and extent of the project trail. On the same map, also indicate location of, or links with, other trails in the immediate area AND the location of parks, schools & public buildings along the trail.

Attachment #2 - Attach a detailed **Project Boundary Map** (Survey / Plat Map, etc.) of the project trail ROW/property indicating dimensions and location of existing utility / road easements, etc.

Attachment #3 - Attach a **Project Development Plan** (drawn to scale). Include sketch of typical trail construction cross-section & of buildings (OHV applicants only) Also attach a 1:24,000 scale topographic (USGS quad) map or comparable map of the project area with the project site boundary lines and trail layout (or scramble area) clearly delineated on the map.

**PROJECT COMPLIANCE CERTIFICATION STATEMENT and ENVIRONMENTAL ASSESSMENT STATEMENT**

A. Complete and attach the Project Certification Statement (RT/DOC-5 form or RT/DOC-5a form) (*original signature required*)

B. Complete the Environmental Assessment Statement (EAS) form for the project including necessary inter-agency reviews and sign-offs as noted below. (*original signature required*) **( Not applicable to STEF program )**

1. IL Dept. of Agriculture regarding prime farmland impacts (*Acquisition Projects Only*)
2. Cultural Resources / Endangered Species / Wetland impacts (*CERP Form & necessary NWI map*)
3. Area wide Clearinghouse Notification, if applicable (*Standard Form 424 & project maps*)

Project Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. (Proposed Acquisition Schedule)

Parcel #	Acreage	Estimated Cost	Estimated Relocation Cost (\$15,000 max)	Acquisition Method ( * )
Subtotal				
Estimated Appraisal Fees				
Archaeological Survey Cost (if applicable)				
Estimated Site Survey Costs				
<b>TOTAL</b>				

( \* )    **F - fee simple title**                      **E - easement**                      **L - lease arrangement**                      ( If other, please specify )

2. List all existing structures on the property to be acquired and briefly describe their condition and what you intend to do with the structures. Also indicate if anyone is currently residing, storing personal property or farming the property, or if there appears to be any "encroachment" on the property by adjacent landowners.

ALSO, IDENTIFY ALL STRUCTURES ON THE PROJECT PLAT MAP (Attachment #2).

3. Is any part or all of the land to be acquired currently leased by the applicant or covered in a purchase agreement, option-to-buy agreement, etc.?  
 Yes [    ]                      No [    ]                      (If yes, please submit copy of lease, agreement, etc.)

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

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



RECREATIONAL TRAILS GRANT PROGRAMS  
STATE OF ILLINOIS/DEPT. OF NATURAL RESOURCES

**RT/DOC-3(a): TRAIL GROOMING MAINTENANCE**  
(STEF trail groomer projects only)

Type of Grooming Equipment: \_\_\_\_\_  
(year, make & model)

Club/Organization Operating Groomer: \_\_\_\_\_  
(name)

ITEM	IMMEDIATE PAST SEASON COSTS	PREVIOUS SEASON COSTS
Fuel . . . . .		
Oil . . . . .		
Other Fluids (specify) . . . . .		
. . . . .		
. . . . .		
Routine Maintenance Parts		
Filters . . . . .		
Other (specify) . . . . .		
. . . . .		
. . . . .		
Vehicle Insurance . . . . .		
Storage . . . . .		
Other (specify) . . . . .		
. . . . .		
. . . . .		
<b>TOTAL</b>		
Days of adequate snowcover for trail grooming:		
Number of Hours Groomer Operated:		
Trail Miles Groomed:		

Instructions: Describe, at a minimum, the overall concept of the project, project funding, agencies involved, approach to implementation, project location, trail mileage to be provided through the project, need for the project, anticipated benefits and the proposed schedule of operation (daily and/or seasonal hours of operation) for the project facility.

