



# Illinois Department of Natural Resources

## ILLINOIS PARK AND RECREATIONAL FACILITY CONSTRUCTION GRANT PROGRAM (PARC)

For State Fiscal Year

# 2021

Program Information and Application Attachments for  
Grant Applicants



# Grant Basics

## INTRODUCTION AND PROGRAM OBJECTIVES

**Park and Recreational Facility Construction Grant Program (PARC)** is offered through the Illinois Department of Natural Resources (IDNR). The PARC program is a grant program that provides 75% to 90% (90% for disadvantaged communities) funding assistance to units of local government; counties, townships, municipalities, park districts, conservation districts, forest preserve districts, river conservancy districts and any other unit of local government authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes.

The program was created by [Public Act 096-0820](#), effective November 18, 2009. IDNR is authorized to award grants for park or recreation unit construction projects with funds appropriated from the Build Illinois Bond Fund.

Rehabilitation or construction projects must consist of capital expenditures that are bondable. (See A. on pages 7-8) for more details)

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

- (i) Capital facilities consisting of buildings, structures, and land for park or recreation purposes, and;
  - (ii) Open spaces and natural areas, as those terms are defined in Section 10 of the Open Land Trust Act.
- *Section 3050.10 Program Objectives [The Open Land Trust Act \(OLT\)](#)* provides for grants to be disbursed by the Department of Natural Resources (Department) to eligible local governments for the purpose of acquiring lands for the protection of lakes, rivers, streams, open space, parks, natural lands, wetlands, prairies, forests, watersheds, resource-rich areas, greenways, significant fish and wildlife resources, and endangered or threatened species habitat, and for public outdoor natural resource related recreation purposes.

This packet contains necessary grant application forms and the administrative rule governing the PARC program. Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources. Competitive criteria for evaluating project proposals are outlined in the administrative rule a copy of which is attached. It is IDNR's responsibility to ensure equal treatment of all eligible proposals and to award funds to projects on the basis of a review and prioritization of written applications submitted to IDNR by the specified application deadline established for the program.

**THE APPLICATION PERIOD FOR THE FY 2021 PARC PROGRAM IS DECEMBER 3<sup>rd</sup>, 2019 THROUGH JANUARY 21<sup>st</sup>, 2020. APPLICATIONS MUST BE RECEIVED BY THE IDNR NO LATER THAN 5:00 PM ON JANUARY 21<sup>st</sup>, 2020 TO BE ELIGIBLE FOR CONSIDERATION.**

The maximum grant amount available per project for the FY 2021 grant cycle is \$2.5 million. Incomplete applications and those received before or after the application period dates are ineligible. There is no limit on the number of applications a local sponsor may submit.

**PLEASE NOTE: THE PARC PROGRAM NOW REQUIRES A NON-REFUNDABLE APPLICATION FEE WITH THE EXCEPTION OF GRANTS BEING SOUGHT BY DISADVANTAGED COMMUNITIES, AS VERIFIED BY IDNR PRIOR TO APPLICATION. PLEASE SEE PARC 1-A IN THE ATTACHED PARC APPLICATION FORMS FOR DETAILED INSTRUCTIONS.**

Additionally, projects that are ultimately awarded grant funds will be required to pay a Grant Award Fee. See attachment 11 for additional details.

To access the application forms, go to: <http://www.dnr.illinois.gov/grants> . Forms may be filled out electronically and submitted as a hard copy. Only one copy of the application, three (3) copies of CERP along with attachments. containing original signatures, is required for submittal. Before completing an application, it is highly recommended that the IDNR grant staff be contacted at 217-782-7481 to discuss the proposed project informally. Inquiries regarding this program should be directed to the IDNR, Office of Grant Management and Assistance, One Natural Resources Way, Springfield, Illinois 62702-1271. Telephone: 217/782-7481, FAX: 217/782-9599 or email: [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov). Web address is <http://www.dnr.illinois.gov/grants>.

# Frequently Asked Questions

## **What is the main intent of the program?**

Read - [Act 17 ILL.ADM.Code 3070 section 3070.10](#)

Renovation or construction of indoor recreation facilities is the priority of this program since they are not eligible under other IDNR grant programs.

## **How is PARC funded?**

The PARC program is funded through State General Obligation Bonds. The amount of money available varies for each grant cycle.

## **Who is eligible to apply for PARC?**

Read - [Act 17 ILL.ADM.Code 3070 section 3070.20](#)

Local agencies eligible for assistance under this program are any unit of local government with the authority to expend public funds for the acquisition and development of land for public indoor or outdoor park, recreation, or conservation purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts, forest preserve districts and river conservancy districts.

## **Does our local agency have to be registered under the Grants Accountability and Transparency Act (GATA) to apply for these funds?**

Yes, the Grant Accountability and Transparency Act, 30 ILCS 708/1 et. seq. (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA Grantee Portal. Their website is: <https://grants.illinois.gov/portal/>. No applications will be accepted from any project sponsor who is not registered in the GATA system.

## **Are there additional forms that must be completed to comply with GATA?**

Yes, a GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete (along with the PARC application).

## **How much money is available through the grant program?**

The PARC grant is not run on an annually basis. This varies each time the General Assembly authorities' funds for PARC Grant funding. For fiscal year 2021, available funding is estimated at \$25 million.

## **What are the minimum and maximum funding assistance amounts I can apply for?**

Read - [Act 17 ILL.ADM.Code 3070 section 3070.30](#)

Due to bondability criteria, the minimum total project cost (including match) is \$25,000.

The maximum grant in FY2021 is \$2,500,000.00. The Administrative Rule states that no single construction project may be eligible to receive more than 10% of the amount so appropriated for any fiscal year, and no more than 10% of the total appropriation may be committed or expended on any one project. Total available funding in FY 2021 is estimated at \$25,000,000.00.

## **Is there additional information available on how funding will be distributed?**

Read - [Act 17 ILL.ADM.Code 3070 section 3070.30](#)

The Administrative Rule sets parameters for funding distribution based upon total program funding. Estimated total available funding in FY 2021 is \$25,000,000.

**Funding will be distributed as follows:**

- No single construction project may be eligible to receive more than 10% of the total appropriated funds for the fiscal year. For FY 2021, the maximum grant amount will be \$2.5 million. \$25,000,000.00 times 10%= \$2,500,000.
- 20% shall be awarded to the Chicago Park District \$25,000,000.00 times 20%= \$5,000,000.
- 80% shall be awarded to local government units outside the City of Chicago \$25,000,000.00 times 80% = \$20,000,000.
- Up to 10% of the appropriated funds for FY 2021 can be provided to disadvantaged communities with a reduced match requirement (grant covers 90% of project costs instead of 75%).

**That amount for FY2021 grant cycle would be \$2,500,000 (or one grant at the maximum threshold depending on the request amount and rank order after scored).  
\$25,000,000.00 times 10% = \$2,500,000 (or one grant at the maximum threshold).**

**Disadvantaged Communities must make a selection on Certification Form DOC-1.****Is there an application fee?**

Yes, the PARC program requires a non-refundable application fee. This fee is calculated as ¼ of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300. See Attachment 1-A in the grant program manual.

**Is there a fee if my project is selected for funding?**

Yes, there is a Grant Award Fee of 1% of the total funding assistance awarded with a maximum fee of \$5,000.

**When is the grant application deadline?**

Completed local sponsor project applications must be received by the IDNR during the application period to be considered in the PARC grant cycle or as indicated in the current Notice of Funding Opportunity (NOFO). The current application cycle NOFO can be found in the Catalog of State Financial Assistance (CSFA) at <https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>.

