

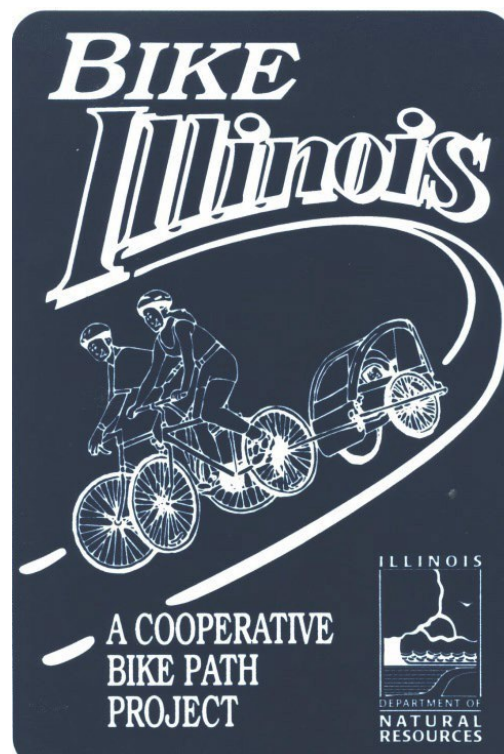
**Illinois Department of
Natural Resources**

Illinois Bicycle Path Grant Program

State Fiscal Year

2025

Program Information for Applicants



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

FY2025 BIKE PATH PROGRAM CHANGES

- **The Illinois Bicycle Path Grant (BIKE) Program will only accept applications electronically through the AmpliFund Grant Management System.**
- **No other form of submission will be allowed or eligible.**
- **Any submission that does not include all required documents and/or completed responses in the BIKE Application will be considered ineligible and will not be reviewed.**
- **Applications must be submitted on the applicant organization's AmpliFund account. Applications that have been submitted on an incorrect account will not be considered for funding.**
- **All applications must be submitted to:**

➤ <https://il.amplifund.com/Public/Opportunities/Details/267f3081-9ee1-4bf2-92dc-c4fd320f706f>

Grant Basics

The Illinois Bicycle Path Grant Program is offered annually through the Illinois Department of Natural Resources (IDNR). The following pages contain a very brief overview of this grant program; please read the grant guidelines for more detailed information.

Illinois Bicycle Path Grant Program (BIKE PATH): This is a **reimbursement** grant program that provides up-to-50 percent project funding assistance on total approved project costs. The maximum grant award for development projects is limited to \$200,000 per request. There is no grant limit established for acquisition projects.

The following types of projects are eligible for BIKE PATH funding:

- Land acquisition of property in fee simple title, permanent easements, or long-term leases (the lease must be for the minimum of 25 years and be non-revocable), including associated appraisal costs approved by the IDNR, for securing a linear corridor/right-of-way to be used for bicycle path development
- New bicycle path development - must include trail construction (may include site clearing and grading, surfacing, drainage, bridging, access control devices, fencing & signs)
- Bicycle path renovation – must include trail construction (may include site clearing and grading, surfacing, drainage, bridging, access control devices, fencing & signs)
- Bicycle path support facilities and/or amenities (for example parking areas, access roads, shelters, lighting, benches, restrooms, safety lighting, potable water supply, and architectural/engineering services deemed necessary for proper design & construction)
- Projects that have been awarded federal funds and have completed Phase 1 and Phase 2 engineering. (Applicants are strongly encouraged to contact IDNR Grants staff)
- Non-motorized bicycle paths

BIKE PATH funding is available to: Units of local government with statutory authority to acquire develop and maintain lands for bicycle trail purposes. This includes but is not limited to: counties, townships, municipalities, park districts, conservation districts and forest preserve districts.

The following types of projects are not eligible for BIKE PATH funding:

- Costs incurred prior to IDNR grant execution;
- Phase I or Phase II engineering;
- Projects that will not be available for public bicycling use;
- Bicycle routes and/or lanes sharing existing roadway surfaces;
- Projects that have already been awarded federal funds (i.e. IDOT administered “Enhancements” projects) that are only in Phase I or Phase II engineering;
- Projects that anticipate ITEP funding to be used as matching funds to this application;
- Site clearing and grading, surfacing, drainage, bridging, access control devices, fencing & signs as a standalone project are not eligible.
- Motorized bicycle path.

Frequently Asked Questions

Please see grant guidelines for additional details

I am not sure which grant program is better suited for my project. What are the funding priorities with BIKE PATH?

The IDNR funding priorities include projects acquiring land or long term/permanent easements for linear corridors; projects proposing development of a bicycle trail system, particularly long distance trails, connector trails linking several existing trails, or multiple use trails; projects allowing multiple trail uses; projects identified in state, regional or local bikeway/trail plans and/or outdoor recreation plans, comprehensive plans, etc.; 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; projects having minimal adverse environmental and social effects; projects proposing initial development of bicycle path facilities at the project site (*trail renovation projects are a lower priority than new trail construction*); 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 projects where long term operations and maintenance capability is clearly demonstrated by the local sponsor.

Projects that have received federal funds (e.g., TEA-21, CMAQ, etc.) to fund part of the proposed project are a lower funding priority.

What is the difference between the Illinois Bicycle Path Grant Program and the RTP grant program?

RTP is expected to be in a natural setting providing a sense of being in nature. A Bike Path project should be a linear pathway that is paved or hard surface such as aggregate. RTP trails can allow motorized use whereas a Bike Path cannot, RTP projects also allow equestrian use where Bike Path projects do not.

May we apply to both RTP and Bike grant?

Yes, however by applying to both funding sources, the applicant is consenting to allow the IDNR to recommend the most appropriate sources of funding for the project. The applicant must also physically complete a full application for both programs to be eligible in both programs

How much money is available through the program?

This can vary from year to year depending on appropriations. There is \$750,000 available through the program, which will be posted in the Notice of Funding Opportunity (NOFO) on the Grants Accountability and Transparency Act (GATA website).

What is the maximum amount of funding assistance I can apply for?

BIKE PATH provides 50% reimbursement funding assistance on approved projects. A maximum grant of \$200,000 may be awarded per application for development projects. No maximum grant award amount is set for acquisition projects.

Is there an application fee?

Yes, the BIKE PATH program requires a non-refundable application fee. This fee is calculated as $\frac{1}{4}$ of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300.

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.

Can I apply for multiple grants through BIKE PATH?

Yes, there is no limit on the number of individual BIKE PATH grants that one entity can apply for. However, there must be an ingress and egress to the Bike Path.

When is the grant deadline?

Applications are due no later than **5:00 pm on May 9, 2025.**

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' grantees 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 I complete my grant application on-line?

Yes, applications **must** be completed/submitted through the AmpliFund Grant Management System:

- <https://il.amplifund.com/Public/Opportunities/Details/267f3081-9ee1-4bf2-92dc-c4fd320f706f>

How are awarded projects selected?

All applications undergo extensive review, often including a site visit. After project site visits have been completed, professional staff members score all applications. Projects and scores are then reviewed and approved by IDNR administration. At the completion of this process award announcements are made.

What is meant by reimbursement?

If your project is selected for funding, you must have adequate funds **on hand** to pay for your entire project. The project sponsor (grantee) pays all costs associated with the project and, when completed, submits the billing documents (provided in the Implementation & Billing Packet) to the IDNR. IDNR then reviews the documentation and once approved, will pay the project sponsor the eligible grant percentage. Reimbursement time turnaround is estimated at 8-12 weeks.

My project proposal includes construction on land that is owned by others. Is this allowable?

All grant assisted construction projects must be located on property that is owned, leased (minimum 25-year non-revocable lease) or on an easement held by the project sponsor. Documentation is required.

How long do I have to complete my project?

Do not start your project until you have entered into formal agreement with the IDNR. You should plan to complete your project within ***24 months of entering into the agreement with the IDNR.***

Are there any requirements for contracting of project work to be completed?

Project construction may be accomplished by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines (the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases), 2) directly hired labor and material purchases IF qualifying as bid exempt and 3) using local agency Force Account labor (in-house staff).

If my staff members work on the project, is the value of their time eligible as a project cost?

Yes, in-house labor may be counted as part of the awarded project costs. Documentation of their hourly wages will be required.

Is there a minimum standard for the project surface width?

Yes, the project must be constructed with a minimum finished tread surface width of eight feet (8'). It is recommended that construction be in compliance with AASHTO's "Guide for the Development of Bicycle Facilities, 4th Edition", dated 2012.

Will there be any project reporting requirements?

Status of project progress and spending must be reported to the IDNR Grant Administrator assigned to the project **each January 1, April 1, July 1 and October 1** throughout the duration of project implementation (i.e., until the FINAL project billing is submitted to IDNR). The "Periodic Performance Report" and "Periodic Financial Report" forms are required under the Grant Accountability and Transparency Act. **Failure to submit a required report will result in no reimbursement (for projects over \$25,000.00) and may result in the local sponsor being placed on the statewide Stop Pay List (See 44 IL Admin Code 7000.80)** Forms for reporting will be provided at the time a project is awarded.

Are there specific billing requirements on awarded projects?

Projects that are awarded are required to follow certain procedures and billing protocols that are explained in the Implementation & Billing packet.

Are road share Bike Path eligible? No

What should the separation of the Bike Path be if within a right-of-way?

Where a two-way bike path is physically located within the highway right-of-way, traffic wide separation should be provided to demonstrate that the path functions as an independent facility for bicyclists and other users. This separation should be as wide as practical and still allow the bicyclist to be visible by the motorist. However, the following minimum separations are recommended:

1. Urban Cross Section. The minimum recommended distance between the path and the face of curb is 5 ft.
2. Rural Cross Section. The minimum recommended distance is based on the posted speed limit.
 - For a posted speed limit of 45 mph (km/h) or less, the minimum separation between the path and the edge of travelled way is 5 ft (1.5 m).
 - For a posted speed limit greater than 45 mph (km/h), the minimum separation between the path and the edge of travelled way is 10 ft (3.0 m).

Who can I contact if I have questions?

Illinois Department of Natural Resources
Office Grant Management and Assistance
Attn: BIKE PATH Grants
One Natural Resources Way
Springfield, IL 62702-1271
Email: dnr.grants@illinois.gov
telephone: (217) 782-7481
fax: (217) 782-9599

Guidelines for the Illinois Bicycle Path Program

Introduction and Purpose

Introduction and Purpose

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 off-road, 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**. Looped trails within a single parcel or park site are not eligible for BIKE PATH funding. These projects, however, may be eligible for Recreational Trails Program (RTP) or Open Space Land Acquisition and Development (OSLAD) grant assistance. The only exceptions are looped trails located within very large preserves and connected/linked to another trail. Bicycle routes sharing existing roadway surfaces are also not eligible for funding consideration under this program.

I. Revenue

A. Source and Amount

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).

B. Distribution

Distribution of funds to eligible government agencies will be on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the project sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

C. Cost Sharing

BIKE PATH will reimburse up to 50 percent of total approved project costs up to the maximum allowable cost. The remainder of the costs will be borne by the project sponsor. BIKE PATH is a reimbursement program, meaning that a project sponsor must have sufficient cash, donations, or eligible in-kind services to pay for work, and then be paid back the grant percentage after approval of a reimbursement request.

II. Types of Eligible BIKE PATH Projects

- A. Land acquisition of property from *willing sellers* in fee simple title, permanent easements, or long-term leases, including associated appraisal costs approved by the IDNR, for securing a linear corridor/right-of-way to be used for bicycle path development. (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 IDNR 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 lease agreement or other circumstances beyond the control of the governmental unit prohibit such arrangements.)
- B. New bicycle path development - must include trail construction (may include site clearing and grading, surfacing, drainage, bridging, access control devices, fencing & signs).

- C. Bicycle path renovation - must include trail construction (may include site clearing and grading, surfacing, drainage, bridging, access control devices, fencing & signs).
- D. Bicycle path support facilities and/or amenities (for example parking areas, access roads, shelters, lighting, benches, restrooms, safety lighting, potable water supply, and architectural/engineering services deemed necessary for proper design & construction).

III. Ineligible BIKE PATH Projects

Illinois Bicycle Path Grant Program funds may **NOT** be used for any of the following:

- A. Land acquisition through eminent domain (exceptions to this rule might be made by IDNR staff after reviewing the circumstances in extreme situations);
- B. Bike Path grant funding cannot be expended on U.S. Forest Services Land;
- C. Projects not available for public use;
- D. Bicycle routes and/or lanes sharing existing roadway surfaces (Road share bike path);
- E. Phase I or Phase II engineering;
- F. Costs incurred prior to IDNR grant execution;
- G. Projects that anticipate ITEP funding to be used as matching funds to this application;
- H. Site clearing and grading, surfacing, drainage, bridging, access control devices, fencing & signs as a standalone project are not eligible;
- I. Motorized bicycle path (except those used for physical mobility requirements).

IV. Allowable Costs

A. Basic Concept

The Illinois Bicycle Path Grant Program is a reimbursable grant program. To be eligible for matching assistance, costs other than design or appraisal costs must be incurred within the project period, stipulated by a signed project agreement. All projects must allow public bicycling use.

B. Development and Renovation

Upon receipt of a fully executed grant agreement with the IDNR for a project, development and renovation costs are eligible for reimbursement and are incurred on the date construction contracts are signed or at the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (grant agreement award date through contract expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

C. Acquisition

Acquisition costs are eligible for reimbursement, including associated appraisal costs approved by the IDNR, for securing a linear corridor/right-of-way to be used for bicycle path development, **if incurred during the grant contract period**. All eligible acquisitions should be done under an approved grant contract. The acquisition must be completed using state guidelines. Costs are considered incurred when 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/agent for the property. No purchase agreement, option, etc., or price negotiations shall be entered into without IDNR approval. Title to any property for which grant reimbursement is sought cannot be taken by the sponsoring agency before IDNR approval of Fair Market Value (FMV) for the property is received.

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 IDNR 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.

Trail corridor width approved for grant funding generally does not exceed 100'. Reimbursement is based upon 50% of the approved fair market value (FMV) of the land and associated costs.

D. Land Donations

A local agency may receive up to 50% reimbursement on the approved FMV 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 IDNR approval. *Land donations can be combined with either an acquisition or development project.*

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

The value of donated real property shall be established by an independent appraiser. The IDNR will review the narrative analytical appraisal and, if disputes arise as to fair market value, the property will be re-appraised by another appraiser chosen by IDNR. Project sponsors must pay for the appraisals, which are eligible for reimbursement.

E. Planning

In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, a share of the costs may be borne by program funds. The maximum allowable claim for "contracted" Architectural/Engineering (A/E) services used for the proper design and construction supervision/administration of an approved BIKE PATH development project is 15.25%. To be eligible for reimbursement, planning costs must reflect actual grant work that was performed. **Planning work is not eligible as a stand-alone project.**

V. ADMINISTRATION

A. General Responsibility

Office Grant Management and Assistance (OGMA) will administer the Illinois Bicycle Path Grant Program (BIKE PATH) for the IDNR and insure both the successful performance of the project and the continued operation and maintenance of aided facilities for public recreational trail use. The OGMA will also inspect projects to insure compliance with the intent of the program.

b. Eligible Applicants

Any unit of local government with statutory authority to acquire, develop and maintain lands for bicycle trail purposes. This does not include the State of Illinois or Federal governmental agencies. Non-profit organizations are not eligible to apply to this program.