**Project Sponsor:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

As the individual duly designated to represent the \_\_\_\_\_, I do hereby certify that the information (applicant) presented in this grant application is true and correct. I do further certify that the project, if approved for funding, will be completed in accordance with the provisions set forth in the Recreational Trails Grant Manual and that the \_\_\_\_\_ has (applicant) the financial resources to initially fund 100% of the proposed project costs within the time frame imposed by the Department of Natural Resources for project execution prior to receiving grant reimbursement. It is understood that proposed acquisition projects (excluding those involving eminent domain) must be completed within nine (9) months and proposed development (equipment purchase) projects completed within 24 months following project approval by the Department of Natural Resources (DNR). Failure to complete said project within the specified time frame could be cause for project termination. In addition, failure to complete a project or withdrawal of a project due to lack of performance, insufficient funds or change in recreation priorities by the applicant shall result in the ineligibility of the project applicant for Illinois DNR grant assistance consideration in the next two (2) consecutive grant cycles.

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

This Certification Statement was duly acted upon and adopted by the \_\_\_\_\_ on the \_\_\_\_\_ day (applicant) of \_\_\_\_\_, \_\_\_\_\_ (month) (year).

\_\_\_\_\_  
Name (printed / typed)

Attested by: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Project Sponsor: \_\_\_\_\_

Trail Mileage Groomed: \_\_\_\_\_ miles

Address: \_\_\_\_\_

Trail Location (County/ies): \_\_\_\_\_

\_\_\_\_\_ IL \_\_\_\_\_

As the individual duly designated to represent the \_\_\_\_\_, for purposes of this  
(Club / organization name)

request to the IL Department of Natural Resources (DNR), I do hereby certify that the STEF-assisted groomer purchased under groomer purchased under STEF Project # \_\_\_\_\_ is still in operation for grooming trails maintained by the herein referenced club/organization AND application is hereby made for a groomer operation, maintenance and storage grant not to exceed \$2,140.00 (\$2,670.00/Tucker Sno-Cats) for insurance, fuel, oil, minor repairs, and other appropriate costs to operate and store the referenced groomer during the upcoming \_\_\_\_\_ winter season.  
(years)

(It is understood and agreed that expenses in excess of the herein stipulated limits necessary for "major" emergency groomer repairs exceeding \$250.00 per occurrence may be claimed for reimbursement if two written estimates of cost are submitted prior to the costs being incurred and the expense is )PRE-APPROVED by the DNR and/or the IASC.)

I do further certify that the trails groomed by the herein specified club / organization are open and available to the public for snowmobile purposes, and that the herein named club / organization has read, understands and agrees to comply with all terms and conditions of said grant program, and has the resource capabilities to 100% finance the associated operation and maintenance costs of the specified groomer prior to receipt of approved STEF grant reimbursement.

I also certify that the \_\_\_\_\_ will indemnify, protect, and hold harmless the Illinois DNR and  
(club / organization name)

its representatives from any and all liability, costs, damages or claims arising as a direct or indirect result of the operation or maintenance of the herein referenced STEF-assisted snowmobile trail groomer.

I hereby certify that this document was duly approved and adopted by the \_\_\_\_\_  
(club / organization name)

at a legal meeting of its membership on the \_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_.  
(month) (year)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Typed or printed)

Title: \_\_\_\_\_

Attested by: \_\_\_\_\_

Date: \_\_\_\_\_



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

(\*) In compliance with the 1982 Illinois Farmland Preservation Act, it is MANDATORY that notification be sent to the IL Dept. of Agriculture, Bureau of Land & Water Resources, State Fairgrounds, Springfield, IL 62794-9281 (tele: 217/782-6297) regarding all land acquisition projects located outside municipal corporate limits regardless of the land's current use. Application material to be provided includes "copies" of: 1) project location map with project boundary **clearly** delineated, 2) project plat map(s) with current site zoning and adjacent land uses listed on map(s), and 3) completed project narrative statement (RT/DOC-4). Comments provided to the project sponsor by the Dept. of Agricultural must be submitted to the Illinois DNR as part of the project application review process.