**Applications received before application period opening date or after 5:00 p.m. on application period closing date will not be accepted – NO EXCEPTIONS. Applications cannot be returned to the local sponsor.**

**How do we ask IDNR staff questions about our project?**

Prior to initiating an application, it is strongly recommended that IDNR grant staff be contacted at 217-782-7481 or email [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov) to discuss the proposed project. Considerable time and effort may be saved by doing so.

**Can project costs be incurred prior to grant award?**

All project costs incurred prior to IDNR approval, (with the exception of eligible project architectural/engineering costs) are ineligible for PARC assistance. Only PROPOSED acquisition and development projects are eligible for grant assistance.

**Is furniture/ equipment/ exercise equipment, etc. an allowable expense?**

Due to bondability guidelines, "original fittings & furnishing," necessary and appropriate for the functioning of the facility are generally an allowable expense for new structures, or rehabilitation projects that involve major/complete repurposing of existing space. The space would be considered "new", and generally includes structural improvements that are also bondable. To qualify, equipment

and furnishings must cost >\$100.00 and must have a long-term useful life.

Example: Current space is an airplane hangar; project will repurpose into a fitness center. Project will require extensive alterations to the structure and is bondable, and associated equipment is bondable.

However, if "remodeling" of a space will retain the previous purpose while also providing for replacement equipment within the space, the equipment is not bondable.

Example: Current space is a fitness center; project will remodel and update the fitness center to still be fitness center. Project bondability is dependent on the scope of the improvements; updated equipment is NOT bondable.

**An aggregation of mostly non-bondable elements together into a larger project does not make them bondable.**

**Can applications be made for multiple grants in the same year?**

There is no limit on the number of applications a local sponsor may submit. Project proposals must be for a single site; multi-site projects are not eligible. A single application consisting of both acquisition and development is not eligible.

**Can multiple phase projects be funded with the same grant?**

If a project consists of several stages, the project sponsor should request funds only for the stage(s) that can be adequately financed and completed in the time period specified for such projects (two years or less). If a local sponsor wants to submit an application for Phase II development of a site that is currently under construction from a Phase I PARC grant, the sponsor must contact IDNR staff for review and possible approval.

**Can I make changes to my proposed project scope after it has been selected for funding?**

All proposed grant projects are competitively scored and selected on the basis of merit. Under most circumstances, local sponsors may not deviate from the scope of an approved project. Occasionally circumstances arise whereby the project sponsor may request authorization to minimally revise the scope of an approved project. Such changes are made at the sole discretion of the IDNR staff.

**Can schools or private groups have exclusive or priority use of a facility?**

Schools and private groups may NOT have exclusive or priority rights to part or all of the site. All projects funded by this grant program must be open to the general public.

**Can PARC funding be used for a project that restricts use to a certain user group?**

All projects funded through this grant program must be open to the general public. Previous grant recipients have been required to pay back funding when it has been determined that the site is not open to the general public. Examples of ineligible projects include sites that are closed during normal operating hours for special invitation-only events (e.g. weddings), campsites that allow annual rental (and therefore are not available routinely to the public), facilities used exclusively by schools, etc.

**How much matching funding is required?**

25% match is required for most applicants, 10% match is required for disadvantaged communities.

**Are there limitations on using these grant funds to match other state or federal funds?**

PARC grant funds cannot be used to match other state or federal grant funds. For example, a local sponsor cannot use OSLAD funds as match for PARC or vice versa.



### **What is the difference between an OSLAD and a PARC grant project?**

The objective of PARC is to support capital facilities consisting of buildings, structures, and land for park, recreation purposes or land for open space or natural areas. The objective of OSLAD is to provide grants to eligible local governments to acquire, develop, or rehabilitate lands for public outdoor recreation. The primary difference is that PARC projects may include indoor recreational facilities. Scoring criteria and rating instruments are different between these programs. Most OSLAD (Open Space Lands Acquisition and Development) projects will rank lower under PARC.

A local sponsor may submit the same project under PARC and OSLAD but if the project receives funding under one program, they will not be eligible to receive funding from the other program. If a local sponsor receives a grant under OSLAD, they are not eligible under PARC and can't choose between the two programs to take advantage of the higher reimbursement percentage (75% vs 50%).

Projects that may be more suited for OSLAD program could be ineligible for PARC. Example: a local sponsor wants to construct new playground with no other project components. This would not be eligible because it would not have a life span of 20 years and would not be bondable.

# Guidelines to the PARC Program

## PROGRAM GUIDELINES AND GENERAL PROCEDURES

### I. Revenue

#### A. Source and Amount

The program was created by [Public Act 096-0820](#), effective November 18, 2009. IDNR is authorized to award grants for park or recreation unit construction projects with funds appropriated from the Build Illinois Bond Fund.

#### B. Eligible Applicants

Distribution of funds is limited to local agencies eligible for assistance under this program. Eligible local agencies are any unit of local government with the authority to expend public funds for the acquisition and development of land for public indoor or outdoor park, recreation, or conservation purposes. This includes, but is not limited to, counties, townships, municipalities, park districts, conservation districts, forest preserve districts and river conservancy districts.

#### C. Distribution of Funds

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

1. Of the total amount of PARC project funds awarded statewide, 20% shall be awarded to the Chicago Park District, provided that the Chicago Park District complies with the provisions of State law and this Part, and 80% shall be awarded to local government units outside of the City of Chicago.
2. No single construction project may be eligible to receive more than 10% of the amount so appropriated for any fiscal year, and no more than 10% of the total appropriation may be committed or expended on any one project.
3. Rehabilitation or construction projects must consist of capital expenditures that are bondable. A capital expenditure is an outlay of capital that confers long-term benefits (equal to or greater than 20 years) that permanently improves property value or usefulness. See bondability criteria below.

#### D. Cost Sharing

1. Any grant under the Park and Recreational Facility Construction Act [[30 ILCS 764](#)] (Act) to a local government shall be conditioned upon the State providing assistance up to 75% of the approved project costs, with the exception of those local governments defined as disadvantaged, which shall be eligible for up to 90% State funding assistance provided that no more than 10% of the amount so appropriated in any fiscal year under the Act is made available for disadvantaged local governments.
2. IDNR will determine which local sponsors are considered disadvantaged based on calculations using the most current published Illinois Census data and Illinois Department of Revenue information. IDNR may consider a unit of local government's



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

3. Disadvantaged community is defined as:

- An eligible local government located within a Standard Metropolitan Statistical Area (SMSA) with a per capita equalized assessed valuation (EAV) less than 60% of the State average and more than 15% of the population below the national poverty level and not containing a University in the community; or
- An eligible local government located outside an SMSA with an EAV less than 50% of the State average and more than 20% of its population below the poverty level and not containing a University in the community.
- The formula for disadvantaged communities is different for the PARC grant verses the OSLAD grants.

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

## **II. Types of Eligible PARC Projects**

PARC grants are available for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes. Applications must be for a single project site and the local sponsor must be capable of accomplishing the project in the specified PARC program time frame.