C. Applicant Procedures

Grant applications for funding assistance under the BIKE PATH grant program must be submitted to and received by the IDNR **NO LATER THAN 5:00 PM ON MAY 9, 2025.**

Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Illinois Department of Natural Resources after consultation with IDNR staff. The amount of grant funds awarded shall be determined by the IDNR based upon the appropriation level for the program in a given fiscal year and demonstrated need.

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.

1. Application

The following must be included with any application submitted:

- A. Completed application forms including the GATA application and budget;
- B. Completed application forms provided in the manual;
- C. Itemized project cost estimate;
- D. Project narrative statement describing the project concept, location, need for and objectives of project, anticipated benefits and method of financing or accomplishing the project;
- E. Project maps including: 1) Location map, 2) Premise Plat map, 3) Development Plan (all must be labeled correctly);
- F. Completed project Environmental Assessment Statement and CERP form;
- G. Application fee.

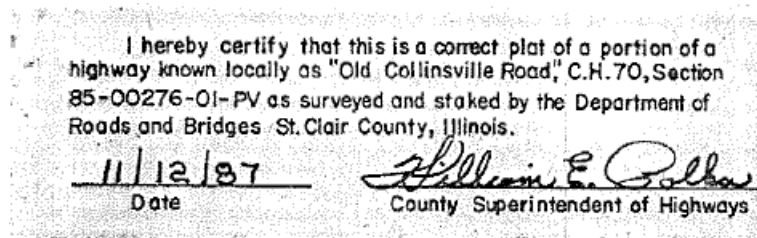
2. Ownership

A project sponsor must either own or have a sufficient long term non-revocable lease or easement for a BIKE PATH project area. A long-term lease or easement must be for a minimum of 25 years non-revocable. A copy of the following must be provided:

- a. Property deed and/or lease showing adequate control and tenure of the project site (development projects).

Examples of adequate control/documents. IDOT writes letter to applicator

that they are agreeable to the bike path plan or on the plat map it has something similar to the example below.



- b. Commitment for title insurance and appraiser qualifications (acquisition projects)

3. Public Hearings

Governmental applicants proposing initial acquisition of development of an undeveloped area for the creation of a new trail within a linear 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. See Application Appendix 4 Public Notice Form for posting. Pubic meeting is NOT required for renovation project.

4. Funding Certification

The applicant must certify in a written affidavit that it possesses the funding capability to initially finance the total amount of project costs, if approved, and the ability to comply with program regulations.

5. Application Fee

The BIKE PATH program requires a non-refundable application fee. This fee is calculated as $\frac{1}{4}$ of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300.

6. Conflict of Interest

No official or employee of the local political subdivision who is authorized in his/her official capacity to negotiate, make, accept, approve or take part in decisions regarding a contract or subcontract in connection with an approved BIKE PATH grant project shall have any financial or other personal interest in that contract or subcontract.

No person performing services for a local government in connection with an approved BIKE PATH grant projects shall have a financial or other personal interest other than his/her employment or retention by the local government in any contract or subcontract in connection with said BIKE PATH grant project. No officer or employee of a person retained by the local political subdivision shall have any financial or other personal interest in any real property acquired under an approved BIKE PATH grant project unless that interest is openly disclosed on the public records of the local government and that officer, employee or person has not participated in the acquisition for, or on behalf of, the local political subdivision.

D. Project Evaluation

The following factors are used by the IDNR in evaluating and recommending project applications for funding assistance consideration:

- a) Projects providing land acquisition or long-term/permanent easements;
- b) Projects providing the development of a bicycle trail system, especially well-developed long-distance trails or connector trails linking several existing trails;
- c) Projects located in areas of high demand or readily accessible to major population centers;
- d) Projects proposing initial development of bicycling facilities at the project site;
- e) Projects where long-term operations and maintenance capability is clearly demonstrated by the project sponsor;
- f) Projects specifically identified or supported by State, Regional or local bicycle trail planning initiatives/documents developed through broad-based public input; and
- g) Project site physical characteristics/attributes including scenic quality
- h) Natural and cultural resources along the corridor; environmental suitability; safety factors; adjacent land use compatibility and available trail user amenities such as adequate parking, restrooms, drinking water, etc.

E. User Fees

User fees are permitted at areas and facilities assisted with program funds, however they are discouraged. If it is deemed necessary by the project sponsor to levy fees for use of the project facilities, prior approval from the IDNR 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.

F. Matching Requirements

Project sponsors will be reimbursed up to 50 percent of the total cost of acquisition, development or renovation undertaken not to exceed the grant limit. The remaining share of the project costs will be borne by the project sponsor.

1. State and Local Funds

Any eligible local government funds may be used toward the 50 percent match. This could include tax sources, bond issues, cash, or force account contributions.

2. Donations

Private individuals, entities, organizations, or corporations may donate funds, rights-of-way, or real property toward the local matching share required. The IDNR will approve documentation of the fair market value of donated private rights-of-way. Applicants cannot take possession of any real property until a state/local agreement is signed (only if applicant intends to use the value of the real property for cost sharing purposes).

VI. ACQUISITIONS

Land may be purchased from either private landowners or other units of state or local government that has not been used for recreational purposes in the past.

Sites already owned by the town, city, township or county which the grant recipient represents, but which have been under the control of another department of the same local unit, may not be purchased with grant funds.

Property which the current owner (not the grant applicant) acquired with federal funds may not be purchased with BIKE PATH funds nor could it be used as an in-kind land contribution match for a grant. However, a grant could be made to develop facilities on it if the source of local match were other than the land value.

A. STATE AND FEDERAL ACQUISITION POLICIES

Federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970

All acquisitions must conform to the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Federal Uniform Act) P.L. 91-646. This law prescribes policies and procedures to ensure fair, equitable, and uniform treatment of persons whose land is acquired through federally assisted programs.

The provisions of the Federal Uniform Act apply to the acquisition of all real property for, and the relocation of all persons displaced by, projects which receive federal assistance. The Act applies regardless of whether federal assistance is used for acquisition or development. For example, an organization cannot knowingly circumvent the federal law by acquiring the land with local funds and not follow the regulations of the Act and then apply for development funds in a later project. For all development projects, proof must be supplied that the project site was acquired in accord with P.L. 91-646 if the land was acquired after January 2, 1971.

There are two major sections to the law: policies regarding the acquisition of land and relocation benefits to landowners. Each section will be discussed separately in this chapter. The acquisition procedures explained in Attachment V, should be read with extreme care. If the procedures are not followed, the sponsor could encounter severe problems in being reimbursed regardless of the method of acquisition.

B. LAND ACQUISITION COSTS

Eligible Costs:

The following land acquisition costs are allowable and eligible for reimbursement under the BIKE PATH Grant Program.

1. The appraised fair market value of fee simple title or an easement for the use of real property acquired by negotiated purchase.
2. The purchase price for an easement or fee title to real property acquired by bargain sale (below appraised value). The donated land value (the difference between the purchase price and appraised value) may be used as a match for federal funds to purchase that parcel of land, purchase other pieces of property, or develop facilities. Similarly, lands for which 100% of the value is donated may only be used as the organization's share of a project to purchase other land or build facilities.
3. Incidental acquisition and relocation costs only as described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act.
4. Appraisal Fees.
5. Engineering reconnaissance fees where a land acquisition project involves proposed major

facilities and their feasibility needs to be established. Examples of such eligible fees include hydrologic investigations, subsurface explorations, availability of construction materials and preliminary cost outlines. Detailed plans and specifications for construction of the facilities would not be eligible in a grant for only the land purchase but would be eligible in a grant which included building the facilities.

Ineligible Costs

Costs ineligible for reimbursement in an acquisition project include:

1. Land acquisition through eminent domain (exceptions to this rule might be made by IDNR staff after reviewing the circumstances in extreme situations).
2. The purchase of real property to which the project sponsor became committed prior to state approval of the grant.
3. Boundary surveys, title search, legal fees, fines and penalties paid by the project sponsor.
4. Incidental costs relating to real property acquisition and interests in real property unless allowable under the Uniform Relocation Assistance and Real Property Acquisition Policies Act.
5. Taxes for which the local sponsor would not have been liable to pay.
6. Damage judgments arising out of acquisition whether determined by judicial decision, arbitration or otherwise.

C. TRANSFER OF TITLE

Land is transferred on the date the warranty deed is signed by the previous landowner and the buyer. If reimbursement is to be requested for the cost of a land purchase, the deed cannot be signed by the seller and buyer until the project is approved by the IDNR. The applicant also cannot make a commitment to purchase real property prior to federal grant approval as described below under timing for purchases. The applicant may need or want to guarantee land will be available for purchase after grant approval. The property may be reserved for the applicant by: (1) having a private third party acquire and hold title to the land, or (2) by securing an option to purchase by a later date. A third party could be an individual, private business or educational institution, not-for-profit organization other than the applicant, or other similar entity.

D. TIMING FOR PURCHASES AND DATE WHEN COSTS ARE INCURRED

The applicant may not commit to purchase land prior to state approval of the grant with the following exceptions: (a) an option to purchase is exercised; (b) payment is made to an escrow agent even though the applicant has not received the deed from the escrow agent; (c) a contract to purchase is executed; (d) the deed is accepted although payment has not been made; (e) the buyer takes possession of the property; or (f) other written promises to purchase have been made.

Confusion often arises in acquisition projects on the exact date when land purchase costs are incurred. To be eligible for matching assistance, purchase payment(s) to the landowner must be incurred within the project period (date of fully executed agreement approval to the date of project expiration). Acquisition costs are incurred on the date when the earliest of any of the following transactions take place:

1. Project sponsors accept deed or other appropriate conveyance.
2. Project sponsor makes full payment for the property.
3. Project sponsor makes the first payment in a series of spaced or time payments.
4. Project sponsor makes the first payment or as much as 10% of the purchase price as stipulated in an option agreement. (The cost of the option is not an allowable cost from grant funds.)
5. Project sponsor makes first partial or full payment to an escrow agent.

E. OPTIONS

The applicant may wish to take an option on the property to prevent the land being sold prior to the approval of a project. The date an option is exercised is normally the date the buyer advises the seller that he desires to complete the purchase under the terms of the option. The option may include special conditions or terms which govern whether or not the buyer will purchase.

For example, one condition could be the availability of funds or financing. An option is unacceptable if it is exercised prior to project approval, unless it specifies that acceptance is contingent on the availability of BIKE PATH grant money, so the date of project approval would be the exercise date.

If an option is signed prior to state approval of the project, then it should extend at least until fall so it may be exercised after the grant is approved. Since competition for funds is often intense, applicants may find it helpful to negotiate an option which can be extended at no cost for a second year. This could enable the project to compete for funds a second time if it were not approved the first year.

The purchase price in an option is to be the amount negotiated after the land has been appraised and the fair market value offered to the landowner as explained in the section on negotiated purchases. Only one payment toward the property may be made under an option. A maximum of 10 percent of the approved appraised value of the property may be paid at the time the option is transacted. This amount should be part of the purchase price of the property. Any additional payments prior to grant approval may make the acquisition ineligible. It is important that documentation of the option payment required for reimbursement billings be kept for later use. Project sponsors are encouraged to consult the Office of Real Estate before negotiating an option to ensure the eligibility of the land acquisition under the option conditions.

F. TIMING FOR LAND DONATIONS

Property donations may be transferred to the applicant after project approval. If a land donor wants to convey the property before project approval the land could be given to a third party, such as a foundation or other not-for-profit organization other than the applicant. This third entity could donate the land in a later year and the land value would be eligible as a match. Land donations will be credited toward the sponsor's match. No direct reimbursement will be given for a land donation.

METHODS OF ACQUIRING LAND

G. Negotiated Purchases

This section outlines specific procedures under the Uniform Relocation Assistance and Real

Property Acquisition Policies Act (49 CFR 24) to follow in acquiring land through negotiated purchases involving federal assistance. The following steps must be taken by the applicant in negotiating with the landowner.

1. Make initial contact with the seller to see if the land might be available for sale. At this point, the price should not be negotiated since the purchase amount must be based on an appraisal.
2. Obtain information as to whether or not the owners, business (es), or tenants will be eligible for relocation assistance. The property residents must be advised of their right to relocation assistance.
3. Have the land appraised according to the Uniform Standards of Professional Appraisal Practice (USPAP), with the landowner given the opportunity to accompany the appraiser. The appraiser must have a copy of the appraisal requirements which are located on the web at <http://www.uspap.org/>. The appraisal must also be completed in accordance with the IDNR's Appraisal Specifications, which will be given to the grant applicant to forward to their selected appraiser.
4. Submit the appraisal to the Office of Grant Management and Assistance for review by a review appraiser in the IDNR's Division of Realty. Upon receiving approval of the appraisal, the applicant then knows the acceptable fair market value of the property to be acquired.
5. Inform the owner in writing of the value of the property based on the results of the appraisal and offer to purchase the property for this price. Also, inform the landowner of his or her eligibility for relocation benefits. It is not necessary to show the appraisal itself to the landowner. The authorized agent of the applicant and the property owner must sign the *Statement of Just Compensation* and *Written Offer to Purchase* form, which should indicate the appraised value of the property. A copy of this form is included in the Implementation and Billing Packet.
6. Based on the written offer at the appraised value, the final selling price is negotiated. If the purchase price is more than the appraised value, additional documentation explaining the difference in value will be needed, as explained later in this section. If the price is less than the appraised value, the acquisition is called a "bargain sale", and a *Waiver of Just Compensation* must be signed by the landowner as explained in the section on bargain sales. At this point, the applicant may sign an option to purchase, if desired, but before the grant receives approval the applicant may not make a commitment to acquire the property.

A project application may be submitted during any of the above steps to acquire the land. The appraisal, however, must have been submitted and approved prior to Step 6. Again, the land can only be acquired during the approved project period to be eligible for reimbursement of acquisition costs. The above procedure is mandatory and must be followed for all negotiated purchases.

Applicants should be aware that state regulations, which apply to acquisitions by public agencies for which federal funds are not provided, follow the same sequences of steps, except the IDNR does not review local documentation. The state also specifies relocation benefits for landowners and tenants.

Land purchased by negotiated purchase is based on a fair market value for the property as established in an independent appraisal prepared by a real estate appraiser hired by the applicant. An appraisal, if competently compiled by a qualified person, should be an acceptable estimate of property value. It cannot be assumed, however, to be a final determination of value. The

approved appraisal value is the minimum floor value for establishing the amount of just compensation offered to the owner at the initiation of negotiations. The negotiations between a willing seller and a willing buyer will sometimes set a price that is higher than the appraisal, and this marketplace value must be considered with the appraised value in establishing the purchase price of the property. The Illinois Department of Natural Resources will only reimburse the applicant for the approved appraised value of the property and not for any costs over and above this value. Additional consideration given to the property owner will be at the purchaser's expense and not eligible for reimbursement under the BIKE PATH program.