**Physical Resource Factors**

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

**Physical Resource Factors (cont.)**

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

(\*) See required CERP Form regarding "Cultural Resource, Endangered Species & Wetlands" review located at the end of this EAS report that must be completed (with the requested map attachments and photos, if applicable) and attached in duplicate (**4 copies**) to the EAS as part of the project application submitted to the DNR. *As part of the cultural resource review, please note that an on-site archaeological reconnaissance survey may be required to determine the existence and/or significance of such resources and potential impacts to them. The cost of such a survey is the responsibility of the local applicant and is eligible for grant assistance IF included in the application project budget. You will be notified if such a survey is required. PLEASE NOTE that the survey, if required, does not need to be conducted until after DNR grant approval.*

**Other Factors**

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

**NOTE:** *Government 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 to the appropriate clearinghouse for review and comment. (See back of 424 Form for agency jurisdictions and addresses)*

29. Known Project Controversy (if yes, explain)	YES _____			NO _____
30. Identify in " <u>Comment Section</u> " any known cemeteries within or adjacent to the project site OR other potential Adverse Impact(s) of the project.				

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

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

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

COMMENTS SECTION cont.

Factor #                      Comment

(Attach additional pages if necessary)

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

---

**PERSON RESPONSIBLE FOR PREPARING THIS DOCUMENT:**

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

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

**CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT**

Project Sponsor: \_\_\_\_\_  
 Project Title/Site Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

**Check appropriate response:**     New Project Application (*not previously reviewed / considered by IDNR*)  
     Application Resubmittal \*  
    \* If resubmittal, indicate the year(s) previously submitted: \_\_\_\_\_  
 Has project proposal changed in scope or design layout from previous submittal(s)?     Yes     No  
 If this is a development project was the property acquired with DNR funds?     Yes     No

**Project Location:** County: \_\_\_\_\_  
    **USGS Numeric Location Designation:** Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

**Please attach:**    1) project site development plan  
    2) photocopy of National Wetland Inventory (NWI) map showing project area.  
    (*Note: photocopy ONLY that portion of NWI map where project site is located. Copies should be no larger than 11"x17".*)  
    (*Clearly delineate and identify the "project site/park boundary" on the map with a dashed black line*)

**NWI maps may be purchased from:**

*Center for Governmental Studies  
 Northern Illinois University  
 Dekalb, IL 60115  
 tele: 815/753-0914*

**Size of Project Site:** \_\_\_\_\_ acres

(allow 2 - 4 weeks for receipt of maps)

(NWI maps may also be available from local and/or regional planning commissions.)

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

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

## 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). This information is depicted on the NWI map.
- 2) **NOTE regarding required NWI map: Department of Agriculture NRCS "wetland maps" or local/county "wetland maps" are not acceptable substitutes for the NWI map.**
- 3) **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.