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

### **A. Bondable**

Rehabilitation or construction projects must consist of capital expenditures that are bondable. A capital expenditure is an outlay of capital that confers long-term benefits (equal to or greater than 20 years) that permanently improves property value or usefulness. Eligible project types include, but are not limited to:

- demolition at site in preparation for additional indoor/outdoor recreation purposes
- site preparation and improvements for indoor/outdoor recreation purposes

- utility work for indoor/outdoor recreation purposes
- reconstruction or improvement of existing buildings or structures for indoor/outdoor recreation purposes
- expansion of existing buildings or facilities for indoor/outdoor recreation purposes
- new construction of buildings and structures for indoor/outdoor recreation purposes

Original fittings, furnishings, and equipment on new structures are bondable. Fittings, furnishings, and equipment are bondable for remodeling/ rehabilitation projects only if they involve a complete/ major repurposing of existing space. Bundling multiple non-bondable elements into a larger project does not make them bondable.

DNR will have final decision-making authority regarding eligibility and the determination of what constitutes a bondable project. Additional information is available in the Bonding Guidelines in the Illinois Administrative Code [71 IL Admin Code Section 50].

## **B. Eligible Project Categories**

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

### **1. Acquisition Projects**

Eligible acquisition projects include the following:

- Acquisition of capital facilities consisting of buildings, structures and land for parks; or
- Acquisition of open spaces and natural areas, as defined in Section 3050.10 of the Illinois Open Land Trust Act. The Act provides for grants to be disbursed for the purpose of acquiring lands for the protection of lakes, rivers, streams, open space, parks, natural lands, wetlands, prairies, forests, watersheds, resource-rich areas, greenways, significant fish and wildlife resources, endangered or threatened species habitat, and for public outdoor natural resource related recreation purposes.
- Construction of new public indoor/outdoor recreation buildings, structures and facilities;
- Expansion of existing public indoor/outdoor recreation buildings, structures and facilities;
- General park purposes such as regional, community and neighborhood parks and playfields;
- Frontage on public surface waters for recreation use;
- Open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic or biologic features;
- Linear corridors for trails and/or greenways; and
- Additions to the projects described in subsections (a)(3)(A) through (F).

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

## 2. Development Projects

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

- Development, construction, reconstruction, rehabilitation, improvement, architectural planning and installation of buildings, structures and related infrastructure for park or recreation purposes.
- Outdoor recreation facilities such as playgrounds, trails, sport fields, shelters, etc. See section above on what makes a project bondable.

**For proposed development projects, the local sponsor must possess adequate “control and tenure” over the project site by the time of application submittal. Failure to provide proof of adequate control and tenure over the project site will result in the automatic denial without consideration. Applications will not be returned to the local sponsor.**

Examples of buildings and facilities that support outdoor/indoor recreation include but are not limited to sports fieldhouses, gymnasiums, natatoriums, recreation centers, indoor shooting/archery ranges, clubhouses/golfing, nature interpretive centers, bathhouses, warming shelters, indoor batting cages, indoor golf facility, indoor soccer fields, tennis courts, racquetball, squash, badminton, handball and ice-skating facilities.

**Building renovations may not include furniture, telecommunication or equipment and other non-bondable items. However, new building construction may include original furniture and equipment. For example: Fitness Equipment.**

**Please contact IDNR staff with any questions on project eligibility.**

## III. Ineligible for PARC assistance

- Architectural/engineering project as a standalone project with no development is not eligible. If the project includes both development and architectural/engineering, it is eligible.
- Operational costs No grant funds awarded by the Department shall be used for operational costs.
- Not bondable Example: a local sponsor wants to construct new playground with no other project components. This would not be eligible because it would not have a life span of 20 years and would not be bondable.
- Schools not allowed to restrict grant funded areas to school activity only. It must be open to the general public.
- projects with a total cost of less than \$25,000;
- feasibility studies, long-range development plans, master plans, and historical or archaeological research;
- Costs of repairs or maintenance that are normally anticipated to occur;
- Remodeling of a limited nature or scope that is not done as part of a larger bondable project;
- Costs of staff or resident labor and material;
- Ongoing operational and administrative expenses;
- Installation of fire alarms, smoke detectors, or connections of building monitoring systems to a central or off-site central monitor, unless included in a larger bondable project; and
- Purchase of vehicles or construction equipment.
- Acquisition of land from another public agency (excluding school districts) is not eligible for PARC grant assistance.

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

#### IV. Fees

##### A. Grant Application Fee

The PARC grant program requires a non-refundable application fee, with the exception of grants sought by Disadvantaged Communities, as verified by the IDNR prior to application [[17 Ill. Admin. Code 3000](#)].

**This fee is not a reimbursable expense and cannot be included in the project budget.**

The grant application fee amount shall be calculated as  $\frac{1}{4}$  of 1% (0.0025%) of the grant request with a minimum fee of \$100 and a maximum fee of \$300.

EXAMPLES:

A \$100,000 funding assistance request would require a \$250 application fee ( $\$100,000 \times 0.0025 = \$250$ )

A \$750,000 funding assistance request would require a \$300 application fee ( $\$750,000 \times 0.0025 = \$1,875$  which exceeds the \$300 maximum)

Grant application fees shall be rounded up to the nearest whole dollar amount:

EXAMPLE:

A \$115,000 funding assistance request would require a \$288 grant application fee ( $\$115,000 \times 0.0025 = \$287.50$  rounded up to the nearest whole dollar = \$288)

**Applications submitted without the required grant application fee, or with an incorrect amount, will not be accepted by IDNR. Failure of a grant application fee to clear the bank it is drawn against will result in the automatic denial without consideration. Applications will not be returned to the local sponsor.**

##### B. Grant Award Fee

The PARC grant program requires a Grant Award Fee be submitted by successful applicants at the time the formal grant agreement is returned to the IDNR for final execution. This fee shall be calculated as 1% of the total funding assistance awarded. [[17 Ill. Admin. Code 3000](#)].

No single Grant Award Fee shall exceed \$5,000.00. (PLEASE NOTE: Grants awarded to

Disadvantaged Communities, as verified by IDNR prior to application, are NOT required to submit this fee.)

**EXAMPLES:**

A \$200,000 grant award would require a \$2,000 Grant Award Fee ( $\$200,000 \times 0.01 = \$2,000$ )

A \$750,000 grant award would require a \$5,000 Grant Award Fee ( $\$750,000 \times 0.01 = \$7,500$  which exceeds the \$5,000 maximum)

Grant Award Fees shall be rounded up to the nearest whole dollar amount.

**EXAMPLE:**

A \$454,750 grant award would require a \$4,548 Grant Award Fee ( $\$454,750 \times 0.01 = \$4,547.50$  rounded up to the nearest whole dollar = 4,548)

The local sponsor may choose to consider the Grant Award Fee as an allowable reimbursement cost and include this cost in the identified costs of the project if so desired.

**Grant agreements returned without the required Grant Award Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of a Grant Award Fee to clear the bank it is drawn against will result in the automatic denial of the award and cancellation of the grant without further consideration.**

## **V. Local Sponsor Financing and Reimbursement**

### **A. Definition of a Local Sponsor**

The local sponsor is the legal entity that is applying for grant funding. It is the responsibility of the local sponsor to complete the project, if funded, in compliance with the executed grant agreement. All grant payments from IDNR are issued to the local sponsor. Please note that other terms such as local agency, sponsoring agency, local sponsor, applicant organization, grant applicant, project applicant, applicant, grantee, vendor, and grant recipient may be used interchangeably.

### **B. Ability to initially finance**

The local sponsor must possess the ability to initially finance the cost of an approved development project prior to receipt of grant reimbursement.

### **C. Reimbursement schedule and processing time**

Billing requests for grant reimbursement will be processed after 100% project completion, or as an option, they may also be processed after 50 % project completion. Approved projects should be completed by the grant agreement expiration date. The local sponsor must submit a project billing request to the DNR showing proof of 50% (optional) or 100% project completion and project cost/payment.