Sometimes a seller or purchaser desires to spread payments for land over several years. "Contract Sales", where installment payments are made over a specified period of time at the end of which the buyer receives title are not acceptable for BIKE PATH. The risk is in the event the periodic payments are not paid when due, the seller could foreclose and regain complete ownership of the land. Thus, the state and local funds would have been spent with nothing to show for the expenditure.

A suggested alternative is to subdivide a tract into smaller parcels. The applicant may acquire full title to each parcel individually and receive reimbursement as each is acquired. This does not jeopardize the investment of public funds.

Assistance for separate parcels may need to be applied for in different grants over a period of years, depending upon the cost and timing of the acquisitions.

H. Condemnation

Condemnation is not allowed with the BIKE PATH Grant Program. All land acquired with BIKE PATH monies must be acquired from a willing seller. (Exceptions to this rule might be made by IDNR staff after reviewing the circumstances in extreme situations.)

I. Land Donations

A donation of land from a private landowner can be used as part of the sponsor's entire share of the project costs, provided the donor did not acquire the land with federal funds. The donation may be used to match the state funds for: (1) the purchase of land at the same site, (2) the development of facilities on or at the same site as the land gift, or (3) the purchase of land or construction of facilities at other sites serving a similar purchase. A letter of intent to donate the property to the applicant from the landowner must accompany the project application.

The date when title to a land gift is transferred to the applicant is critical to the eligibility of the land value for a match. The earlier section on timing for land donations should be clearly understood.

A written offer to purchase and a Statement of Just Compensation are not necessary when acquisition is by full donation. The legal act of donation itself precludes the necessity for these documents which relate only to negotiated purchases and bargain sales. However, the donor should sign a statement for donation (with or without) an appraisal (see appendix A-2, A-3).

Two appraisals for a land donation are required. To appraise a land donation, the appraiser should first be approved by the Illinois Department of Natural Resources, Office of Real Estate. A list of approved appraisers can be had by contacting:

Illinois Department of Transportation
Central Bureau of Land Acquisition
2300 South Dirksen Parkway, Room 210
Springfield, Illinois 62764
telephone: (217) 782-6243

The appraisals must be paid for by the project sponsor. Appraisals provided by landowners may not be used as the basis for federal assistance.

For the project application, one copy of each appraisal must be submitted. Since a land donation constitutes all or part of the local matching share of a project's costs, it is important that the land value be established early in advance of application to enable the applicant to take full advantage of the donated land value and at the same time prevent the project sponsor from having to provide additional local funds if the land value is later found to be less than anticipated.

Once the appraisals are approved and the property is transferred the donated land value will be credited towards the grantee's matching share. If the match has been met, then the development costs will be reimbursed at 100%.

J. Bargain Sale

In some cases, a landowner may be willing to sell real property for less than the full market value but is not able to donate the entire value of the land. A bargain sale involves the purchase of a tract of land. The difference between the sale and the appraised fair market value is considered donated land value. For a BIKE PATH project, federal reimbursement may be provided for the purchase part of the acquisition. The fee simple donated value in a bargain sale may be used to match the purchase of the same tract, or other land purchases and facility construction, similar to lands which are 100% donated.

The appraisal requirements for full purchases also apply to bargain sales. Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the applicant is required to offer the landowner the full appraised value of the land. When the lesser sale price is negotiated the owner must sign a *Waiver of Right to Just Compensation*. A waiver of entitlements under the Act by property owners or displaced person will be approved only in fully documented cases where the reasons for the waiver are explained. The purpose of the Act is to ensure each displaced person and property owner receives a just and equitable settlement through the purchase price and payment of relocation expenses. Few landowners would involuntarily accept an amount less than their entitlement, although in some instance's landowners may be willing to accept less than the appraised value for their property. In such cases, the landowner must sign a waiver which includes the following information:

1. That the owner has been fully informed of his or her rights and benefits under P.L. 91-646.
2. That the acquiring agency has provided a written *Statement of Just Compensation and Offer to Purchase* for the appraised property value (state the amount).
3. That the owner is satisfied with the negotiated price, even though it is less the appraised fair market value, and/or
4. That he or she elected to waive entitlement to the relocation benefits (this would include the dollar amount by category of moving expenses, payments for replacement housing, incidental expenses, etc.).

5. A statement setting forth the reasons for accepting a lesser amount than the appraised value offered by the local agency or for waiving relocation benefits.

RELOCATION ASSISTANCE

K. Relocation Benefits

A resident or residential business or farm property to be acquired may be eligible for relocation assistance. This resident, who can be either a landowner or a tenant, may be reimbursed for expenses incurred in moving from the purchased property to a new dwelling. The purpose of providing relocation benefits is to enable a property resident to move to a new residence or business location without undue personal hardship.

These costs are based on maximum and minimum schedules specified in the law. Relocation costs are to be paid for moving expenses, replacement of business, or housing, search, closing and other costs the occupant may pay related to moving into another dwelling or relocating a business.

Landowners are also entitled to reimbursement of certain incidental expenses incurred in conveying title. These costs may be incurred even though no one was living on the property at the time of purchase.

These costs include:

1. Recording fees, transfer taxes, revenue stamps, notary fees or similar expenses.
2. Penalty costs for prepayment of pre-existing recorded mortgages as may be required to convey a clear title.
3. The pro rate portion of real property taxes which would apply to the period after the date title vests in the government or the effective date of possession by the government, whichever is earlier.

Often these costs are paid by the applicant upon acquisition of the land. Payment of these costs should be documented at the time of the billing. When an applicant determines the land proposed for purchase may involve relocation, the Office of Real Estate should be contacted for brochures, forms, and guidelines for procedures and determining costs. It is essential that landowners be informed of relocation benefits. They must also receive payment unless they voluntarily waive their benefits.

L. Relocation Plan

A relocation plan shall be developed for projects where land acquisition will cause displacement of persons from their dwellings, business, or farm operations. The relocation plan shall be undertaken during the planning phase of the project prior to the initiation of land acquisition negotiations for the project. Based on this plan, the project sponsor should proceed with a project only after it has been determined that within a reasonable period of time prior to displacement, decent, safe and sanitary replacement housing will be available. Then information brochures and forms for claiming costs should be distributed to the persons to be relocated.

A relocation plan needs to include:

1. The number of individuals, families, businesses, farms, and non-profit organizations to be

relocated.

2. The availability of decent, safe, and sanitary replacement housing within the financial means of the individuals and families being relocated.
3. The estimated total cost of payment to displaced persons for all benefits under P.L. 91-646 for replacement housing; and
4. The estimated cost of administering required relocation services to displaced persons. The relocation plan may be coordinated with the Dept. of Housing and Urban Development and other agencies performing relocation in the area. Applicants may contract with a city relocation agency, such as the Community Development Department, or a private firm to handle relocation services. The plan is to be submitted with the project application. Relocation costs should be part of the cost estimates for the project. Payments to relocated persons are eligible to be reimbursed on an 80-20 basis.

M. Appeals

Although technical assistance is available through the IDNR, the project sponsor will be responsible for all negotiations with landowners or tenants concerning relocation benefits. These persons relocated have the right to appeal the determination of the amounts they are eligible to receive and need to be informed in writing of their right to appeal. Formal appeals may be submitted by relocated individuals to the IDNR.

Department staff will review all data concerning the calculation of relocation payments. If the person is still dissatisfied, a hearing will be scheduled with the Director of the Department of Natural Resources.

The appellant shall be given a full opportunity to be heard at the appeal hearing. After the hearing, the result may still be appealed through the judicial review of the Illinois Court System.

N. Waiver of Relocation Benefits

As indicated in the land acquisition section on bargain sales, tenants and landowners may waive their rights to relocation benefits. In such instances a waiver must be signed.

Any land purchased by an applicant is subject to paying relocation benefits. A circumvention of the state land acquisition procedures will jeopardize the eligibility of a future development project at this site.

DEVELOPMENT ON LAND ACQUIRED WITH ASSISTANCE

O. Future Development Conditions

It is not necessary that the future development be carried out with state assistance, or the proposed unassisted development receives prior approvals so long as it is in accord with the purposes for which the acquisition was made. Once the land is acquired with BIKE PATH assistance, it must always be used for public BIKE PATH purposes.

On land where state funds were reimbursed on the acquisition, certain regulations for the development of facilities must be followed. All facilities must be accessible to persons with disabilities. Permits and approvals may need to be obtained for construction projects.

SUMMARY OF STEPS TO TAKE IN NEGOTIATING WITH LANDOWNERS

P. Purchases and Bargain Sales:

1. Contact the landowner regarding availability of the property and permission to appraise. Obtain information on the owner's and any tenant's eligibility for relocation benefits.
2. Have the land appraised according to the Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified general appraiser. The landowner must be given the opportunity to accompany the appraiser.
3. Submit the appraisal for approval by the Illinois Department of Natural Resources.
4. Offer to purchase the property for the approved appraised value using the *Statement of Just Compensation* and *Offer to Purchase*. Also inform the landowner and any tenants of their eligibility for relocation benefits.
5. Negotiate the selling price.
 - a. If the owner wishes to donate part of the land's value, the acquisition will be a bargain sale and the owner needs to complete the *Waiver of Right to Just Compensation*. Similarly, if a person to be relocated does not want reimbursement for relocation expenses, that person needs to sign a similar waiver for these benefits.
 - b. In cases where the sale price is negotiated higher than the appraised value IDNR will only reimburse for the approved appraised value of the property.
6. An option to purchase may be obtained once the price has been determined for a negotiated purchase.
7. State grant approval must be received by this point.
8. Obtain title insurance or an abstract opinion, and then title to the land. The project sponsor pays for the land, closing and incidental acquisition costs and relocation benefits.
9. A reimbursement request for the share of the acquisition costs may then be submitted to the Illinois Department of Natural Resources.

Q. Donations

1. After the landowner offers to donate the property, obtain permission to appraise and information on the owner's and any tenant's eligibility for relocation benefits.
2. Have the land appraised according to the Uniform Standards of Professional Appraisal Practice (USPAP), with the donor being given the opportunity to accompany the appraiser.
3. Submit the appraisal for IDNR review.
4. Obtain title insurance, the property deed, and pay for closing costs and any relocation benefits.

R. ACQUISITION COST ANALYSIS SCHEDULE

DIRECTIONS

List separately each parcel of land to be acquired and give all the information requested. Parcel identification numbers may be taken from a tax map or may be arbitrary numbers listed in sequence. However, they must correspond with parcel identification listed on maps or other attachments within the application. Relocation costs are the costs incurred when owners or tenants are displaced from their homes, farms, or places of business.

NOTE: Included in the total relocation cost is the actual cost of moving the tenant or owner to a new location. If relocation costs are involved in an acquisition project, contact the Illinois Department of Natural Resources prior to filling out the application, (217) 782-7490.

The BIKE PATH grants do not allow land acquisition through eminent domain (exceptions to this rule might be made by IDNR staff after reviewing the circumstances in extreme situations).

IMPORTANT

Do not purchase any land prior to approval by the Illinois Department of Natural Resources. If any written agreements are made prior to this approval, the acquisition may not be eligible for funding.

NOTE: IDNR will only cost share on the approved appraised value of the parcel of land to be acquired for your project. IDNR WILL NOT cost share on any premium value associated or paid for property.

NOTE: All appraisals must be completed by an IDNR approved appraiser.

VII. PROPERTY RIGHTS FOR CONTROL AND TENURE

A. Adequacy of Title

For lands included in a project, the sponsor must have title or adequate control and tenure of the project area to provide reasonable assurances that a conversion to a use other than public trail use will not occur without approval. Copies of the property titles, leases, easements, or appropriate documents must be submitted as part of a project's documentation.

The most common method of acquiring property is by fee simple title. This is the preferred method of acquisition since it gives the holder an absolute right to the property within limitations imposed by state or federal law.

In some instances, the agency may wish to purchase less than fee simple title, such as easements, rights of-way and title subject to deed restrictions. This would be permissible when fee simple is excessively expensive and a lesser control of the area will not detract from the recreational use of the land. Title to land may be conveyed by warranty or quit claim deed to the applicant. The project sponsor must submit a description of the character and nature of the title received before requesting reimbursement. This evidence of title must include the recorded property deed and either a written opinion from an attorney on the adequacy of title or a title insurance policy. A survey may be required when there is reasonable doubt about the exact location of the boundary or of the size of tract being acquired. The project sponsor is responsible for quieting claims against title and for replacing property found to have defective title with other properties of equivalent value, usefulness, and location acceptable to the Department of Natural Resources.

B. RESERVATIONS, ADVERSE RIGHTS, AND DEED RESTRICTIONS

Oil, gas, mineral, or other reservations and rights held by others are permissible only if it is determined the project purposes and the environment would not be adversely affected. Such reservations must be described in the narrative of the project proposal, and how they will be dealt with to avoid impacting recreation and the environment. The acquisition of land which is subject to the reservation of surface rights extending more than 5 years must be justified. Reservations that are incompatible with project purposes will not be accepted.

Often landowners desire to specify restrictions in the property deed. The most frequent example would be that the land can only be used for park purposes. If a deed restriction for park purposes indicates the grantor's intent and does not provide for reversion of title upon failure to comply with the grantor's wishes, the condition may be acceptable. In certain situations, a landowner may retain a life estate, under which he or she retains use of the property while living.

Land which has a reversionary clause in the deed whereby the landowner could repossess the property if it ceased to be used solely for the purpose specified in the deed may make the project ineligible. If a reversionary clause in the deed specifies that the land must be developed for a specific purpose, even though the project includes that type of development, the project may be ineligible. A development project to construct a facility on land with a reversionary clause in the deed may also be ineligible. IDNR approval is required to acquire or develop land with reversionary clauses or outstanding interests in the property deeds. The Office of Grant Management and Assistance should be consulted prior to submitting a project application involving deed clauses and restrictions.

If at some later date the rights to subsurface reservation or other deed restrictions adversely affect recreation use of the land or facilities, the applicant will be responsible for acquiring replacement property of equivalent usefulness, value and location or returning the funds used in the project.

Outstanding property rights may affect the value of the land. Examples include mineral rights, road rights-of-way, utility easements, and other deed restrictions. An appraiser should be fully aware of and take into consideration the legal description of the property and any restrictions to be placed on the rights transferred. An appraisal of a property's value involves full consideration of the rights remaining with the property and, where appropriate, the effect the loss of these rights has on its value.

C. EASEMENTS

In some instances, the applicant will not be able to purchase the property but can acquire an easement. An easement must be held in perpetuity. The easement cannot be revoked at will by the landowner. The land must be retained in public trail use. Provisions stated in the easement cannot be detrimental to the proposed recreational development.

Negotiations for easements must follow general negotiated land purchase regulations including the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

If federal assistance is being requested on the purchase of an easement, the document cannot be transacted until the project has received federal approval.

D. RAILBANKING

If the applicant is planning on developing trail facilities on land involved in the "Rail Banking" process, please contact the Office of Grant Management and Assistance to determine the eligibility of your project proposal. Please have a copy of any agreements involved with this process.

VIII. AVAILABILITY TO USERS

Projects acquired or developed through assistance from the Illinois Bicycle Path Grant Program must be open to the general public for bicycle use including all persons regardless of race, color, religion, creed, gender, national origin, age, or disability. This also applies to any lessee or licensee operating within the project area or providing a service to the public including concessions and accommodations.