### 4) **CERP Review / Sign off and Initiation of Project Construction.**

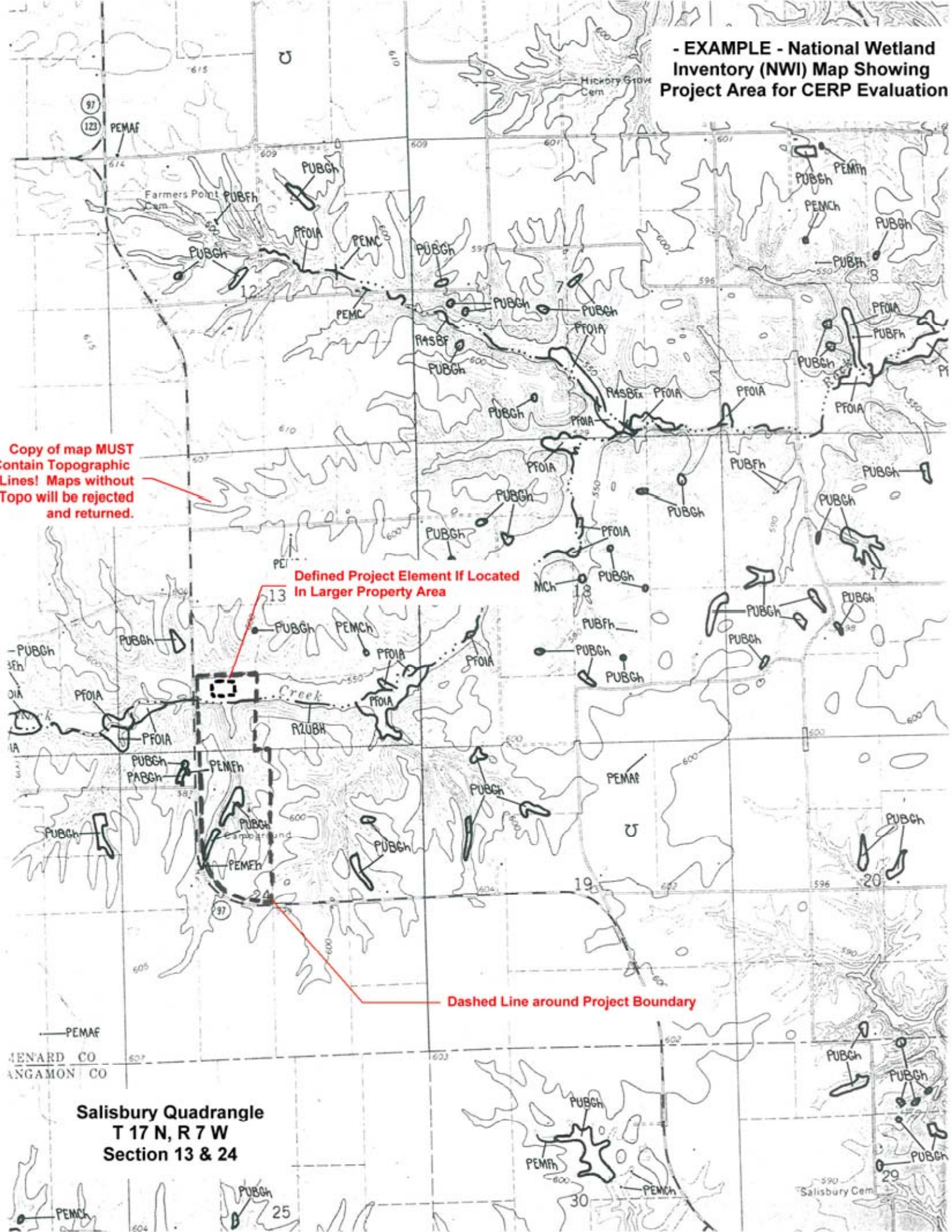
In many instances, grant money is awarded for a project without a fully completed CERP review and sign-off (e.g., notice given that archaeological survey required). **Under no circumstances can project construction be initiated without a completed CERP review and sign-off.** This includes any preparation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

- 5) **35 mm 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.
- 6) 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.
- 7) **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.**

**- EXAMPLE - National Wetland Inventory (NWI) Map Showing Project Area for CERP Evaluation**



**Copy of map MUST Contain Topographic Lines! Maps without Topo will be rejected and returned.**

**Defined Project Element if Located In Larger Property Area**

**Dashed Line around Project Boundary**

**Salisbury Quadrangle  
T 17 N, R 7 W  
Section 13 & 24**

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	APPLICANT IDENTIFIER N.A.
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	STATE APPLICATION IDENTIFIER
Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY N.A.	FEDERAL IDENTIFIER N.A.
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction			
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
Address (Street, County, State and ZIP code)		Name and telephone number of person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) <input type="text"/> - <input type="text"/>		7. TYPE OF APPLICANT (enter appropriate letter in box)	
8. TYPE OF APPLICATION		<input type="checkbox"/> A. State <input type="checkbox"/> B. County <input type="checkbox"/> C. Municipal <input type="checkbox"/> D. Township <input type="checkbox"/> E. Interstate <input type="checkbox"/> F. Intermunicipal <input type="checkbox"/> G. Special District <input type="checkbox"/> H. Independent School Dist.	
<input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es)		<input type="checkbox"/> I. State Controlled Institution of Higher Learning <input type="checkbox"/> J. Private University <input type="checkbox"/> K. Indian Tribe <input type="checkbox"/> L. Individual <input type="checkbox"/> M. Profit Organization <input type="checkbox"/> N. Other (Specify) _____	
<input type="checkbox"/> A. Increase Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> E. Other (specify) _____		<input type="checkbox"/> B. Decrease Award <input type="checkbox"/> D. Decrease Duration	
9. NAME OF FEDERAL AGENCY		N.A.	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT	
Title: RECREATIONAL TRAILS GRANT PROGRAM			
12. AREAS AFFECTED BY PROJECT (Cities, Counties, Street, etc.)			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date	Ending Date	Applicant	Project
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal		a. YES. THIS PREAPPLICATION-APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____	
b. Applicant		b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O 12372	
c. State		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local		17. IS THE APPLICATION DELINQUENT ON ANY FEDERAL DEBT?	
e. Other		<input type="checkbox"/> Yes If 'Yes', attach an explanation. <input type="checkbox"/> No	
f. Program Income		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 IF THE ASSISTANCE IS AWARDED.	
g. Total		a. Type Name of Authorized Representative	b. Title
		c. Telephone Number	
		d. Signature of Authorized Representative	e. Date Signed