Once the billing request is approved, reimbursement should be issued to the local sponsor within 60 - 90 days. (Detailed instructions for project billings are sent to the local sponsor at the time of project grant approval.)

## D. Use of PARC Grant to Match Other Funding

PARC grant funds cannot be used to match other state or federal grant funds. State or federal grant funds cannot be used to match PARC. Example: A local sponsor cannot use PARC funds as match for OSLAD or vice versa.

## E. Agreed Upon Procedures

Costs claimed for reimbursement at 50% (optional) and 100% project completion 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 IDNR. A copy of the document completed by the independent CPA based on the "Agreed Upon Procedures" is submitted with the reimbursement request.

NOTE: The cost of having the independent attestation of the Project Billing conducted is considered an eligible project cost and may be claimed for 75% or 90% grant reimbursement **if the sponsor qualifies as a "disadvantaged community"**. See PARC- 1/General Project Data, # 11&/or 12.

## VI. Planning

### A. Architect and/or Engineer

Unless otherwise approved by IDNR, the local sponsor shall retain the services of a registered professional architect and/or engineer to make necessary field surveys, prepare detailed plans and specifications, and contract agreements; furnish necessary field supervision of the project construction; and provide other services that may be necessary for the proper design and construction of the approved project. These professional services shall be obtained pursuant to the Local Government Professional Services Selection Act ([50 ILCS 510/1 et seq.](#))

The maximum allowable claim for hired "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved PARC development project shall be based upon the following percentage of actual PARC-assisted construction costs:

15.25% Initial analysis, design & bid work, on site construction supervision and final project close-out work

### B. Accessibility

All facilities constructed with PARC assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (October 2018) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG).

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling 217-782-2864 (Springfield) or 312-814-6000 (Chicago).

To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: Access Board,



Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202-272-0080 or 800-872-2253 or contact their web site at [www.access-board.gov](http://www.access-board.gov).

Projects that have a second-floor must have an elevator in the project or must currently have a working elevator. This is a requirement if the PARC grant will fund anything on the second floor of any portion of the structure and/or if the roof will be impacted in any way by PARC funding.

**C. Project Costs Incurred Prior to IDNR Approval**

All project costs incurred prior to IDNR approval, with the exception of eligible project architectural/engineering costs, are ineligible for PARC assistance. Only PROPOSED acquisition and development projects are eligible for grant assistance.

**D. Single site & number of applications**

Project proposals must be for a single site; multi-site projects are not eligible. A single application consisting of both acquisition and development is not eligible. There is no limit on the number of applications that a local sponsor may submit.

**E. Pre-school & Daycare Facilities**

Pre-school and Daycare Facilities are NOT eligible for PARC assistance or matching funds. Project proposals that include pre-school or daycare facilities in the overall development plan are eligible for funding, however neither PARC assistance nor matching funds can be used to fund pre-school facilities. Therefore, the square footage must be removed from the PARC -4 Development Data and Attachment A-8 Site Development Plan. Use clear labels and explanations on both forms.

**F. Office Space**

PARC does not fund general office space such as park district headquarters. Project proposals may include only office space that is directly and specifically necessary to serve operation of the project facility. For example, office space at a recreation center for the recreation center director may be allowable, however office space for an events director who runs events at multiple sites is not. PARC assistance cannot be used for projects that are entirely for office space. The square footage of office space that is not specifically necessary for facility operation including space necessary to run a pre-school or daycare must be removed as above under Pre-school & Daycare Facilities. IDNR will have final decision-making authority regarding eligibility and the determination of what constitutes necessary office space.

**G. Easements**

Easements, both above and below ground, on property to be acquired or developed with PARC assistance must be made known to IDNR prior to State approval of the project to avoid potential conversion from outdoor recreation use. PLEASE NOTE, once property is acquired or developed with PARC assistance; the local sponsor cannot use, grant easements on, or transfer title to, the property, in whole or part, for non-outdoor recreation purposes (e.g., indoor recreation centers, libraries, school buildings, community centers, etc.). Such granting of easements or non-outdoor recreation use of the property constitutes a program conversion.

**H. Previous Grant Funding at Project Site**

If a proposed project consists of the construction of a new building or the expansion of an existing building (with the exception of support facilities, i.e., restrooms, concession buildings) and the park site has received previous OSLAD or LWCF grant assistance, the project may cause a

conversion of use and the applicant will be required to provide replacement property of equal or higher value. If a local sponsor is not aware if a site has received previous assistance, contact the Division of Grant Administration.

#### **I. Local Government Professional Services Selection Act Compliance**

The main intent of the program is to construct or rehabilitate/renovate existing recreation buildings/structures. If a project is approved, the local sponsor shall retain the services of a registered professional engineer and/or architect (unless otherwise approved by DNR) to make necessary field surveys, prepare detailed plans and specifications, and contract agreements; furnish necessary field supervision of the project construction; and provide other services that may be necessary for the proper design and construction of the approved project. These professional services shall be obtained pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.).

#### **J. Permits**

All necessary project construction permits and review sign-offs must be secured prior to PARC project approval and/or the construction start date. Costs incurred for any permit fees are not eligible for reimbursement. The local sponsor shall be responsible for and obtain all necessary permits, licenses or forms of consent, from, but not limited to, the following agencies. (Failure to do so can jeopardize grant reimbursement.)

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

**Projects constructing, or rehabilitating swimming pools must contact: Illinois Department of Public Health, Division of Engineering, 535 West Jefferson Street, Springfield, IL 62761, 217/782-5830.**

#### **K. Administrative Rules**

Complete rules and regulations for the PARC program are provided in the attached copy of the [Illinois Administrative Code, Chapter 17, part 3070](#), contained within this manual.

#### **L. Designated Contact Person for Local Sponsor**

The individual indicated in the grant application as the contact person for a local sponsor should be available for telephone contact during normal working hours (8:00 A.M. - 5:00 P.M.). The designated contact person serves as liaison with the DNR and should always be aware of the proposed project's status. All correspondence from DNR regarding a local sponsor's grant application should be read thoroughly and responded to promptly.

**TITLE 17: CONSERVATION**

**CHAPTER I: DEPARTMENT OF NATURAL  
RESOURCES SUBCHAPTER g: GRANTS**

**PART 3070**

**PARK AND RECREATIONAL FACILITY  
CONSTRUCTION ACT GRANT  
PROGRAM**

**Section**

- 3070.10**      **Program Objective**
- 3070.20**      **Eligibility Requirements**
- 3070.30**      **Assistance Formula**
- 3070.40**      **General Procedures for Grant Applications and Awards**
- 3070.50**      **Eligible Project Costs**
- 3070.60**      **Project Evaluation Priorities**
- 3070.70**      **Program Compliance Requirements**
- 3070.80**      **Program Information/Contact**

**AUTHORITY:** Implementing and authorized by the Park and Recreational Facility Construction Act [[30 ILCS 764](#)].

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

### **Section 3070.10 Program Objective**

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

### **Section 3070.20 Eligibility Requirements**

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

### **Section 3070.30 Assistance Formula**

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

- a) Of the total amount of PARC project funds awarded statewide, 20% shall be awarded to the Chicago Park District, provided that the Chicago Park District complies with the provisions of State law and this Part, and 80% shall be awarded to local government units outside of the City of Chicago.
- b) Any grant under the Park and Recreational Facility Construction Act [30 ILCS 764] (Act) to a local government shall be conditioned upon the State providing assistance up to 75% of the approved project costs, with the exception of those local governments defined as disadvantaged, which shall be eligible for up to 90% State funding assistance provided that no more than 10% of the amount so appropriated in any fiscal year under the Act is made available for disadvantaged local governments.
- c) The Department will determine which local governments are considered disadvantaged based on calculations using the most current published Illinois Census data and Illinois Department of Revenue information. The Department may consider a unit of local government's request for inclusion as a disadvantaged applicant. If so requested, the unit of local government must submit verifiable data to justify its request. The Department may consider other available data in its calculations but reserves the final determination on whether an applicant meets the definition of a disadvantaged community.