A. Use Limitations

Project sponsors may impose reasonable limits, with prior state approval, on the type and extent of use of areas and facilities acquired, developed, maintained, or rehabilitated with BIKE PATH assistance when such a limitation is necessary for maintenance or preservation. It is highly encouraged that trails be operated and maintained to promote multiple trail uses on a year-round basis.

B. Access

The IDNR shall have access to BIKE PATH grant assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with the BIKE PATH guidelines.

All facilities constructed with BIKE PATH assistance must be developed and designed to accommodate full accessibility standards as per the most current "Americans with Disabilities Act" (ADA) guidelines and "Illinois Accessibility Code". If you have any questions or doubts regarding the design standards being proposed for your project, it is strongly encouraged that "working drawings" be submitted to the IDNR for review and approval prior to construction and/or bid solicitations.

C. Concessionaires

Project sponsors may enter into a contract or agreement with responsible concessionaires to operate and/or construct bicycle rental facilities, for dispersing food to the public and/or any other services as may be desired by the public and the sponsoring agency. All concession revenue in excess of the costs of operation and maintenance of Program-assisted bicycle facilities shall be used for the improvement of said facilities or similar public bicycling facilities in nearby areas.

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 bicycle path facility for the benefit of the general public shall be submitted to the IDNR, upon request, for its approval prior to said sub-lease or license being entered into or granted by the sponsoring agency.

D. Non-Residents

Discrimination on the basis of residence is prohibited.

IX. RESPONSIBILITIES AFTER PROJECT COMPLETION

A. Operation and Maintenance

All areas and facilities acquired, developed, or renovated with BIKE PATH assistance must be adequately operated and maintained by the project sponsor at no cost to the IDNR to insure continuing public use in a safe and sanitary manner and must be open to the general public during reasonable hours of operation to maximize its intended public benefit.

B. Retention

The project sponsor is obligated to maintenance and use of the project as follows:

1. Acquisition

Land acquired with funding from the Illinois Bicycle Path Grant Program shall be operated and maintained in perpetuity for public bicycle path and recreation use, 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.

2. Development

For projects receiving development grant assistance only, terms of the contractual agreement between the project sponsor and IDNR 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>

3. Conversion of Property

Conversion of property acquired or developed through assistance from the Illinois Bicycle Path Grant Program may not be converted to a use which would deny bicycle use as provided by terms of the Project Agreement without prior IDNR approval. Approval for property conversion will be granted only if the project sponsor substitutes replacement property equal in fair market value and comparable in outdoor recreation usefulness, quality and location.

C. Penalties

Failure of the project sponsor to comply with any of the provisions of this program shall be considered just cause for the IDNR to debar the project sponsor from all IDNR grant program eligibility for a period of two (2) grant cycles.

D. Termination

The IDNR will unilaterally rescind project agreements at any time prior to the commencement of the project if 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 project sponsor.

Illinois Bicycle Path Grant Program Application and Implementation Process

1. **APPLICATION SUBMISSION** – The project applicant submits the application to the Illinois Department of Natural Resources (IDNR) through the AmpliFund Grant Management System. 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. **SITE VISITS AND REVIEW** – All eligible proposals are reviewed by IDNR staff. Site visits will be conducted for all proposed projects. Projects are then scored by the review team. When this process is complete, the IDNR staff present their funding recommendations to the Director of IDNR who then reviews the recommendations for final approval.
3. **RECOMMENDATIONS, APPROVAL AND NOTIFICATION** – 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 executed between IDNR and the project sponsor.* If the proposal(s) is not selected, the applicant will be notified.
4. **EMAIL/LETTER OF AWARD** – IDNR staff will notify the project sponsor of the award. Notice of State Award (NOSA) will be produced through the GATA system and must be approved prior to the agreement.
5. **AGREEMENT** – An agreement is signed to assure that the applicant will complete the project within 24 months and be eligible to receive up to 50 percent reimbursement. The agreement is between the State IDNR and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.
6. **PROJECT IMPLEMENTATION** – The project sponsor may proceed with project construction after completing any additional steps required. Any change orders +/- \$10,000 that may occur within a contract bid under this BIKE PATH grant must be approved by IDNR prior to executing the change. Reimbursement requests may be made after funds have been expended and project completed.
7. **PROJECT COMPLETION** – The project should be completed within 24 months. A site inspection will be made after the project is complete; IDNR staff may also visit the project at any time during construction. A BIKE PATH 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.

Changes in Project Scope

The IDNR has established a policy that generally prohibits major project scope changes in their grant programs. Occasionally circumstances arise whereby the project sponsor may request authorization to revise the scope of an approved project. Such changes are made at the sole discretion of the IDNR. All requests for project scope changes must be made in writing to the IDNR Office of Grant Management and Assistance.

All proposed grant projects are competitively scored and selected on the basis of merit. Under most circumstances' grantees may not deviate from the scope of an approved project. The scope of an approved project is described in the Project Agreement and is based upon the original grant application. For these reasons, IDNR will avoid the approval of significant changes to approved projects in order to maintain the integrity of the selection process that is centered on the merit of the original proposal.

If a grantee finds it necessary to seek a change in project scope the following will be considered:

- **What factors create a valid need for the proposed project change?**
- **Will the proposed project change solve the problem identified in the purpose and need section of the original project application to the same (or greater) extent as the original proposal?**
- **Is the proposed project change eligible for grant assistance under grant program guidelines/rules?**
- **Does the change involve a different location/site?**
- **Does the proposed change constitute a major or minor revision to the project as originally defined?**
- **Will additional environmental and State Historic Preservation Office review be required? (Additional review will usually be required when considering a new site or different type of development that was not a part of the project's original definition.)**

IDNR policy also prohibits project sponsors from using unspent funds from an approved grant for another unrelated project. Unspent funds will be reallocated into future funding cycles for the respective programs so all potential applicants can compete for these funds.

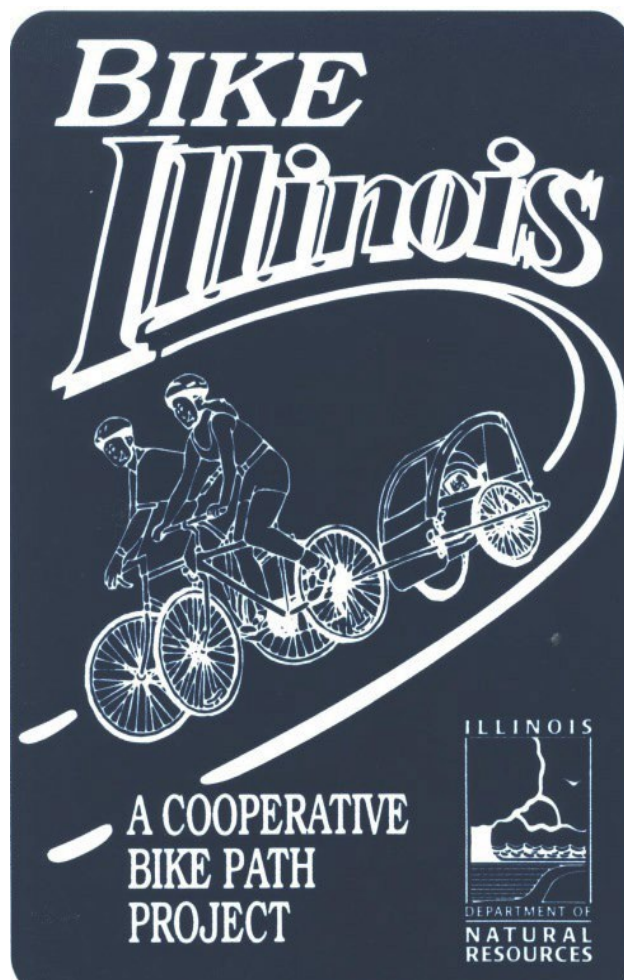
Note: Grantees are strongly encouraged to discuss possible changes in project scope with the IDNR Office of Grant Management and Assistance Grant Manager prior to submitting a formal request.

SIGN REQUIREMENTS

Illinois Bicycle Path Grant Program

An Illinois Bicycle Path Grant Program acknowledgement sign must be permanently placed within the project site and should be located at a trailhead or other highly visible spot. If grant monies are used to fund the purchase of a single trail structure (for example a bridge or restroom) the sign should be placed adjacent to, or on, the structure. An acknowledgement sign is also required for acquisition projects. The sign may be posted at an acquisition project after the acquisition process is complete.

This sign or specifications for its construction will be provided to you by the IDNR.



Application Procedures

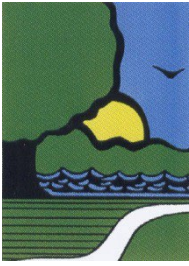
Grant applications for funding assistance must be completed and submitted through the AmpliFund Grant Management System by **5:00 PM ON MAY 9, 2025.**

➤ <https://il.amplifund.com/Public/Opportunities/Details/267f3081-9ee1-4bf2-92dc-c4fd320f706f>

Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Illinois Department of Natural Resources after consultation with IDNR staff. The amount of grant funds awarded shall be determined by the IDNR 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 IDNR grant agreement execution. Costs incurred prior to IDNR grant execution 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 IDNR 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.



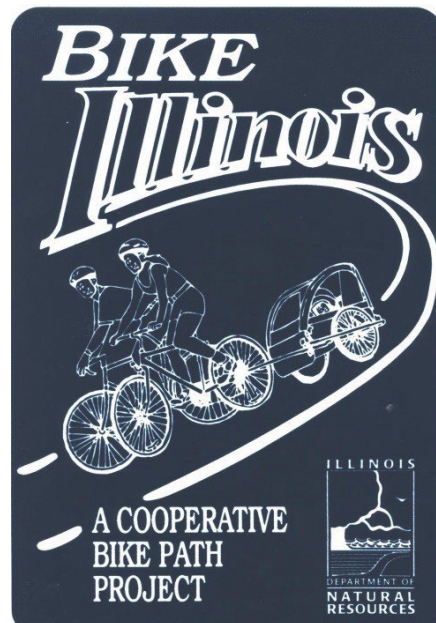
Illinois Department of Natural Resources

Exhibit B1

Illinois Bicycle Path Grant Program

Development Projects

Implementation & Billing Requirements



IL Department of Natural Resources
Office of Grant Management and Administration
One Natural Resources Way
Springfield, IL 62702
Telephone: 217/782-7481
Fax: 217-782-9599
DNR.Grants@illinois.gov

In this packet, you will find necessary information and instructions for implementing an approved development project involving IL Bike Path grant assistance through the Illinois Department of Natural Resources (DNR). **PLEASE READ THE FOLLOWING CAREFULLY!** Failure to comply with these instructions/guidelines could jeopardize grant reimbursement.

General:

- 1) To maintain grant eligibility, the local project sponsor must satisfactorily complete ALL approved project elements as specified in the approved project application and signed Project Agreement. Any project scope changes (additions or deletions) must be approved by the DNR in order to maintain eligibility for grant reimbursement.
- 2) Project construction for which Bike Path funding assistance is requested may be accomplished by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines, 2) directly hired labor and material purchases IF qualifying as bid exempt and 3) using local agency Force Account labor (in-house staff).
- 3) For all Development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. DNR may request documentation from the local agency to verify compliance with applicable state statutes.
- 4) All facilities constructed with IL Bike Path assistance must be developed and designed to accommodate full accessibility standards as per the most current "Americans with Disabilities Act" (ADA) guidelines and "Illinois Accessibility Code". If you have any questions or doubts regarding the design standards being proposed for your project, it is strongly encouraged that "working drawings" be submitted to the DNR for review and approval prior to construction and/or bid solicitations.
- 5) Unless otherwise approved by the DNR, all bike paths must be constructed with a minimum finished tread surface width of eight feet (8'). It is recommended that construction be in compliance with the most recent edition of AASHTO's "Guide for the Development of Bicycle Facilities."
- 6) The approved IL Bike Path development project must be completed and ready for a final close-out/acceptance inspection by Illinois DNR staff AND all project costs for which reimbursement is expected **must be incurred no later than the expiration date specified on the signed Project Agreement, unless otherwise approved by Illinois DNR Grant staff.** Failure to have approved project components completed by the specified project expiration date could jeopardize approved grant reimbursement for the project.
- 7) The maximum allowable claim for "contracted" Architectural/Engineering (A/E) services used for the proper design and construction supervision/administration of an approved IL Bike Path development project shall not exceed the following percentages of actual grant-assisted, project construction costs:

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

NOTE: Project A/E services may be accomplished "in-house" (force account) IF qualified staff exists and approved by the Illinois DNR. (See page 5, item #6 under Force Account Labor Guidelines for funding limits.)

- 8) In connection with and **prior to construction**, and thereafter the subsequent operation and maintenance of the Bike Path grant assisted facilities, the Local Agency agrees that it shall be responsible for and obtain all necessary permits, licenses or forms of consent, as the case may be, from, but not limited to, the following agencies: **(Failure to do so can jeopardize grant reimbursement.)**
- a. U.S. Department of the Army, Corps of Engineers.
 - b. IL Dept. of Transportation (Div. of Highways).
 - c. IL Environmental Protection Agency.
 - d. IL Dept. of Natural Resources concerning "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).
 - e. IL Dept. of Public Health (Campground Licensing & Recreational Area Act, 210 ILCS 95/1).
 - f. Local building or zoning agencies or boards, where applicable.
- 9) Your agency may be subject to the audit requirements of the Grants Accountability and Transparency Act (GATA) which is governed by federal 2 CFR 200.500. Audit certification and submission is completed on the State of Illinois Grantee Portal- <https://grants.illinois.gov/portal/>
- 10) Status of project progress and spending must be reported to the DNR Grant Administrator assigned to the project **each January 1, April 1, July 1 and October 1** throughout the duration of project implementation (i.e., until the FINAL project billing is submitted to DNR). The enclosed "Periodic Performance Report" and "Periodic Financial Report" forms are required under the Grant Accountability and Transparency Act. **Failure to submit a required reports will result in no reimbursement (for projects over \$25,000.00) and may result in the local sponsor being placed on the statewide Stop Pay List (See 44 IL Admin Code 7000.80)**
- 11) Please contact DNR Grant staff for assistance at 217/782-7481 if you have any questions regarding program requirements as you proceed with project implementation.

Accessibility Specifications Guide:

All facilities constructed with Illinois Bicycle Path grant assistance must be designed in accordance with standards of the most recent version of the Illinois Accessibility Code and most recent "Americans with Disabilities Act", whichever is more stringent.