# ILLINOIS AREAWIDE CLEARINGHOUSE

## Areawide Clearinghouses

1. Northeast IL Planning Commission

222 S. Riverside Plaza, Suite 1800  
Chicago, IL 60606  
Tele: 312/454-0400

2. Bi-State Metropolitan Planning Commission

1504 Third Avenue, P.O. Box 3368  
Rock Island, IL 61204-3368  
Tele: 309/793-6300

3. N. Central IL Council of Governments

P.O. Box 206, 110 N. Main St.  
Princeton, IL 61356  
Tele: 815/875-3396

4. Kankakee Co. Regional Planning Comm.

189 East Court St.  
Kankakee, IL 60901  
Tele: 815/937-2494

5. Western Illinois Regional Council

223 South Randolph  
Macomb, IL 61455  
Tele: 309/837-3941

6. Tri-County Regional Planning Comm.

100 N. Main St., Suite 201  
East Peoria, IL 61611-2533  
Tele: 309/694-9330

7. McLean Co. Regional Planning Comm.

207 West Jefferson St. Suite 201  
Bloomington, IL 61701  
Tele: 309/828-4331

8. Champaign County Regional Planning Commission

1776 E. Washington St. P.O. Box 339  
Urbana, IL 61803-0339  
Tele: 217/328-3313

9. Two Rivers Regional Council of Public Officials

Franklin Square, 4<sup>th</sup> & State St.  
Quincy, IL 62301  
Tele: 217/224-8171

10. Morgan Co. Regional Planning Comm.

345 W. State St.  
Jacksonville, IL 62650  
Tele: 217/243-9404

11. Springfield-Sangamon Co. Regional Planning Commission

200 South Ninth Street, Room 212  
Springfield, IL 62701-1629  
Tele: 217/535-3110

12. Logan Co. Regional Planning Comm.

529 S. McLean St.  
Lincoln, IL 62656  
Tele: 217/732-8835

13. Macon County Regional Planning Commission

253 East Wood Street  
Decatur, IL 62523  
Tele: 217/424-1466

14. West Central Illinois Valley Regional Planning Commission

P.O. Box 260, 116 South Plum  
Carlinville, IL 62626-0260  
Tele: 217/854-9642

15. Coles Co. Regional Planning Comm.

651 Jackson St., Room 309  
Charleston, IL 61920  
Tele: 217/348-0521

16. S.W. Illinois Metropolitan and Regional Planning Commission

203 West Main Street  
Collinsville, IL 62234  
Tele: 618/344-4250

17. South Central IL Regional Planning & Development Commission

120 Delmar Avenue, Suite A  
Salem, IL 62881  
Tele: 618/548-4234

18. Greater Egypt Regional Planning and Development Commission

P.O. Box 3160  
Carbondale, IL 62902-3160  
Tele: 618/549-3306

19. Greater Wabash Regional Planning Commission

P.O. Box 209  
Albion, IL 62806-0209  
Tele: 618/445-3612

20. Southeastern IL Reg. Planning & Development Commission

P.O. Box 606  
230 West Poplar St.  
Harrisburg, IL 62946  
Tele: 618/252-7463

21. Southern Five Regional Planning District & Development Comm.

219 Rustic Campus Drive  
Ullin, IL 62992  
Tele: 618/634-2284