## **Section 3070.40 General Procedures for Grant Applications and Awards**

- a) Grant applications for assistance under this program will be due no later than 45 days after the public announcement by the Department that funds have been made available for this program. Failure to submit a completed application to the Department by the specified application deadline will result in project rejection for that grant cycle.
- b) Necessary application materials and instructions are available through the Department (see subsection (d)). Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources.
- c) Project grant applications consist of the following basic components, at a minimum:
  - 1) Applicant's name, address and telephone number;
  - 2) An itemized proposed project cost estimate;
  - 3) Project narrative statement describing the project concept, location, need for and objectives of the project, anticipated benefits, proposed usages and method of financing or accomplishing the project;
  - 4) Project location map, site plat map and proposed development plan;
  - 5) Project environmental evaluation;
  - 6) Proof of land ownership or usage rights for proposed development (construction) projects or commitment of title insurance for project property planned for acquisition;
  - 7) A signed document by the applicant verifying the applicant has the resources to initially finance and subsequently manage the project area and will comply with program regulations and indemnify the Department from any liability relative to the project; and
  - 8) A schedule of proposed expenditures/reimbursements from anticipated start through project completion.
- d) A program information packet may be obtained from the Office of Grant Management and Assistance, Illinois Department of Natural Resources, One Natural Resources Way, Springfield IL 62702-1271, telephone 217/782-7481.

## Section 3070.50 Eligible Project Costs

### a) Grant assistance may be obtained for the following items:

- 1) Rehabilitation or Construction Projects with Capital Expenditures. Capital expenditure means an outlay of capital that confers long-term benefits that permanently improve the property's value or usefulness. Capital expenditures generally include, but are not limited to, one or more of the following purposes: land acquisition, architectural planning and engineering design costs in association with a larger bondable project; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings or structures; initial furniture and equipment integral to the project; replacement of currently utilized assets by a better asset; and expansion of existing buildings or facilities. Work that constitutes repairs, maintenance or remodeling of a limited nature or scope and that is not done as part of a larger bondable project shall not be considered bondable capital expenditures. A non-bondable project is generally one that maintains or preserves the existing condition, use or size of a capital asset and that is neither in the nature of a betterment nor a change to the capital asset's condition, use or size.

Generally, this work does not significantly add to the value of the capital asset nor appreciably prolong the life of the capital asset. Eligible project types include, but are not limited to, the following:

- A) Demolition in preparation for additional indoor/outdoor recreation purposes;
  - B) Site preparation and improvements for indoor/outdoor recreation purposes;
  - C) Utility work for indoor/outdoor recreation purposes;
  - D) Reconstruction or improvement of existing buildings or structures for indoor/outdoor recreation purposes;
  - E) Expansion of existing buildings or facilities for indoor/outdoor recreation purposes; and
  - F) New construction of buildings and structures for indoor/outdoor recreation purposes.
- 2) The following are operating or other types of expenditures that are not considered capital expenditures:
    - A) Projects with a total cost of less than \$25,000;
    - B) Feasibility studies, long-range development plans, master plans, and historical or archaeological research;
    - C) Costs of repairs or maintenance that normally occur;



- D) Remodeling of a limited nature or scope that is not done as part of a larger bondable project;
- E) Costs of staff or resident labor and material;
- F) Ongoing operational and administrative expenses;
- G) installation of fire alarms, smoke detectors, or connections of building monitoring systems to a central or off-site central monitor, unless included in a larger bondable project; and
- H) Purchase of vehicles or construction equipment.

3) Land acquisition costs (fee simple title or permanent easement, etc.) for public park and/or conservation purposes, including associated eligible appraisal costs. Eligible projects include, but are not limited to, acquisition of land for the following:

- A) Construction of new public indoor/outdoor recreation buildings, structures and facilities;
- B) Expansion of existing public indoor/outdoor recreation buildings, structures and facilities;
- C) General park purposes such as regional, community and neighborhood parks and playfields;
- D) Frontage on public surface waters for recreation use;
- E) Open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic or biologic features;
- F) Linear corridors for trails and/or greenways; and
- G) Additions to the projects described in subsections (a)(3)(A) through (F).

b) Acquisition of land from another public agency (excluding school districts) is not eligible for PARC grant assistance.

c) Project costs for which reimbursement is sought cannot be incurred by the project applicant prior to grant approval notification. Costs incurred prior to Department approval are ineligible for grant assistance with the exception of architectural and engineering fees. For acquisition projects, costs are considered incurred when a property deed, lease or other conveyance is accepted by the local sponsor or first payment is made on the project property or to an escrow account for the property.

- d) Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered.
- e) No grant funds shall be awarded for the acquisition or development of land that will not be available for general public indoor/outdoor recreation use.
- f) PARC grant funds cannot be used to match other State or federal grant funds.

### **Section 3070.60 Project Evaluation Priorities**

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

#### **a) Statewide Local Needs Assessment – 55%**

- 1) Useful life of existing facilities and improvements in comparison to the Department's schedule of Useful Life of Park and Recreation Facilities;
- 2) Address public health and safety needs;
- 3) Sponsor has high economic need;
- 4) Correct accessibility deficiencies as defined by the Americans With Disabilities Act (42 USC 12101);
- 5) Projects that provide the greatest benefit in terms of cost per capita within the applicant's jurisdictional boundaries; and
- 6) Land acquisition.

#### **b) Statewide Comprehensive Outdoor Recreation Priorities – 10%**

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

**c) Project Concept and Site Characteristics – 15%**

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

**d) Local Planning – 10%**

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

**e) Other Considerations – 10%**

Relevant factors considered in evaluating the overall merits of a project and need for funding include projects located in inner-urban areas; involving land acquisitions of a time-sensitive nature; proposing initial site development; involving private donations; representing economic revitalization efforts; or from applicants not previously benefitting from PARC assistance.

**f) Penalty Factors**

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

**Section 3070.70 Program Compliance Requirements**

a) Any property acquired or developed through assistance from the Illinois PARC grant program must be open to the public for indoor/outdoor recreation use as set forth in this Part without regard to race or color, creed, national origin, sex or disability.

b) All development projects receiving grant assistance shall be bound by the terms of this program for a period of 20 years. All properties acquired with PARC assistance are required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for indoor/outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Department.