A copy of the Illinois Accessibility Code may be obtained by calling 217/782-2864 (Springfield) or 312/814-6000 (Chicago) or by visiting the Illinois Capital Development Board Website:

<https://www2.illinois.gov/cdb/business/codes/IllinoisAccessibilityCode/Pages/default.aspx>

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. A copy of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 20004-1111. Telephone: 202/272-5434, or 800/514-0301, or contact their web site at www.access-board.gov.*

Open Competitive Bidding:

- 1) EXCEPT as noted below in items #2 - #5, all open competitive bidding shall be done in conformance with the local sponsor's statutory requirements governing public procurements.
- 2) **Language comparable to the following shall appear in all "bid advertisements" relative to the approved grant project:**

"This project is being funded, in part, with State of Illinois Bike Path Grant Program funding assistance made available through the Illinois Department of Natural Resources."
- 3) **The local sponsor shall encourage 1) "minority" business firms to submit bids on the approved project and 2) successful contract bidders to utilize minority businesses as sub-contractors for supplies, equipment, services and construction. This stipulation should be noted in all bid solicitation notices.**
- 4) Contract award(s) shall be made to the lowest responsible bidder whose bid properly addresses and complies with the invitation, and is most advantageous to the local sponsor; price and other factors considered. (Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid.) For contracts requiring "open competitive bidding", justification for acceptance of a no-bid contract or awarding of contracts to other than the lowest bidder **shall be subject to approval from the DNR.**
- 5) The bid proposal forms should be structured for flexibility. This can usually be done most effectively with add/deduct alternates and bidding the work by specific/distinct work elements.

The instructions to bidders in the bid specifications should clearly indicate what constitutes a valid bid and how the contract/bid will be awarded (lowest responsible/qualified bidder for all work items versus individual work items; base bid and selected bid alternates versus base bid separate from bid alternates, etc.). It should also specify whether substitutes will be accepted and whether scope of individual work elements can be modified.

In general, the Instructions and General Conditions section of the bid specifications should, at a minimum, address the following items:

- . Bid Opening Date
- . Number of days Bid must be held
- . Bid, Performance and Payment Bond/Security Requirements*
(In accordance with the "Public Construction Bond Act", 30 ILCS 550/1 et.seq.)
- . Contractor Insurance Requirements
- . Completion date and if liquidated damages occur for late completion
- . Terms of Payment to Contractor
- . Schedule of quantities/material list and Unit Costs
- . If Bid is for material or product supply, do not specify specific name brand without also accepting "or approved equal". Also, specifications for a particular product or material cannot be written in such detail to prevent a competitive bidding situation.

(*) Bonding requirements for all public works projects in Illinois are stipulated in the "Public Construction Bond Act" (30 ILCS 550/1 et.seq.) which states that every contractor on a public

works project must provide to the satisfaction of the public agency *good and sufficient bond with adequate sureties to guarantee construction performance and payment of materials and labor used in such work.*

REMEMBER, the approved Bike Path project should be completed by the date specified in the Project Agreement. The local sponsor should ensure that all bidders are aware of the expected completion date by specifying the expected start date and completion date for project construction in the bid specifications package.

- 6) In certain instances, conditions may arise after work has begun that are beyond the control of the local sponsor and contractor which necessitates a change in specification and/or price. To maintain grant eligibility, these changes must be done by formal change orders. **If the change order involves 1) the total deletion of an identified project component, 2) the addition of a new component for which reimbursement will be sought or 3) exceeds \$10,000 in value, the local sponsor must receive Illinois DNR approval in order to ensure grant eligibility is maintained.** *For change orders in excess of \$10,000 (pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to the Illinois DNR by the local sponsor that such a change was not reasonably foreseen at the time of initial construction contract execution.*
- 7) In addition, 50% of the labor hours on the project must be performed by actual residents of the State of Illinois. Article 80 of the FY 10 Budget Implementation (Capital) Act, P.A. 96-37 (HB 2424.)

No-Bid Procurements & Force Account (FA) Labor Guidelines:

- 1) Project construction can be completed by various means of procurement of material and equipment. For all development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. In addition, grant reimbursement can be provided for project construction completed using local agency in-house staff ("Force Account" labor).
- 2) Equipment rental necessary to complete "force account" labor construction is eligible for grant reimbursement. **HOWEVER**, the value of donated material, labor and equipment to a project **IS NOT** grant eligible nor is the purchase of non-consumable items (tools, etc.) necessary to complete project work.
- 3) For "Force Account labor", the local sponsor shall maintain accurate time records and complete the appropriate time sheet summary form (attached) for reporting "in-house" force account labor necessary and reasonable for completion of the approved project components. This includes only those employees directly involved in project construction and any associated design work, construction supervision, and overall project record keeping and administration. The value of such labor shall reflect actual wages paid to each employee, and may include fringe benefits. (Wages paid shall not be higher than those for persons on similar jobs within the local agency.) *Claims for clerical and administrative Force Account labor necessary for overall project record keeping and administration shall not exceed 2.5% of the total "direct" costs claimed for approved Force Account construction labor and "non-bid" material purchases (see item #6 below).*
- 4) For all small procurement (not required to be bid by state statute or local ordinance) material purchases, appropriate purchase orders and/or invoices and corresponding canceled checks must be recorded on the "Materials Itemization Sheet" (attached) according to each major project construction component for

which the materials were purchased. (Warning! Keep in mind that the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for equipment/material purchases.)

Please contact the DNR grant administrator assigned to your project if there are any questions regarding the completion of the forms mentioned in items #3 - #4 above.

- 5) Overall guidelines for billing claims involving Force Account (FA) labor for project architectural/engineering (A/E) and administrative services are as follows:
- At least 90% of project costs must be for "direct" construction costs.
 - Design and Construction Supervision Costs - $\leq 7.5\%$ of associated "direct" construction costs.
 - Administrative/Clerical Support Costs - $\leq 2.5\%$ of "direct" FA & small procurement material costs.

Billing Requirements:

- 1) Billing requests for grant reimbursement are processed after 100% project completion, unless otherwise approved by the DNR. Only costs incurred during the specified "project period" indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. **Billing documentation must be submitted as soon as possible after project completion.**
- 2) The following documentation is required for the final project billing:
- A) One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17**).
 - B) Copy of the environmental (CERP) sign-off letters/forms from the Illinois DNR (see page 2, item #8 of General information section.)
 - C) Completed "Development Project Billing Form" (containing original signatures) and "Final Project Performance Report"(forms enclosed). **No digital, copied, or electronic signatures are allowed.**
 - D) Agreed Upon Procedures Report from CPA firm. Costs claimed on the "Development Project Billing Form" must be reviewed and attested to by an independent CPA⁽¹⁾ 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 and identified on Attachment A.
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. Submit invoice from accounting firm and proof of payment.
 - E) One photo of the sign acknowledging BIKE PATH grant assistance posted at the project site.
- 3) It is recommended that the CPA firm that conducts the Grantee's regular agency-wide audit be used for this purpose.

Information the Project Sponsor (grantee) will need to provide the CPA (auditor) in order to have the independent Billing attestation efficiently completed according to the established "Agreed Upon Procedures".

Copy of the signed Project Agreement and any amendments executed thereto;

A “spread sheet or schedule” of all professional services (A/E) contracts and **publicly bid** construction and material/equipment purchase contracts and associated contract change orders (if applicable) issued pursuant to the approved Bike Path project for which grant reimbursement is claimed; No digital, copied, or electronic signatures are allowed.

The schedule should list the following: contractor or A/E firm name, project element completed by contract, contract amount and, if applicable, itemized listings of any contract change orders. **(See Attachment B for example) No digital, copied, or electronic signatures are allowed.**

Proof of bid advertisement for all publicly bid construction and material/equipment purchase contracts.

Copy of “Bid Tabulation” for each publicly bid construction and material/equipment purchase contract.

(If applicable) Justification for and proof of Board action, approving the awarding of any project construction and material/purchase contract to someone other than a low bidder.

A “Schedule of Professional Services (A/E) and Publicly Bid Project Contracts” and “Schedule of Project Expenditures” incurred pursuant to the approved Bike Path grant project for which grant reimbursement is claimed. **The schedule shall list, at a minimum, information shown in the example on Attachment B on page 8.** *The “schedule/spread sheet” must contain a “certification statement” signed by the Grantee’s chief fiscal officer and chief administrator / elected officer attesting to the accuracy of the information and must be included in the submitted project billing to IDNR. No digital, copied, or electronic signatures are allowed.*

Copy of applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases.

Attachment A

“Agreed Upon Procedures” for Bike Path Project Billing Attestation

Costs claimed for Bike Path grant reimbursement on the Development Cost Summary Statement (Development Project Billing Form) must be attested to by an independent CPA licensed in the State of Illinois. The attestation shall be completed in general accordance with the Statement on Standards for Attestation Engagements as established by the American Institute of Certified Public Accountants and based on the following “agreed upon procedures” developed by the Illinois Department of Natural Resources.

Recommended “agreed upon procedures” for attesting to the eligibility of the costs claimed on the *Development Project Billing Form* signed and attested to by the local project sponsor (grantee):

Based on both 1) the “Schedule of Professional Services (A/E) and publicly bid Project Contracts” and 2) the “Schedule of Project Expenditures” provided by the local project sponsor (grantee) as supporting documentation for the *Development Project Billing Form*, perform the following procedures and provide a report detailing the results. The report should include copies of the aforementioned schedules and the signed *Development Project Billing Form* provided by the local project sponsor (grantee).

- A. Verify that all contracts listed on the schedule were for work germane to the scope of the approved Bike Path project as described on the signed Project Agreement and any amendments thereto, and, with the exception of project professional services (A/E) contracts, were executed after the project start date indicated on the signed Project Agreement. Identify and report any exceptions.
- B. With the exception of Professional Services (A/E) contracts, verify that the local project sponsor (grantee) has complied with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts, and equipment/material purchases. Identify and report any exceptions.
- C. Verify that all publicly bid construction and material/equipment purchase contracts executed for the project were awarded to the low bidder. Identify and report any exceptions and attach written justification from local project sponsor (grantee) for their awarding any contract to someone other than the low bidder.
- D. Verify that all change orders to the construction and material/equipment purchase contracts are germane to the approved Bike Path project scope and that any change orders of \$10,000 or more were approved by DNR. Identify and report any noted exceptions and attach a copy of any change order noted as an exception.
- E. Sample a minimum of 25% of the project expenditures listed on the “Schedule of Expenditures” (sample shall represent at least 50% of total project expenditure value) and trace to the local project sponsor’s accounting record system and verify the costs are germane to the project scope and, with the exception of project professional services (A/E fees), were incurred during the project period specified on the signed Project Agreement. Identify and report any noted exceptions.
- F. If Force Account labor (use of project sponsor’s own staff to complete project construction) is listed/claimed on the “Schedule of Expenditures”, sample a minimum of 20% of the listed Force Account labor charges (minimum 35% of FA labor value) to determine if the charges are allowable and germane to the project scope AND can be traced to supporting Project Sponsor time keeping records. Identify and report any unsupported charges.

Revised: 09/06

ATTACHMENT B

Schedule of Professional Services (A/E) and Publicly Bid Project Contracts
[EXAMPLE FORMAT]

Grant Project #: BP XX - XXX

Firm Name	Project Element	Base Contract Amt	C. O. # and Amt	Total
John Doe & Associates	A/E services	\$10,500.00		\$10,500.00
Gonzo Construction Co.	Site Clearing/Grubbing	\$13,500.00	#1 - \$ 800.00	
			#2 - \$500.00	\$14,800.00
SG Contractors	Grading and Filling	\$35,900.00	#1 - \$2,500.00	
			#2 - \$1,520.00	\$ 39,920.00
Acme Paving Co.	Bike Path/Parking lot	\$108,000.00	#1 - \$3,000.00	
			#2 - \$1,000.00	\$112,000.00
Springdale Landscaping	Seeding	\$10,500.00	#1 - \$1,200.00	\$ 11,700.00
TOTAL				\$188,920.00

Schedule of Project Expenditures
[EXAMPLE FORMAT]

Grant Project #: BP 04-XXXX

Vendor/Contractor Name	Project Element	Invoice Date and Number	Invoice Amount	Payment Check #	Amount	Amount Claimed for Grant Reimbursement
Gonzo Construction Co.	Clearing	12/15/03	52365	2535	\$14,800.00	\$14,800.00
SG Contractors	Grading	12/01/03	1539	2536	\$38,400.00	\$38,400.00
J. Doe & Associates	Plans	11/23/03	00256	2530	\$8,250.00	\$ 7,250.00
(Force Account Labor) Employee Name & S.S. #	Job Description	Hours Claimed (1)	Hourly Wage (Attach FA:DOC-1)			Amount Claimed for Grant Reimbursement

(1) Taken from Project Sponsor's time allocation records (time sheets)

CERTIFICATION STATEMENT:

I hereby certify that the costs shown on this "Schedule of Project Expenditures" are true and correct and based on actual expenditures by the Project Sponsor for the referenced Bike Path project; that grant reimbursement/payment from the State of Illinois has not been received for these costs; and that the costs are in accordance with provisions of the Illinois Bike Path grant program (17 IL Adm Code 3040).

Signature: _____

Name & Title _____

ATTESTED BY: _____ Date: _____

(Signature of local agency's chief fiscal officer)

Optional Bike Path Billing Documentation Procedure

An optional project billing documentation procedure may be authorized by DNR, on a case-by-case basis, for some rural communities and small-scale projects. **However, this alternate method of documenting a project billing may result in a delay in grant payment.** If the optional billing documentation procedure is approved by DNR for a project, the following project cost support documents must be submitted, as applicable, in addition to items 2 A) B) C) & E) listed under the Billings Requirements on page 5.

1) (Billing Claim for BID and NON-BID construction contracts)

Proof of bid advertisement from local newspapers (Bid contracts only); and

Bid Tabulation for each project bid request.

Signed contract(*) and change orders, if any, for each contractor;

Copies of each contractor pay requests along with canceled check(s) or final lien waivers verifying proof of payment;

(*) only require cover page, signature page(s), contract amount/description page(s).

2) (Billing Claim for small procurement material costs and “force account” labor)

- Form FA/DOC-1 (Force Account Material Cost Summary). **[Form attached]**

Itemize all material purchases/costs by major project components, such as tennis court(s), picnic shelter(s), playground, ballfields, restroom buildings, parking, etc. For **each** major component list:

a) the company/business for **each** material purchase;

b) description of materials purchased, quantity, & the purchase order number; and

c) payment check number and check amount. (Do not submit canceled checks, purchase orders, etc. to IDNR. These items should be kept with the grantees project file.)

- Form FA/DOC-2 (Force Account Labor Summary). **[Form attached]**

For "in-house" labor claims, the sponsor must determine by corresponding time sheet records the amount of local agency labor attributed to each project component and tabulate on this form.

3) Contracted Project Design Work (architectural/engineering services)

- Copy of signed contract/agreement
- Copy of each pay request and canceled check verifying proof of payment

Audit Requirements

A. Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum **three (3) year** period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois DNR and/or the State of Illinois, Auditor General, and the Attorney General for auditing at reasonable times. Failure by the grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

B. Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state Bike Path assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. Or 55 ILCS 5/6-31001 et seq.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to DNR, upon request, OR if any findings (irregularities) involving the Bike Path grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedure promotes an open and competitive environment.

C. Audit Resolution

The grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois DNR or its representative, the grantee shall be responsible for repayment of such costs.

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

DEVELOPMENT PROJECT BILLING STATEMENT
(ILLINOIS BICYCLE PATH GRANT PROGRAM)

Project #: _____

Project Sponsor: _____

Project Title: _____

Project Billing #: _____

DEVELOPMENT COSTS SUMMARY STATEMENT

Cost Category		Expenditure
Construction Costs (Contracted)	bid contracts	
	Non-bid contracts	
Construction Costs (Force Account)	In-House labor	
	Material Supplies	
Architectural/Engineering Fees		
Other (specify)		
CPA Attestation Fee, if applicable (attach copy of invoice & proof of payment)		
TOTAL		0
Less Local Agency Share		
Amount of Grant Reimbursement Claimed		0

CERTIFICATION STATEMENT:

I do hereby certify that this Billing is correct and just and based on actual payment(s) of record by the Project Sponsor; that payment from the State of Illinois has not been received for these costs; and that the completed work and services or purchases are in accordance with provisions of the Illinois Bicycle Path grant program (17 IL adm Code 3040) and the signed Project Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

BY: _____

NAME: _____
(Signature)

TITLE: _____

AGENCY: _____

DATE: _____

(Document must be attested to by local agency fiscal officer)

ATTESTED BY: _____
(Signature)

(Title)

FINAL PROJECT PERFORMANCE REPORT
ILLINOIS BICYCLE PATH GRANT

Project #: _____

Project Sponsor: _____

Project Title: _____ Date: _____

(CONCISE / QUANTIFIED DESCRIPTION OF COMPLETED PROJECT):

(GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS):

<u>Approved Project Component</u>	<u>Quantity</u> <u>Actual Costs</u>	<u>Budgeted Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:	0	0

Prepared by: _____

Title: _____

IL Department of Natural Resources

FA/DOC-1

FORCE ACCOUNT PROJECT MATERIAL COST SUMMARY
 (Itemized by major project components)
 (MATERIALS ITEMIZATION SHEET)

Major Project Component: _____ PAGE _____ OF _____

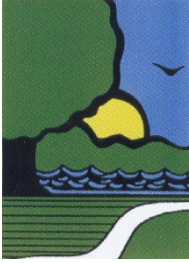
PROJECT SPONSOR: _____ PROJECT #: _____

PROJECT TITLE: _____

FIRM	MATERIAL ITEM	QUANTITY	PURCHASE ORDER NUMBER	CHECK NUMBER	CHECK AMOUNT	AMOUNT CLAIMED FOR REIMBURSEMENT
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					TOTAL	

I hereby certify that the above is true and correct and all materials were used exclusively on the referenced project.

Signature: _____
 Name & Title: _____
 Date: _____



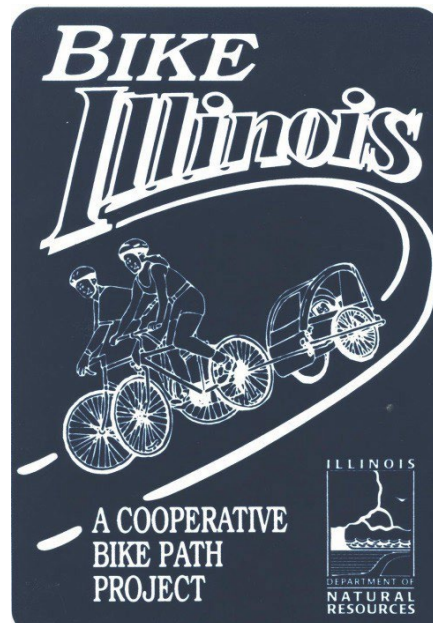
Illinois Department of Natural Resources

Exhibit B1

Illinois Bicycle Path Grant Program

Acquisition Projects

Implementation & Billing Requirements



IL Department of Natural Resources
Office of Grant Management and Administration
One Natural Resources Way
Springfield, IL 62702
Telephone: (217) 782-7481
Fax: (217) 782-9599
DNR.Grants@illinois.gov

- 1) To maintain eligibility for grant reimbursement, the local Grantee must satisfactorily complete ALL approved project components as specified in the approved project application and the signed Project Agreement. Any changes (additions or deletions) to the project scope must be approved by IDNR prior to implementation to maintain overall eligibility for grant reimbursement.
- 2) The first task is the completion and submittal of one independent appraisal report for each parcel in the project no later than 6 months after receipt of your executed agreement.
- 3) The appraisal report must be completed in accordance with the enclosed appraisal requirements and instructions. These instructions provide complete guidance regarding the appraisal process and the Department's certification (approval) of certified market value. **It is important to indicate to the chosen appraiser that this project is state funded and the appraisal(s) must be prepared in full accordance with the "Uniform Standards of Professional Appraisal Practice (USPAP)".** The standards can be viewed at https://www.appraisalfoundation.org/imis/TAF/Standards/Appraisal_Standards/.
- 4) **No negotiations with the seller(s)** should take place until authorized by the Department.
- 5) Should your project involve the displacement of any persons, families or businesses, please contact the Department immediately for further instructions involving relocation procedures. Be prepared to submit the qualifications of the person(s) responsible for preparing the required Relocation Plan and Housing Assistance Plan.
- 6) All non-recreation uses of the site existing at the time of acquisition, including agricultural practices, must be terminated at the end of the current planting and harvesting cycle prior to grant reimbursement.
- 7) Your agency is responsible for compliance with the "Americans with Disabilities Act of 1990" which provides comprehensive civil rights protection to individuals with disabilities. Specifically, local units of government are covered under subtitle A of Title II of the ADA. If you have any questions regarding your agency's responsibilities for ADA, please contact our office. The enclosed EEO poster or one similar to it must be displayed for public notice by your agency.
- 8) Your agency may be subject to the audit requirements of the Grants Accountability and Transparency Act (GATA) which is governed by federal 2 CFR 200.500. The enclosed 2 CFR 200.500 Audit Certification Statement must be completed and returned with the Project Agreements. An auditing professional should be consulted to determine whether this requirement may apply to your agency.
- 9) Status of project progress and spending must be reported to the DNR Grant Administrator assigned to the project each January 1, April 1, July 1 and October 1 throughout the duration of project implementation (i.e., until the FINAL project billing is submitted to DNR). The enclosed "Periodic Performance Report" and "Periodic Financial Report" forms are required under the Grant Accountability and Transparency Act. Failure to submit a required reports will result in no reimbursement (for projects over \$25,000.00) and may result in the local sponsor being placed on the statewide Stop Pay List (See 44 IL Admin Code 7000.80)
- 9) As you proceed with your project, if you have any questions regarding program requirements, please contact the Office of Grant Management and Assistance at (217) 782-7481.

BIKE Grant Acquisition Schedule

EXAMPLE

Project Number: BIKE-25-XXXX

Project Sponsor: Public Park District Project

Title: John Q. Public Bike Corridor Acquisition

Grant Award Announcement: May 201x

Order Appraisal: June 201x

Submit Appraisal to DNR Sept 201x

Market Value established Oct 201x

Negotiations Nov 201x

Closing Jan 201x

Request to DNR for reimbursement Feb 2

Task 1

Acquiring & Submitting an Appraisal

Appraisal Requirements and Instructions

For any lands acquired with Illinois Department of Natural Resources (IDNR) grant assistance:

General Instructions / Requirements

A narrative appraisal report, prepared in accordance with the attached *Specifications for Analytical Narrative Appraisal Report*, is required for each separate property having a value estimate over \$25,000. Restricted Appraisal Reports are **NOT** acceptable for properties over \$25,000 in value. At the sole discretion of the IDNR review appraiser, a second appraisal may be requested if deemed necessary to properly substantiate a property's value.

Two narrative appraisal reports are required for all properties that involve a seller donation totaling 50% or more of the land's anticipated market value unless otherwise waived by the IDNR.

Form appraisal reports may be used for properties with a value estimate less than \$25,000 provided the properties are either unimproved, the improvements contribute no value to the property, or are vacant residential lots in a platted subdivision. A properly documented Restricted Use appraisal may **ONLY** be accepted for properties having an estimated value of less than \$5,000.

Required appraisal reports **MUST** be prepared by a qualified licensed appraiser approved by the Illinois Department of Natural Resources (see cover letter accompanying these instructions).

Advise your hired appraiser(s) how the land being appraised will be acquired (i.e. with federal and/or state grant assistance). Each required appraisal report **MUST** be prepared in full accordance with the attached specifications and submitted to the Illinois IDNR for review. The local sponsor's appraiser will be responsible for providing any delinquent or supplemental information that may be necessary for compliance with the attached specifications and/or to accurately determine the market value of the project property.

Please note: It is **mandatory** the appraiser(s) contact the IDNR's Division of Realty review appraiser at (217) 524-6831 to discuss the project before the appraisal is started.

Documents for the Appraiser

You **MUST** provide your appraiser(s) with the following:

- copies of the attached *Preface to Appraisal Specifications*;
- *Specifications for Analytical Narrative Appraisal Reports*; and the
- *Appraisal Checklist*.

These documents **MUST** be utilized in preparing the appraisal reports(s) and all information specified therein **MUST** be included. You shall retain a copy of the *Preface*, *Specifications* and *Checklist* for your own internal review of the appraisal report(s). An internal review of each appraisal report must be completed by your agency prior to submitting the report(s) to the DNR for review.

Note: for partial takes or partial grant assistance. If the parcel is part of a larger total holding, the legal description of both the total holding and the part to be acquired **MUST** be given to the appraiser(s). If the total holding is to be acquired, but only a portion is to receive grant assistance, a separate value must be established for the part that is to receive the grant assistance.

A current ***Commitment for Title Insurance*** showing your agency as the proposed insured **MUST BE** purchased from a title insurance company and a copy given to the appraiser(s) prior to the commencement of work on the report. This is to determine any restrictions placed on the rights of the property to be transferred. A determination of the property's value involves full consideration of the rights remaining with the property and, where appropriate, the effect the loss of any of these rights has on its value. Appraisals **MUST BE** based on the economic highest and best use of the property. Appraisals based on a non-economic use **ARE NOT** acceptable. When an appropriately determined highest and best use is affected by a deed restriction, exception, or easement, the appraisal must consider such an effect on the property's value.

Note: An updated Title Insurance Policy, showing fee simple title vested in your agency and insured to the full value of the property, will be required after property acquisition and before grant reimbursement can be provided.

Submittal to the Illinois Department of Natural Resources

Submit one original copy of the appraisal report(s) to the IDNR for review after your internal review has been completed. A cover letter should accompany the report(s) that includes the following:

The appraisal has been reviewed by your agency, using the instructions and checklist provided and certifying that all required information is included to the best of your knowledge.

The value of the property, as determined by the appraisal, and the appraisal itself, are acceptable to your agency.

Illinois DNR Appraisal Review & Certification of Market Value

Once the appraisal(s) has/have been reviewed by the IDNR and found to be prepared and documented in accordance with the enclosed ***Specifications for Analytical Narrative Report***, the market value established therein for the property will be approved by the IDNR for cost-sharing.

Questions regarding appraisal requirements or approval of property market value by the Department should be directed to the IDNR grant administrator for the project at (217)782-7481.

Preface to Appraisal Specifications

(For the appraiser)

Please note: It is mandatory the selected appraiser(s) contact the Illinois Department of Natural Resource's Division of Realty review appraiser at (217) 524-6831 to discuss the project **PRIOR** to beginning the appraisal assignment.

- The property being appraised will be acquired with state funding assistance provided through the Illinois Department of Natural Resources. Therefore, ALL appraisals **MUST** conform to the most current *Uniform Standards of Professional Appraisal Practice (USPAP)*. Contact the Illinois Department of Natural Resources grant administrator for the project at (217) 782-7481 or the IDNR review appraiser at (217) 524-6831 if you are unsure which appraisal standards apply.
- Appraisals **MUST** be prepared in full accordance with the attached *Specifications for Narrative Appraisal Reports* and the *Appraisal Checklist*. These specifications are considered a condition of assignment and **MUST** be utilized in preparing the appraisal report and ALL information specified therein, **MUST** be included.
- The *Appraisal Checklist* **MUST** be bound into the Addenda of the appraisal report when it is returned to your client. You are to initial each specified item to signify that it is contained in the appraisal report.
- Prior to initiating the appraisal, your client **SHALL** provide you of the legal description of the property to be acquired. If the total property is to be acquired by your client, but only a portion is to receive State funding assistance, a separate value **MUST** be established for the part that is to receive the State funding assistance (your client will advise you if this situation applies).
- In order to determine any restrictions placed on the property, your client **MUST** provide you with a current Commitment for Title Insurance prior to initiating the appraisal. This Commitment should advise you of any restrictions placed on the rights of the property to be transferred so that the determination of the property's value involves full consideration of the rights remaining with the property and, where appropriate, the effect the loss of any of these rights has on its value. Appraisals are to be based on the economic Highest and Best Use of the property. When an appropriately determined Highest and Best Use is affected by a deed restriction, exception of easement, the appraisal **MUST** consider such an effect on the property's value.
- Return the completed appraisal(s) to your client who will then forward it (them) to the Illinois Department of Natural Resources for review.

Specifications for Bike Path Narrative Appraisal Report

In Conformance with the *Uniform Standards of Professional Appraisal Practice (USPAP)*

GENERAL

In the preparation of this report, the appraiser shall follow current professional appraisal practices giving consideration to the three traditional approaches to value, unless otherwise specified in these instructions.

1. COST APPROACH
2. INCOME APPROACH
3. SALES COMPARISON (OR MARKET) APPROACH

Should certain approaches or requirements covered in these specifications not be applicable to the assignment, the obligation can be fulfilled by identifying that approach or requirement together with an explanation for its omission (i.e. an appraisal involving land valuation only would not typically utilize the Cost Approach). Of necessity, supplementary specifications will be furnished requiring additional data in the appraisal of highly specialized properties or under other unusual circumstances.

FORMAT

The report shall be 8 1/2 x 11 inches in size, spiral bound on the left margin in book fashion with a durable cover having the property identified on the face thereof. All pages shall be numbered consecutively, including all exhibits, and each important heading shall be shown in the Table of Contents. To provide uniformity for the Illinois Department of Natural Resources, the report shall be divided into four parts as outlined below.

PART I - INTRODUCTION

1. **Title Page.** This shall include:
 - A. Name, street address and agency assigned tract, or parcel number (if any) of the property appraised;
 - B. Name and address of the individual making the report;
 - C. Effective date of the appraisal; and
2. **Letter of Transmittal.** This shall include the date of the letter; identifications of the property and property rights appraised; a reference the letter is accompanied by an appraisal report, a statement of the effective date of the appraisal, identification of any extraordinary assumptions, hypothetical conditions, limiting conditions, or legal instructions; the value estimate or estimates in the case of a partial acquisition, and the appraiser(s) signature(s).
3. **Table of Contents.** The major parts of the appraisal report and their subheadings should be listed. Addenda items of the report shall be listed individually in the table of contents.