- c) Property acquired or developed with PARC funds may not be converted to a use other than public outdoor recreation use as provided in this Part without prior Department approval. Approval for property conversion will be granted only if the project sponsor substitutes replacement property of at least equal fair market value and comparable outdoor recreation usefulness, quality and location.
- d) For projects receiving acquisition assistance, an appraisal must be provided by the sponsoring agency and submitted to the Department for review and certification to establish the fair market value of the property. The appraisal must be accepted as complete by the Department.
- e) For projects receiving development assistance, the sponsoring agency must possess either fee simple title or other means of legal control and tenure (easement, lease, etc.) over the property being improved for a period of 20 years. The Department will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement, or other circumstances beyond the control of the unit of local government prohibit such arrangements. The sponsor must also adhere to applicable local bidding and procurement requirements and make available to the Department, upon request, all working plans, specifications, contract documents and cost estimates for review prior to commencing work. The format for any advertisement or prospectus soliciting and inviting bids, indicating submission deadlines, must also be presented, upon request, to the Department for review prior to publication.
- f) The local project sponsor is required to enter into an agreement with the Department for an amount agreed upon as necessary to complete the approved project, specifying the related grant reimbursement amount and program compliance regulations.
- g) Upon project completion, the project sponsor must submit a certified project billing request (expenditure statement) listing/verifying all funds expended on the project for which grant reimbursement is sought, as well as required billing documentation, as follows:
  - 1) Acquisition Project: Proof of good faith negotiations or fair market value offer to land seller, copy of property deed and title insurance policy (Judgement Order in case of condemnation) showing ownership transferred to the local project sponsor, and copies of canceled checks showing proof of payment to seller.
  - 2) Development Projects: Copy of construction as-built drawings (no larger than 11" x 17") and verification of actual project costs.
- h) All financial records on approved projects must be maintained and retained, in accordance with the Grant Funds Recovery Act [30 ILCS 705] and the State Records Act [5 ILCS 160], by the project sponsor for possible State audit after final reimbursement payment is made by the Department.

- i) The sponsoring agency must permanently post a PARC grant acknowledgment sign at the project site. The wording for the PARC sign will be provided by the Department.
- j) Projects assisted with PARC grant funds shall be implemented in accordance with all applicable federal, State and local laws, ordinances and regulations relating to public agency expenditure of funds for public works projects.
- k) The sponsoring agency must observe and comply with the provisions of the Prevailing Wage Act [820 ILCS 130/4], which apply to the wages of laborers, mechanics and other workers employed in any public works, and with the prevailing wage requirements of the Illinois Procurement Code [30 ILCS 500/25- 60].
- l) It shall be understood by the project sponsor that a Department representative may make periodic inspections of the project as construction progresses and that a final inspection and acceptance of the completed project may be made by a representative or agent of the Department prior to final payment of grant reimbursement to the local sponsoring agency.
- m) The sponsoring agency shall indemnify, protect, defend and hold harmless the Department from any and all liability, costs, damages, expenses, or claims arising under, through or by virtue of the construction, operation and maintenance of PARC assisted facilities.
- n) In connection with and prior to the construction and the subsequent operation and maintenance of PARC assisted facilities, it shall be understood that the project sponsor is responsible for obtaining any and all necessary construction permits, licenses or forms of consent, as required by law. Failure to obtain any required permits may jeopardize approved grant funding.
- o) The sponsoring agency must comply with and abide by the following operation and maintenance provisions:
  - 1) All lands and facilities assisted with PARC funds shall be continuously operated and maintained by the sponsoring agency in a safe and attractive manner at no cost to the Department and be operated and utilized in such a manner as to maximize the intended benefits to the public.
  - 2) The Department shall have access to PARC assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with this Part.
  - 3) The sponsoring agency may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities for dispersing food to the public and/or any other services as may be desired by the public and the sponsoring agency for enjoyable and convenient use of the PARC assisted site.
  - 4) Any and all concession revenue in excess of the costs of operation and maintenance of the PARC lands and/or facilities shall be used for the improvement of those lands or facilities or similar nearby public facilities. All sub-leases or licenses entered into by the sponsoring agency with third persons relating to accommodations or concessions to be provided for or at the PARC facility for benefit of the public shall be submitted to the Department, upon request, for its approval prior to the sublease or license being entered into or granted by the sponsoring agency.

p) **Conflict of Interests**

- 1) No official or employee of the local political subdivision who is authorized in his or her official capacity to negotiate, make, accept, or approve or to take part in decisions regarding a contract or subcontract in connection with an approved PARC grant project shall have any financial or other personal interest in any such contract or subcontract.
- 2) No person performing services for the local political subdivision in connection with an approved PARC grant project shall have a financial or other personal interest other than his or her employment or retention by the local political subdivision in any contract or subcontract in connection with an approved PARC grant project. No officer or employee of such person retained by the local political subdivision shall have any financial or other personal interest in any real property acquired under an approved PARC grant project unless that interest is openly disclosed upon the public records of the local political subdivision and the officer, employee or person has not participated in the acquisition for or on behalf of the local political subdivision.

q) The project sponsor certifies that it provides a drug free workplace and related employee assistance as defined and required by the Drug Free Workplace Act [30 ILCS 580].

r) Pursuant to Section 2-105(A)(4) of the Human Rights Act [775 ILCS 5/2- 105(A)(4)], the project sponsor certifies that it has a written sexual harassment policy that includes, at a minimum, the following information:

- 1) The illegality of sexual harassment;
- 2) The definition of sexual harassment under State law;
- 3) A description of sexual harassment utilizing examples;
- 4) The contractor's internal complaint process, including penalties;
- 5) The legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and
- 6) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policy shall be provided to the Department of Human Rights upon request.

s) **Program Violations and Project Termination**

- 1) The State will unilaterally rescind project agreements at any time prior to the commencement of the project in the event that State funds are not appropriated for the grant program. After project commencement, agreements may be rescinded, modified or amended only by mutual agreement with the local political subdivision. A project shall be deemed to be commenced when the local political subdivision makes any expenditure or incurs any obligation with respect to the project.
- 2) Failure by the local sponsoring agency to comply with any of the program terms listed in this Section shall be cause for the suspension of all grant assistance obligations, unless, in the judgement of the Department, the failure was due to no fault of the local sponsoring agency (e.g., statutory changes, acts of God).



## **Section 3070.80 Program Information/Contact**

For information on the PARC Grant Program, contact:  
Illinois Department of Natural Resources  
Division of Grant Administration  
One Natural Resources Way  
Springfield IL 62702-1271  
Telephone: 217-782-7481  
FAX: 217-558-4192  
Email: [DNR.Grants@Illinois.gov](mailto:DNR.Grants@Illinois.gov)

## **GUIDELINES FOR CAPITAL EXPENDITURES FOR CAPITAL GRANT PROJECTS**

The purpose of these guidelines is to prescribe the policies and principles to be followed in determining whether a specific project or class of projects is eligible to be funded from bond proceeds.

To be funded with the proceeds of a bond issued under state law, a project must be consistent with (1) Article VIII, Section 1 and Article IX, Section 9 of the 1970 Constitution of the State of Illinois; (2) other applicable substantive statutes; and (3) the appropriation authority. It is recognized, however, the general parameters set forth in these authorities do not permit a definition of all projects for which bond proceeds may be expended. To further define these purposes, bondability guidelines provide uniform references for the selection of specific projects or classes of projects to be funded through the sale of general obligation bonds.

### **General Guidelines for Utilization of Bond Proceeds**

A bondable capital project is one for which the expenditures generally include, but are not limited to, one or more of the following purposes: architectural planning and engineering design; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings or structures; initial furnishings and equipment integral to the project; and replacement of currently utilized assets by a better asset; expansion of existing buildings or facilities; and any other work which significantly increases the service potential of a building or structure.

Work that constitutes repairs, maintenance or remodeling of a limited nature or scope, which is not done as part of a larger bondable project, shall not be considered a bondable capital project. A nonbondable project is generally one that maintains or preserves the existing condition, use or size of a capital asset and which is neither in the nature of a betterment nor a change to the capital asset's condition, use or size. Generally, such work does not significantly add to the value of the capital asset nor appreciably prolong the life of the capital asset.