4. **Summary of Salient Facts and Conclusions.** The major facts and conclusions that led to the final estimate(s) of value shall be reported. This summary should include an identification of the property appraised; the highest and best use of the property (both before and after the acquisition in the case of a partial acquisition); brief description of any site and/or building improvements; the indicated value of the property (before and after) by each approach to value used in the report; the final estimate of value (both before and after if applicable); any extraordinary assumptions, hypothetical conditions, limiting conditions or instructions; and the effective date of the appraisal.
5. **Photographs.** Photographs shall be in color and show at least the front elevation of any major improvements, plus any unusual features. There should also be views of the abutting properties on either side plus any property directly opposite of the subject, and interior photographs of any unique features. When a large number of buildings are involved, including duplicates, one picture may be used for each type. Except for the overall view, photographs may be bound as pages facing the discussion or description which the photographs concern. All photographs shall include captions identifying the property, the date the photo was taken, and the direction the camera lens was facing.
6. **Statement of Limiting Conditions.** The appraiser should provide clear concise statements of all assumptions and limiting conditions including the following specifics:
 - A. the title to the property is marketable;
 - B. the appraiser assumes no responsibility for legal matters;
 - C. all data furnished by others are presumed correct;
 - D. any encumbrances to the property **MUST** be identified in this section of the report;
 - E. “boilerplate” types of assumptions and limiting conditions **MUST** be avoided;
 - F. assumptions and limiting conditions that are clearly the appraiser’s own conclusions **MUST** also be avoided.
 - G. any uninstructed assumption of hypothetical condition that results in a valuation other than the *as is* value of the property appraised as of the effective date of the appraisal will likely invalidate the appraisal.
7. **Scope of the Appraisal.** The appraiser shall describe the scope of investigation and analysis undertaken in making the appraisal. The scope should conform to the appraisal’s purpose and intended use. Geographical area and time span searched for market data should be included as well as the type of market data researched; the extent of the market data confirmation; references; and/or data sources relied upon.
8. **Purpose of the Appraisal.** This shall include the reason for the appraisal, the client, and also specifically identify the intended use and the intended users of the report. The definition and source of market value **MUST** be placed in this section of the report.

PART II - FACTUAL DATA

9. **Legal Description.** This description shall be so complete as to properly identify the property appraised. If lengthy, it should be referenced and included in the Addenda/Exhibits (Part IV) of the report.
10. **Area, City and Neighborhood Data.** This data (mostly social and economic) **MUST** be kept to a minimum and should include only those facts which are considered to be essential in formulating the appraiser's conclusions as to significant trends. There should be sufficient data to support highest and best use. The use of "*boilerplate*" or demographic and economic data (often downloaded from the Internet) is unnecessary and unless the appraiser demonstrates the specific data directly impacts the market value of the subject property it shall be excluded.
11. **Property Data.**
 - A. **Site** – Describe the present use, accessibility and road frontage, land contours and elevations, soils, vegetation (including timber), views, land area, land shape, availability of utilities, mineral deposits, water rights associated with the property, easements, etc. A statement **MUST** be made concerning the existence or nonexistence of commercially valuable mineral deposits. The appraiser should discuss the beneficial and detrimental factors inherent in the location of the property.
 - B. **Improvements and Conditions** – This shall be by narrative description of all improvements including their dimensions, square footage measurements, chronological and effective age, dates of any significant remodeling or renovation, condition, type and quality of construction. The current relative use and obsolescence shall be stated for each item or group appraised and, whenever applicable, the repair or replacement requirements to bring the property into useable conditions.
 - C. **Equipment** – This shall be described by narrative or schedule form and shall include all items of equipment, including a statement of the type and purpose of the equipment and its state of cannibalization. The current physical condition and relative use and obsolescence shall be stated for each item or group appraised, and whenever applicable, the repair or replacement requirements to bring the equipment to usable condition. Any related personal property or equipment, such as tenant trade fixtures, which are not attached or considered part of the realty, shall be separately inventoried. Where applicable, these detachable or individually owned items shall be separately valued.
 - D. **Use History** – State briefly the purpose for which the improvements were designed, dates of original construction and major renovation and/or additions or conversions. A ten-year history of the use and occupancy of the property **MUST** be included.
 - E. **Sales History** – Any agreements of sales, options, and/or listings of the subject property as of the effective date of the appraisal **MUST** be analyzed. Any sales of the subject property that occurred within three years prior to the effective date of the appraisal **MUST** be analyzed.

- F. **Rental History** – Report the historical rental or lease history of the property for at least the past three years, if this information can be ascertained. All current leases should be reported including the date of the lease, name of the tenant, rental amount, and terms of the lease, parties responsible for property expenses, and other pertinent lease provisions. The appraiser shall state their opinion as to whether any lease of the property represents the property’s current market or economic rent. If not, the reasons for that conclusion. An unsupported statement that rent does not represent market or economic rent is unacceptable.
- G. **Assessed Value and Annual Tax Load** – Include the current assessment and dollar amount of real estate taxes. The appraiser should state the statutory percentage of market value and how the current assessment reflects the market value of the subject. If the subject is assessed based on its current use, then likewise a discussion of this impacts the property shall be discussed. If the property is not taxed, the appraiser shall estimate the assessment in case it is placed upon the tax roll, state the rate and give the dollar amount of the tax estimate.
- H. **Insurance** – If applicable, give the estimated rate per thousand and the annual cost of adequate insurance coverage (not necessarily present coverage) for the subject property and any improvements on the site.
- I. **Easements/Restrictions** – give a detailed description of all easements and/or title restrictions affecting the property and the resultant impact they may have, if any, on the site's value and/or use.
- J. **Zoning** – Identify the zoning for the subject property. This **MUST** be reported in descriptive terms rather than by zoning code. Other local land use regulations such as set-back requirements, off-street parking requirements, and open space requirements, which have an impact on the highest and best use and value of the property is to be reported. If the rezoning of the property is imminent or likely, discuss in detail the investigation and analysis that led to that conclusion. The mere assertion by an appraiser the property could be rezoned is insufficient.

PART III - ANALYSIS AND CONCLUSIONS

12. **Definition and Analysis of Highest and Best Use.** The report shall state the highest and best use that can be reasonably made of the property (land and improvements and where applicable, machinery and equipment) for which there is a current market. The valuation shall be based on this use. In no case shall the land be appraised for one highest and best use and the value of the improvements added when they do not contribute to the market value of the land under the highest and best use. Such special purpose appraisals are not allowable. Further, the appraiser **MUST** not utilize a highest and best use that is not economically based. For instance a Highest and Best Use of preservation, conservation, natural lands, etc. are not economic uses and will not be acceptable. Any references that incorporate the terms value to the public, value to the government, or community development are also unacceptable.

13. **Land Value.** The appraiser's opinion of the value of the land shall be supported by confirmed sales of comparable or nearly comparable lands having like optimum (highest and best) uses. Differences shall be weighted and explained to show how they indicate the value of the land being appraised. This is usually done in a narrative form wherein adjustments are made for location, time, size, site characteristics, etc. and result in an adjusted sales price. This will establish an adjusted sales price range. If one or more of the comparable sales influence the final determination of value, it should be so stated. (It is preferable to include a chart showing each adjustment and the final adjusted sales price.)

14. **Value Estimates.**

A. **Cost Approach** – This section shall be in the form of computational data, arranged in sequence, beginning with reproduction or replacement cost, and shall state the source of all information used. Supporting documentation from the cost source used **MUST** be contained in the Addenda of the report. The dollar amounts of physical deterioration and functional and economic obsolescence, or the omission of same, shall be explained in narrative form. This procedure may be omitted on improvements, both real and personal, for which only a salvage or scrap value is estimated.

B. **Income Approach** – This shall include adequate factual data to support each figure and factor used and shall be arranged in detailed form to show at least:

- (1) estimated gross economic rent or income;
- (2) allowance for vacancy and credit losses; and
- (3) An itemized estimate of total expenses including reserves for replacements.

Capitalization of net income shall be the rate prevailing for this type of property and location. The capitalization technique, method and rate used shall be explained in narrative form supported by a statement of sources of rate and factors.

C. **Sales Comparison (Market) Approach** – All comparable sales used shall be confirmed by the buyer, seller, broker, or other person having knowledge of the price, terms and conditions of sale. Each comparable shall be weighed and explained in relation to the subject property to indicate the reasoning behind the appraiser's final value estimate from this approach.

NOTE: Each comparable sale shall have the same Highest and Best Use as the subject property or, if not, a full explanation is needed.

16. **Reconciliation of Estimates.** The appraiser shall interpret the foregoing estimates and shall state his reasons why one or more of the conclusions reached in items 14(a),(b) and (c) are indicative of the market value of the property. When reconciling two or all three approaches, the appraiser shall take into account the type of property in relation to the adequacy of the data processed in each approach. This summary should explain the strengths and weakness of each approach and influence the weight to be given each one. Do not obtain a final estimate of value by averaging the individual indications. Place the greatest emphasis on the approach which most reliably reflects local thinking and marketability. The appraiser shall give the final estimate of value in a definite statement.
17. **Affidavit of Appraiser.** The appraiser **MUST** complete an affidavit by using the attached form.

PART IV - EXHIBITS AND ADDENDA

18. **Location Map.** This exhibit should display the location of the appraised property with the city or area in which the property is located. All maps should include a north arrow and the identification of the subject property.
19. **Comparative Sales Data Map(s).** These exhibits might include a comparable land sales map, a comparable improved sales map, and a rental comparable sales map. The maps should include a north arrow and show the locations of both the comparable properties as well as the subject property. If this requires the use of a map that is not of a readable scale, secondary maps showing the specific location of each of the comparable properties should be included. Comparative maps **MUST** be of sufficient detail with the subject property and each comparable property clearly identified so as to allow the properties to be easily located during any required on-site inspections by a review appraiser.
20. **Details of the Comparative Sales Data.** Sales **MUST** be identified by data taken from the recorded instrument (if recorded) AND from information obtained from the parties involved. In all cases, the comparable sales properties considered within the appraisal report **MUST** be personally visited/inspected (see appraiser affidavit) and color photographs provided of those properties **MUST** be included.

The following items **MUST** be included in the sales identification/description for each comparable sale used:

- A. Parcel number(s)
- B. Address of property (street address or section, township, range)
- C. GPS coordinates of the comparable sale
- D. Date of recording
- E. Sales consideration and terms
- F. Type of Deed
- G. Document number or deed book and page number
- H. Name of grantor and grantee
- I. Sale size
- J. Sale price per unit of comparison (\$/acre, \$/square foot, etc.)
- K. Highest and Best Use
- L. Name and telephone number of confirmation source
- M. Name of person confirming the sale
- N. Legal description
- O. Reservations, exceptions, and deeded restrictions, if noted.
- P. Zoning.
- Q. Soil description.

Additional documentation having an effect on valuation of the subject property may include:

- R. Quantity and quality of attached mineral rights.
- S. Quantity and quality of attached water rights.
- T. Quantity, quality and legal description (or maps of functional boundary) of any attached permits, leases, allotments, etc.

- 21. **Plot Plan.** A plot plan should depict the entire subject property, including dimensions and street frontages. Structural improvements should be shown in their approximate locations. Significant on-site improvements and easements should also be shown. The dimensions of improvements should be noted. The plot plan should include a directional north arrow.
- 22. **Floor Plans.** Floor plans are required only when they are necessary to describe a unique property feature or the value estimate.
- 23. **Title Evidence Report.** If the agency provided a title report to the appraiser, it should be included.
- 24. **Other Pertinent Exhibits.** This would include any written instructions given to the appraiser by the client, agency or its legal counsel, any specialist reports (timber appraisals, environmental studies, engineering reports, etc.), cost to cure estimates, leases, etc.
- 25. **Qualifications of Appraiser.** The qualifications of all appraisers or technicians who made significant contributions to the completion of the appraisal assignment should be included.

Appraisal Checklist

Adapted from the *Uniform Appraisal Standards for Federal Land Acquisition*

PREFACE

- 1. IDNR's review appraiser contacted Name: _____ Date: _____
- 2. Copy of Specifications and Checklist provided to appraiser prior to start
- 3. Checklist attached
- 4. A copy of the Preliminary Title Report, Opinion of Title or Commitment for Title Insurance attached
- 5. Deed restrictions as found in the Preliminary Title Report, etc., included in appraisal
- 6. Appraiser advised of legal description of subject property

FORMAT

- 1. 8 ½ x 11 Inch Spiral Bound Report
- 2. Pages numbered
- 3. Heading Shown in Table of Contents

PART 1 - INTRODUCTION

- 1. Title Page
- 2. Letter of Transmittal
- 3. Table of Contents
- 4. Summary of Salient Facts and Conclusions
- 5. Photographs
- 6. Statement of Limiting Conditions and Assumptions
- 7. Scope of the Appraisal
- 8. Purpose of the Appraisal

PART II - FACTUAL DATA

- 9. Legal Description
- 10. Area, City and Neighborhood Data
- 11. Property Data:
 - A. Site (soil, topography, minerals, etc.)
 - B. Improvement and Conditions
 - C. Equipment
 - D. Use History
 - E. Sales History
 - F. Rental History

<input type="checkbox"/>	G.	Assessed Value and Annual Tax Load
<input type="checkbox"/>	H.	Insurance
<input type="checkbox"/>	I.	Easements or Restrictions
<input type="checkbox"/>	J.	Zoning

PART III - ANALYSIS AND CONCLUSIONS

12. Definition and Analysis of Highest and Best Use
13. Land Value
14. Value Estimate
15. Appraisal of Partial Taking
16. Reconciliation of Estimates
17. Affidavit of Appraiser

PART IV – EXHIBITS AND ADDENDA

18. Location Map
19. Comparable Sales Data Map(s)
20. Details of the Comparative Sales Data:

<input type="checkbox"/>	A.	Parcel Number(s)
<input type="checkbox"/>	B.	Address of Property
<input type="checkbox"/>	C.	GPS Coordinates
<input type="checkbox"/>	D.	Date of Recording
<input type="checkbox"/>	E.	Sales Consideration and Terms
<input type="checkbox"/>	F.	Type of Deed
<input type="checkbox"/>	G.	Document Number
<input type="checkbox"/>	H.	Name of Grantor and Grantee
<input type="checkbox"/>	I.	Sale Size
<input type="checkbox"/>	J.	Sale Price \$/Unit
<input type="checkbox"/>	K.	Highest and Best Use
<input type="checkbox"/>	L.	Name and Telephone Number of Confirmation Source
<input type="checkbox"/>	M.	Name of Person Confirming Sale
<input type="checkbox"/>	N.	Legal Description
<input type="checkbox"/>	O.	Reservations, Exceptions and Deed Restrictions
<input type="checkbox"/>	P.	Zoning
<input type="checkbox"/>	Q.	Soil Description
<input type="checkbox"/>	R.	Mineral Rights
<input type="checkbox"/>	S.	Water Rights
<input type="checkbox"/>	T.	Permits, Leases or Allotments

21. Plot Plan
22. Floor Plans
23. Title Evidence Report
24. Other Pertinent Exhibits
25. Qualifications of Appraiser(s)

Task 2

Establishing Certified Market Value

Certified Market Value:

AFTER all of the previous reviewed documentation has been submitted to the IDNR and a Certified Market Value (CMV) has been established the grantee will be notified. Once notified the following procedures must be followed. These procedures cannot begin until the CMV has been established by the IDNR unless prior written approval has been received without jeopardizing the project reimbursement.