With the foregoing primary considerations in mind, the Department of Natural Resources will be guided by the following general principles in reviewing requests for funding a project with bond. To be eligible for funding with bond proceeds, the project must meet all of the following criteria:

- 1) The project expenses will not be recurring. In this context, recurring expenses are defined as those costs which are incurred for the same expenditure purpose subsequent to the completion of a bondable capital project, and at frequent or regular intervals over the life of the bonds issued to finance the project, but before the bondable expenses initially incurred for such purposes are completely amortized. An example would be the recurring cost of maintain a roof over the 20-year expected life of the roof. Although the "renovation" of the roof would be bondable in year 1 and year 21, and recurring flashing work in that period would be a nonbondable recurring maintenance expense.
- 2) The project is of a durable nature and not consumed in use.
- 3) The project is not subject to inherent risk of failure, rapid technological obsolescence, or primarily intended to fulfill temporary requirements or needs.
- 4) The expenditure of project funds appreciably increases, improves or enhances the interests of the entity, or its legally constituted subdivisions, in the property, land, building or asset to be developed, constructed or improved.

When applying these guidelines, the total scope of the work to be undertaken will be considered.

Individual elements of work, which would not be considered bondable when considered separately, may be included in a larger bondable project when the total scope of work meets the criteria set out in these guidelines.

Where bondable projects include or involve the purchase of equipment, the following conditions shall apply:

- 1) Any equipment purchased with the use of bond funds must not be subject to inherent risk of failure, rapid technological obsolescence, or primarily intended to fulfill temporary requirements or needs.
- 2) Bond funds are to be used only to acquire items that are considered as internal components and are necessary for the effective functioning of the projects. If considered separately this equipment may not have an extended useful life but since it is initially required, or cannot be separated from a functional project, it may be included.

### **Specific Guidelines by Project Type**

The following guidelines set forth the appropriate utilization of and limitations applicable to the use of general obligation bond proceeds to fund various capital improvement projects and related expenditure purposes.

**Planning.** Bondable planning costs include those expenditures which are related to architectural planning and engineering design required for developing and implementing a specific bondable capital improvement project. Included are costs for preliminary technical studies developed from program statements that reflect the general functional characteristics and architectural requirements of a bondable capital improvement project, costs for the completion of construction documents and detailed working drawings required for bidding and construction, including any allowable reimbursables provided within an executed contract for professional and technical services. Also included as bondable planning costs are fees for construction management and observation.

Expenditures for general long-range development plans, master plans, facility surveys, historical or archaeological research, feasibility studies, program or scope statements, energy audits, or other expenditures similar in character shall not be considered bondable.

**Building, Additions or Structures.** Expenditures for the construction of new or the reconstruction of existing buildings, additions, or structures are a bondable expense. This category refers to those facilities with a roof or walls that have a foundation. This category also includes site development necessarily required or related to the preparation of a site for construction reconstruction purposes; and required build-in, special purpose or other fixed equipment where such equipment is permanently affixed or connected to real property in such a manner that removal would cause consequent damage to the real property to which it is affixed. Also included in this category are expenditures for the installation or replacement of water control structures such as dams, culverts, aqueducts, drainage systems, locks, spillways, reservoirs, and channel improvements. Normally recurring expenses associated with water control structures or improvements are not bondable, unless part of a larger bondable project.

Examples of nonbondable expenses include: installation of rip rap, filter cloth, dredging and installation of plant materials

**Bondable work may include but is not limited to the following:**

- 1) New construction of buildings, structures, or facilities.
- 2) New construction of an addition or wing to an existing structure.
- 3) Reconstruction of an existing building or structure, which may include demolition, as well as installation of a new structural or interior walls, floors, ceilings, utilities, interior finishes, and equipment.
- 4) Exterior work, including exterior surface, structural or foundation work necessary to extend the useful life of the structure. The costs of repairs or maintenance normally anticipated to occur are not bondable. Such non-bondable repairs and maintenance include: patching concrete, filling of sealing cracks, painting, caulking, weatherproofing, sandblasting and cleaning. An aggregation of nonbondable repairs or maintenance does not constitute a bondable project even though the repairs or maintenance will be performed at the same time, this resulting in a greater total project expense. Nor does the fact that the repairs are being undertaken as a result of deferred maintenance make the project bondable. Elements of work that are not bondable if considered separately may be included in a larger bondable project.
- 5) Roof work limited to removal of all or major portions of a roofing system down to the decking and replacement with a new system reasonable expected to have an extended life. Replacement of insulation, decking, and other necessary structural work may be part of a bondable roof replacement project. Included in a bondable project may be stone or metal work and other work necessary to direct and control water drainage and ice formation. Nonbondable roof repairs include: Patching, replacing shingles, spot treatment with tar or other roof materials, adding gravel or other materials, or other repairs. Replacing gutters, downspouts, fascia and other work is not bondable as a project but may be included as part of a larger bondable roof replacement project.
- 6) Interior work, including major remodeling of areas here the function of the space is changed or substantially upgraded. Bondable interior work will generally involve the following elements of work: demolition, moving walls, new carpet or floor surfaces, new finishes, replacing electrical and plumbing facilities, changes to the heating or cooling system, and installation of new fixed or movable equipment. Nonbondable interior repairs or interior renovation include: painting, plastering, sanding, replacing electrical and light fixtures, decorative remodeling, insulation, installing paneling, and handicapped accessibility improvements such as installing handrails, moving toilets, partitions. Telephones, water fountains and widening entrances. If, as part of an accessibility project a structural and permanent change to the facility is made, such as rebuilding an entrance to accommodate a concrete ramp, the work may be considered bondable. An aggregation of nonbondable repairs or maintenance does not constitute a bondable project even though the repairs or maintenance will be performed at the same time, this resulting in a greater total project expense. Nor does the fact that the repairs are being undertaken as a result of deferred maintenance make the project bondable. Elements of interior work that are not bondable if considered separately may be included in a larger bondable project.

**Life Safety and Codes.** The justification or need for such work determines program and budget priority but does not affect the source of funds to pay for the work. The criteria in these guidelines for interior and utility work will determine whether the proposed life safety or code project is bondable. Examples of nonbondable work, unless included in a larger bondable remodeling or reconstruction project, include: installation of fire alarms, smoke detectors, fire doors and hall partitions, vent dampers, automatic door closers or connection of building monitoring systems to a central or off-site central monitor.

**Utilities.** Bondable utility costs include expenditures for the acquisition, construction, replacement, modification or extension of utility systems including: Construction or replacement of utility lines between buildings, replacement or installation of utilities to off-site supply systems, replacement of complete boiler or central air conditioning or ventilation systems. Bondable utility improvements include:

- 1) Provisions for potable water, high temperature water for sanitary or other related purposes, domestic hot or chilled water.
- 2) Systems and associated components for disbursing or providing electricity or telecommunications services, including underground or overhead distribution cables for television, computers, or other modes of communication.
- 3) Steam and condensate returns.
- 4) Storm and sanitary sewers.
- 5) Fire hydrant and stand pipes.
- 6) Central fire and security alert systems.
- 7) Lighting systems.
- 8) Tap-ons or extensions related to existing utility systems.
- 9) Automated temperature or environmental control systems, and air or water pollution control systems.
- 10) Provisions for the disposal of contaminated, radioactive, hazardous or surgical waste.
- 11) Solar heating or other approved energy systems as part of a bondable construction reconstruction project.
- 12) Sewage and water treatment facilities, equipment and related systems.
- 13) Earth moving to create artificial lakes, reservoirs for utility or related conservation purposes.
- 14) Restoration of natural and manmade features of the site of any utilities installation to its original conditions for erosion control.
- 15) Trenches or ditches dug for the purpose of laying tile or providing ducts to remove excessive rainfall and prevent erosion.