1. The amount specified as the CMV must be offered to the seller in the form of a written offer/letter and accompanied by a properly completed "Statement of Just Compensation" form. The written offer/letter must, at a minimum include:
 - a. name of your agency
 - b. purpose of the acquisition
 - c. general location of the property to be acquired
 - d. CMV of the property as established by the approved appraisal
 - e. name, address and phone number of the contact person for your agency.
2. The "Statement of Just Compensation" form must be completed to include the required site and CMV information, and attached to the written offer/letter. These documents must then be transmitted to the seller by either "Certified Mail Return Receipt Requested" or personal presentation. If presented in person, the seller must sign and date a copy of the written offer/letter acknowledging its receipt.
3. If the seller is willing to accept less than CMV, the "Waiver of Rights to Just Compensation" form must be signed and completed by the seller. If the offer of CMV is refused by the seller, attempts at a negotiated settlement may be pursued, **however, eminent domain (condemnation) proceedings SHOULD NOT be threatened or initiated until our office has approved such action.**
4. WITHIN 30 DAYS from the date of the IDNR letter specifying the CMV, acquisition of the subject property should be completed at either:
 - a. CMV
 - b. Negotiated Purchase
 - c. Petition to Condemn the property has been filed
5. Once the project property has been acquired, the following documentation must be submitted to the Department as part of the Final Project Billing for grant reimbursement:
 - a. Copy of recorded Warranty Deed ⁽¹⁾ in case of negotiated purchase
 - i. Copy of Title Insurance Policy showing fee simple title vested in the project sponsor and insured to the full value of the land and improvements thereon
 - ii. Executed "Title Affidavit"
 - iii. Copy of Acquisition Closing Statement
 - b. Copy of Petition to Condemn and Judgment Order (J.O.) ⁽¹⁾ in case of condemnation
 - c. Copy of completed/signed "Statement of Just Compensation" form and, if applicable, "Waiver of Rights to Just Compensation" form
 - d. Copies of all canceled checks as evidence of payment
 - e. Copy of "final plat" map (no larger than 11" X 17") for property acquired signed by local official certifying accuracy of map
 - f. Completed "Billing Form" and "Billing Certification Statement"
 - g. Completed "Parcel Tabulation"
 - h. Proof that archaeological survey, if required, has been conducted on project site and appropriate DNR/HPA sign-off obtained
 - i. A few photos of the project site with the Illinois Bicycle Path Grant Program sign included
6. *Note the enclosed deed restriction/covenant language that must be recorded with the deed/J.O.*

6. All non-recreation use of the site existing at the time of acquisition, including agricultural practices, must be terminated prior to Illinois Bicycle Path grant reimbursement.

Record Retention / Audit Requirements:

As stipulated in the General Provisions of the grant Project Agreement, the Grantee must maintain, for a minimum three (3) year period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois DNR and/or the State of Illinois, Auditor General, for auditing at reasonable times. Failure by the Grantee to maintain such accounts, documents, and records, as required herein, shall establish a presumption in favor of the State of Illinois for recovery of any grant funds paid by the State for which adequate records are not available to support their purported disbursement.

1. If the Grantee receives \$300,000 or more in grant funds or charges the grant \$25,000 or more for Force Account labor or non-bid labor/material purchase costs, the Grantee shall provide the Department with one of the following types of audits:
 - a. An agency-wide financial and compliance audit for each year that grant expenditures are made. This audit should be conducted as part of the Grantee's annual audit as is generally required by 1) State law (i.e., 55 ILCS 5/6-3001 et seq. and 65 ILCS 5/8-8-1 et seq.), 2) 2 CFR 200.500, or 3) the Grantee's own governing body.
 - b. A grant specific audit covering all funds expended under the terms of the grant.

All required audits must be conducted by an independent certified public accountant, licensed by the State of Illinois and must be performed in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA). The Grantee shall be responsible for procuring all required audits in accordance with its normal procurement rules, providing that these rules promote open competitive procurement. The Grantee will provide the Department with all required audits within 30 days of completion.

2. If the Grantee receives less than \$300,000 in grant funds the Grantee will provide the Department with copies of any audits that report findings involving the funded project.

Audit Resolution:

The Grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the IDNR or its representative, the Grantee shall be responsible for repayment of such costs.

**STATEMENT OF JUST COMPENSATION
SUMMARY OF PROPERTY ACQUISITION AND OFFER TO PURCHASE**

PROJECT NAME: _____ County: _____
Parcel # _____

OWNER(S) OF REAL PROPERTY: _____

LOCATION OF PROPERTY: _____

In compliance with Sec. 301 of the federal Relocation Assistance & Real Property Acquisition Policies Act (P.L. 91-646, 49 CFR 24) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et.seq.), the following summary has been prepared to fully inform you, the seller, of the details of the acquisition of (a portion of) your property for purposes. *The legal description of the parcel to be acquired is attached hereto.*

1. Existing Property:

Total Size/Area: _____ (acres/sq. ft.) more or less.

Highest and Best Use as appraised: \$ _____

Certified Market Value of Entire Property* \$ _____

*Certified Market Value of Entire Property is based upon a State-approved appraisal and is not less than the appraiser's opinion of certified market value which was determined after a personal inspection of your property, at which time you or your representative were given the opportunity to accompany the appraiser. The appraisal takes into consideration the location of your property, its highest and best use, current land sales of properties similar to your property and other indicators of values as may be necessary, i.e.:

2. Land to be Acquired:

Estate or Interest to be acquired: _____

Total Land Areas to be acquired: _____ (acres/sq. ft.)

3. Major Improvements and All Fixtures to be acquired: _____

4. Compensation for Property Acquired: \$ _____ per acres/sq.ft.

Certified Market Value, including all improvements, as part of the Whole Property: \$ _____

Damage to the remaining property as a result of the acquisition: \$ _____

Total compensation for the property acquired: \$ _____

5. Other Consideration:

(_____) \$ _____

(_____) \$ _____

Total Other Consideration: \$ _____

6. Total Just Compensation for Entire Acquisition: \$ _____

(includes all interests in the land required for the proposed public project, and damage to the remaining property, if any)

Any increase or decrease in the market valuation caused by the public improvement or project for which property is to be acquired, or by the likelihood that the property would be acquired for such improvement or project, other than that due to physical deterioration within the reasonable control of the owner, has been disregarded in making the determination of just compensation.

STATEMENT OF JUST COMPENSATION
SUMMARY OF PROPERTY ACQUISITION AND OFFER TO PURCHASE
(continued)

PROJECT NAME: _____ County: _____
 Parcel # _____

You may wish to retain and remove some, or all, of the improvements included in the acquisition. If so, the following owner-retention values have been established for the improvements listed above in Item 3, and the total of the owner-retention values for the improvements retained will be deducted from the total compensation.

<u>IMPROVEMENT</u>		<u>OWNER-RETENTION VALUE</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____

NOTE: Any agreement to retain such improvements does not convey with it a permit to move the improvements on, or over any State highway. It is suggested that you contact the Illinois Dept. of Transportation district office nearest you for information regarding application for a permit if one is needed.

On behalf of the _____ *I hereby offer the property*
owner the total sum of \$ _____ *determined as the Certified market value by*
an
independent appraisal, for the property described on the attached instrument(s), free and clear of all claims
of other parties, liens, taxes and encumbrances.

PRESENTED BY: _____
(Chief Elected Official) (Signature)

DATE: _____

STATEMENT OF OWNER

I have read the preceding summary describing how this appraised value was established and was offered the stated value of \$ _____. I further state that:

- There are no persons living on the property.
- There are no businesses being conducted on the property by others.
- The following persons are living or conducting business on the property (including owner if in occupancy). Give name and address:

Signed: _____
 Address: _____ Owner or Representative

Please note that the signing of this statement by the owner (or representative) DOES NOT constitute an acceptance of the herein stated offer to purchase.

Waiver of Rights to Just Compensation

PROJECT NAME: _____

Parcel #: _____

County: _____

I, _____ (Seller / Grantor), have been informed of all my rights and benefits under the federal “*Uniform Relocation Assistance and Real Properties Acquisition Policy Act of 1970*”, as amended, and/or the Illinois Displaced Persons Relocation Act and have been provided with a “Statement of Just Compensation” and a written “Offer to Purchase” on the subject property for the appraised value of \$ _____ (amount). Of my own choice, I have elected to accept an amount less than the specified appraised Certified market value for the following reason(s):

(Signature of Seller/Grantor)

(Date)

INSTRUCTIONS FOR COMPLETING ATTACHED TITLE AFFIDAVIT

The Title Affidavit is required to assure that there are no outstanding issues involving the real property being acquired, that are not of public record, which could require legal action and/or monetary payment by the buyer at some time after closing. The Title Affidavit should be executed by the grantor(s) or authorized agent who is familiar with the property being conveyed and can swear to the validity of the statements contained therein. The individual's name should be inserted on the first line of the Affidavit, and in the instance of an authorized agent acting in an official capacity for the Grantor(s), the official capacity stated.

Throughout the Affidavit, strike out the language that is not applicable.

- Item 2. Insert the legal description of the property being conveyed or attach an Exhibit.
- Item 2. If there are others in possession of the premises other than the grantor(s) and/or the immediate family, insert the description of those parties, i.e. tenants.
- Item 3. Insert the name of the local agency that is acquiring the property.
- Item 8. Pay particular attention to this item. If any new or additional improvements have been made that are of a material nature (minor improvements do not have to be noted), within the past three years, list those improvements; otherwise, write in the word "None."
- Item 9. Strike out if property is improved.
- Items 10 and 11. Strike out if property is vacant.

The affidavit is to be executed (signed) by the individual noted on the first line of the Affidavit, either the Grantor(s) or authorized agent. For an authorized agent, the name and official capacity of the agent should be typed beneath the signature.

The Affidavit should be executed before a Notary Public.

STATE OF ILLINOIS)
)
COUNTY OF _____)

TITLE AFFIDAVIT

_____, being first duly sworn upon oath states as follows:
[Grantor(s) or Affiant]

- 1. That the Grantor(s) [Affiant] has/have personal knowledge of the facts averred herein.
- 2. There are no parties other than the Grantor(s) (and immediate family) in possession of any portion of the premises described as follows:

- 3. This affidavit is made for the purpose of inducing the _____ [local agency] to accept a deed of conveyance for the premises herein described from the record owner(s) thereof.
- 4. The Grantor(s) [affiant] has/have no knowledge of any unrecorded easements over, under, upon or across the herein described premises.
- 5. There are no encroachments, overlaps or boundary line disputes involving the aforesaid premises to the knowledge of the undersigned.
- 6. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises herein described.
- 7. There are no taxes or special assessments that are not shown as existing liens by the public records involving the herein described premises.
- 8. That no material new or additional improvements have been made to or constructed upon the herein described premises within the past three years except as follows (if none so state):

- 9. The said premises are vacant and unimproved. (Or, in the alternative, if the premises are improved, the foregoing Item 9 should be omitted and Items #10 and #11 hereafter should be added as additional averment s.)
- 10. There have been no improvements made, or contracted for, on the premises within four (4) months immediately preceding the date of the affidavit, out of which a claim for Mechanic’s Lien could accrue or has acc rued
- 11. All improvements now on the premises described herein comply with all local building and zoning ordinances.

Grantor(s) [Affiant] Signature

Subscribed and sworn to before me, a Notary Public,

this ____ day of _____, 20 ____ .

My commission expires: _____

Declaration of Use Restriction and Covenants on Property Deed

For all property acquired with Bike Path grant assistance from the Illinois Department of Natural Resources, the following use restriction/covenant shall be filed with the deed at the time of recording:

“The real property described herein must be maintained for public outdoor recreation use purposes only as prescribed by the State of Illinois, Department of Natural Resources under terms of the Illinois Bicycle Path grant program (17 IL Adm Code 3040) and shall not be sold or exchanged or have other encumbrances placed on the title, in whole or in part, which divests control or interest in the property to another party without prior approval from the State of Illinois, Department of Natural Resources or its successor.”

Additional restrictions may be required depending on the outcome of your CERP review. You will be notified by the IDNR what exact wording to use.

Task 3

Project Billing Forms

Bike Path – Billing Checklist

- Acquisition Project Billing Form (page 30)** No digital, copied, or electronic signatures are allowed.
- Billing Certification Statement (page 31)** No digital, copied, or electronic signatures are allowed.
- Parcel Tabulation (page 32)**
- Statement of Just Compensation & Summary of Property Acquisition and Offer to Purchase (pages 22-23)**
- Waiver of Rights to Just Compensation (page 24)**
- Title Affidavit (page 26)**
- Copy of Deed with Covenants Recorded - including Declaration of Use Restriction if required (attachment)**
- Copy of Closing Documents (attachment)**
- Proof of Payment (attachment)**
- Photo of Bike Path sign at site (attachment)**
- Periodic Performance Report (pages 37-39)**
- Periodic Financial Report (separate form)**

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

ACQUISITION PROJECT BILLING FORM
(BIKE PATH GRANT PROGRAM)

Project #: _____
 Project Sponsor: _____
 Project Title: _____
 Project Billing #: _____ 1 _____ Local Agency FEIN # _____

(Cost Category)	(Eligible Costs/Expenditures)
a) Land Purchased, including structures	
b) Land Donation (Approved CFMV Value) ATTACH: <i>Acquisition Billing Certification Statement</i>	
c) Relocation payments to individuals / businesses	
d) Appraisal costs (\$4000 maximum / appraisal)	
e) Archaeological Survey, if applicable	
f) TOTAL	
g) Less Local Agency Share	
h) Amount of Grant Reimbursement Claimed	

CERTIFICATION STATEMENT

I hereby certify that this Billing is correct and just and based on actual payment(s) of record by the local project sponsor; that payment from the State of Illinois has not been received for these costs; and that the project acquisition, and any relocation benefits provided therewith, was in accordance with provisions of the Illinois Bicycle Path Grant Program (17 Adm Code 3040), the signed Project Agreement, including amendments thereto, and general provisions of the federal Uniform Relocation Assistance & Real Property Acquisition Policy Act of 1970 (49 CFR, part 24) and/or state Displaced Persons Relocation Act (310 ILCS 40/et seq.).

BY: _____

NAME: _____
(Signature)

TITLE: _____

AGENCY: _____

DATE: _____

(Document must be attested to by local agency fiscal officer)

ATTESTED

BY: _____
(Signature)

(Title)

BIKE PATH ACQUISITION PROJECT

BILLING CERTIFICATION STATEMENT

Project #: _____

Project Sponsor: _____

Project Title: _____

On behalf of the Project Sponsor, I hereby certify that I understand and agree that the real property acquired per the above referenced Illinois Bicycle Path grant project must be used for public outdoor recreation purposes in general accordance with the signed Project Agreement, including amendments thereto; 17 IL Adm. Code 3040; and that:

- 1) *all non-recreation uses of the site existing at the time of acquisition, including agricultural practices, are terminated;*
- 2) *recreational development of the site, in general accordance with the site development plan submitted with the approved grant application, shall commence within three (3) years following property acquisition unless otherwise approved by the DNR; and*
- 3) *relocation assistance, in general accordance with provisions of the federal Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (49 CFR part 24) and/or the state Displaced Persons Relocation Act (310 ILCS 40/et seq.), as applicable, was provided for any individuals, businesses and/or personal property displaced by the project acquisition.*

It is further understood and agreed, unless otherwise approved by the DNR, that the subject property will be appropriately signed as public parkland/open space and be available for interim public outdoor recreation use between the time of property acquisition and scheduled recreation development consistent with the property's resource capabilities.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTESTED
BY:

(Signature)

(Name & Title: Chief Administrative Officer)