Nonbondable utility repairs include replacement of corroded, leaking, unsafe or undersized wiring or pipes inside a facility, repairs to stop leaks or replace boilers, adding controls or valves for energy conservation, replacement of thermostats or timers, installing meters or energy management computers or control or monitoring, installation or replacement of duct work or return air systems, adding heat reclaim systems, installing insulation, adding a solar heating or cooling system, installing telephone or communication systems such as paging or call systems, installing lines for television or computer monitoring for security or energy management.

**Site Improvements.** Bondable site improvement expenditures shall include all costs related to a bondable capital improvement project including demolition, rough and final grading of a site, and the construction or replacement of sidewalks, road and driveway pavement surfaces, bridges, ramps, curbs, overpasses, underpasses, pedestrian bridges and tunnels, surface parking areas, campground development, building terraces, retaining walls, exterior lighting, and seeding or sodding for erosion control. Installation of plant material or other landscaping costs are bondable only if included in a larger bondable capital improvement project. Site improvement projects not part of a larger capital project may be bondable if the structure or improvement provided is permanent and meets all other tests and requirements of these guidelines. Demolition of buildings, structure, removal of trees and plant material, grading, rerouting utilities and erosion control are bondable when they precede a bondable project to be undertaken on the same site. Clearing and or demolition of vacant buildings are bondable only when in preparation for a bondable construction project.

Bondable roadwork may include construction of a new road or parking lot, extension of a road or parking lot, or upgrading a road or parking lot to a significantly more permanent surface. Examples include upgrading from gravel to oil and chip, oil and chip to asphalt, or asphalt to concrete. The bondable road project includes all necessary signing, landscaping, erosion control, drainage, lighting, bridges, safety, and control structures. Repairs or resurfacing of existing roads to preserve and extend useful life are not bondable. Repairs to existing bridges such as sandblasting, painting, sealing or resurfacing are not bondable.

**Durable Moveable Equipment.** Durable moveable equipment is the initial movable equipment, other than build-in equipment, which is necessary and appropriate for the functioning of a particular facility for its specific purpose and which will be used solely or primarily in the rooms or areas covered in the subject project. Further, such equipment is defined as manufactured items which have an extended useful life, are not affixed to a building and are capable of being moved or relocated from room to room or building to building, are not consumed in use, and have an identity and function which will not be lost through incorporation into a more complex unit. Equipment affixed or built into the building or structure is considered fixed equipment and is a bondable expense.

In applying the above definition, reference should be made to the State Finance Act and the distinction between Commodities (Chapter 127, Paragraph 151b) and Equipment (Chapter 127, Paragraph 156) as defined by that Act.

The following items are bondable when such items are part of a larger bondable project:

- 1) Office equipment and furnishings.
- 2) Machinery, implements, and major tools.
- 3) Scientific instruments and apparatus with the exception of those items which are subject to short useful life, i.e., glassware, tubing, crockery, light bulbs, etc. these items are more correctly defined as commodities.
- 4) Equipment not otherwise classified will be considered bondable provided it meets all other guidelines.
- 5) Items of equipment costing under \$25 which are purchased in quantity, conform to all other guidelines and have a significant useful life of a minimum of 10 years. These items should be capable of identification for inventory control purposes.
- 6) Art-in-Architecture Act.



**Non-Bondable expenses include:**

- 1) Commodities.
- 2) Library books, maps, and paintings, other than those purchased in the Art in Architecture Program.
- 3) Livestock.
- 4) Rolling stock of a specialized nature, including cars, trucks, boats, and related items.
- 5) Spare and replacement parts.
- 6) Items with a short useful life such as glassware, crockery, light bulbs, etc.

**Other Expenditures.**

The following are operating or other types of expenditures that are specifically not bondable and should not be included in bondable capital project budget requests:

- 1) Projects that cost less than \$25,000.
- 2) Operational and administrative expenses, such as compensation costs, travel, commodities, non-initial equipment, or other recurring expenditures which are similar in character.
- 3) Lease payments for rental of equipment or facilities.
- 4) Costs for archaeological digs, research or exploration.
- 5) Costs of staff or resident labor and material.
- 6) Expenditures to acquire or construct temporary facilities or for facilities where abandonment or replacement is imminent.
- 7) Separate purchases of sand, gravel, rock, asphalt or concrete in limited quantities, ordinary hardware items, and temporary nondurable fencing.
- 8) Spare or replacement parts and equipment, hand tools, decorative models, plaques and other commemorative memorabilia, supplies or other commodities.
- 9) Purchase of automobiles, trucks, farm or construction equipment, boats or rolling stock.
- 10) Livestock or laboratory animals.
- 11) Unpredictable or unusual legal expenses (other than those associated with land acquisition) which are not ordinarily provided within the budget for a capital project.

**Approved by IDNR Legal Counsel 01/19/03**

# **PARC Project Application and Implementation Process**

## **1. APPLICATION PERIOD (as indicated on the NOFO) – SUBMISSION**

The project applicant submits the application to the Illinois Department of Natural Resources (IDNR). Receipt of the application is acknowledged by staff after a desk review is performed. IDNR staff reviews the proposal to determine the applicant's and the project's eligibility. The application is also checked for completeness. If it is found to be incomplete or unacceptable, the applicant will be notified.

## **2. RECOMMENDATIONS AND APPROVAL**

Project sponsors are notified in writing of the status of the application(s). *Project sponsor may not begin the project until a project agreement is fully executed between IDNR and the project sponsor.* If the proposal(s) is not selected, the applicant will be notified. Applications are not returned.

## **3. AGREEMENT**

A contract is signed to assure that the applicant will complete the project within 24 months and be eligible to receive 75% (or 90% for distressed communities) reimbursement. The contract is between the state (IDNR) and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.

## **4. PROJECT IMPLEMENTATION**

The project sponsor may proceed with project construction after completing any additional steps required. Procedural instructions will be provided to the local sponsor. Any change order +/- \$10,000 that occur within a contract bid under this PARC grant OR a 10% change within a GATA approved budget line must be approved by IDNR prior to executing the change. Reimbursement requests may be made after funds have been expended.

## **5. PROJECT COMPLETION**

The project should be completed within 24 months. A site inspection may be made after the project is complete; IDNR staff may also visit the project at any time during construction. A PARC acknowledgement sign must be posted in a conspicuous location when the project is complete. The required sign or specifications for its construction will be furnished by the IDNR.

# PARC Application Instructions

**\*\* PLEASE READ THOROUGHLY \*\***

- 1) Prior to preparing an application for PARC consideration, it is **highly recommended** that IDNR grant staff be contacted to informally discuss eligibility and merits of the project proposal.
- 2) This manual is provided as a .pdf file with fillable applications forms that can be opened and accessed using Adobe.
- 3) **The required attachments that need to be submitted to the IDNR by January 21st, 2020 requiring signatures must contain original signatures on all forms.**
- 4) Application material will be scanned by the IDNR. Due to equipment limitation, maps and drawings should be limited to 8 ½" x 11" whenever possible, but ***never*** larger than 11" x 17".
- 5) **Attachments should be submitted to:**

Illinois Department of Natural Resources  
Grant Management and Assistance  
PARC Grant Program  
One Natural Resources Way  
Springfield, IL 62702

Documents will NOT be returned.