

Illinois Department of Natural Resources

Land & Water Conservation Fund (LWCF) Grant Program

2025

Program Information for Grant 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. The funding source for the LWCF program is the U.S. Department of the Interior, National Park Service. The address for the civil rights office is: Equal Opportunity Program Director, U.S. Department of the Interior, National Park Service, PO Box 37127, Washington, DC 20013-7127.

FY 2025 LWCF PROGRAM CHANGES

- All FY25 LWCF program applications must be completed & submitted through the AmpliFund Grant Management System.

➤ <https://il.amplifund.com/Public/Opportunities/Details/75aae21a-c5ed-4197-b147-947ca5b343fe>

- The FY25 LWCF program application window is **MARCH 3, 2025, through MAY 9, 2025**.
 - Completed applications must be submitted through the AmpliFund Grant Management System no later than **5:00 PM on MAY 9, 2025**, to be eligible for consideration.

Inquiries regarding this grant program should be directed to:

**Illinois Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702-1271
Phone: (217) 782-7481
Fax: (217) 782-9599
dnr.grants@illinois.gov.**

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Grant Basics

Land and Water Conservation Fund (LWCF): The "*Land and Water Conservation Fund*" (LWCF) is offered annually through the Illinois Department of Natural Resources (IDNR). The LWCF program is a grant program that provides up to 50% funding assistance to eligible, local units of government to acquire land for public outdoor recreation areas.

This manual is designed to provide concise information on the LWCF program, and to provide direction in completing an application for grant funding consideration. Read the manual carefully before applying and follow the application checklist and instructions closely.

The LWCF program was enacted by Congress in the form of Public Law 88-578, the Land and Water Conservation Fund Act of 1965 (78 Stat. 897). The purpose of the Act was to establish a specific federal funding source to assist federal and state agencies in meeting present and future outdoor recreation needs of the country. To this end, the Act provides funds for federal acquisition and development of public outdoor recreation lands and authorizes a 50% reimbursement grant-in-aid program for state outdoor recreation planning, acquisition, and development initiatives.

Funds for the program are derived from a portion of the revenues generated through offshore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motorboat fuels, and net proceeds from the sale of surplus federal real property.

Each federal fiscal year, LWCF funds appropriated by Congress for the state-side portion of the program are apportioned on a fixed formula basis to the states. Each state, at their own discretion, may further allocate these funds to its political subdivisions to assist with local outdoor recreation acquisition and development projects consistent with approved state outdoor recreation plans. In Illinois, the State's policy is to allocate at least one-half of its annual LWCF apportionment to local government "land acquisition" projects by means of a competitive grant program.

The local agency must still possess the ability to finance the cost of an approved land acquisition project prior to receipt of grant reimbursement funds. Approved projects must be completed by the grant agreement expiration date. Upon satisfactory project completion, the local agency submits a final project billing request to the IDNR showing proof of project completion and project cost/payment. Once a billing request is approved, reimbursement should be issued to the local agency within 30 - 60 days. (Detailed instructions for project billings are included with approved project agreements.)

LWCF grants are awarded through a competitive application process. **Project applications and required attachments must be submitted through the AmpliFund Grant Management System by 5:00pm on May 9, 2025 - applications received after the 5:00pm application closing date will not be accepted or considered.** Notification of grant awards is typically announced within the first half of the following year.

Frequently Asked Questions

How is the LWCF program funded?

The LWCF program is a federally financed program through the Department of the Interior, National Park Service (NPS). Funds for the program are derived from a portion of the revenues generated through offshore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motorboat fuels, and net proceeds from the sale of surplus federal real property.

Who is eligible to apply for LWCF?

Only units of local governments having specific statutory authority to acquire and develop land for public park and recreation purposes are eligible for LWCF assistance.

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

Yes, the Grant Accountability and Transparency Act, 30 ILCS 708/1 et seq (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system.

- <https://www.illinois.gov/sites/gata/Pages/default.aspx>

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

Yes, a GATA Standard Application and a GATA Uniform Budget Template must also be submitted for your application to be considered complete.

- <https://gata.illinois.gov/grantee.html>

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

- IDNR policy limits annual LWCF grant awards to a maximum of \$750,000 per acquisition project.
 - *Counties* serving a population exceeding 2.0 million residents shall be eligible for up to \$1.15 million in annual LWCF funding for approved outdoor recreation acquisition projects.
 - *Municipalities* with a population exceeding 2.0 million residents are eligible for up to \$2.3 million in annual LWCF funding for approved projects.

How much money is available through the grant program?

This varies and is based on the annual apportionment from the federal government as well as the needs of the State of Illinois for use of the funds for property acquisition.

When is the grant application deadline?

The LWCF program operates on an annual recurring grant cycle. Completed local agency project applications must be **submitted** through AmpliFund during the application period to be considered in that year's LWCF grant cycle or as indicated in the current Notice of Funding Opportunity (NOFO) which can be found in the Catalog of State Financial Assistance (CSFA) at:

<https://www.illinois.gov/sites/gata/Pages/default.aspx> .

The deadline is final, and no extensions will be given. Project applications not approved for LWCF assistance will not be returned to the local agency. Projects that are not successful in each grant request cycle may be resubmitted in a subsequent grant cycle if the application is appropriately updated and revised prior to resubmittal.

Is there an application or award fee?

No, there is no application or award fee required with the LWCF program.

Will LWCF fund development projects?

No, LWCF is only used in Illinois to assist agencies in the acquisition of property to be developed for outdoor recreational purposes.

Can project costs be incurred prior to grant award?

No, all project costs incurred prior to IDNR approval, are ineligible for LWCF assistance. Only *PROPOSED* acquisitions are eligible for grant assistance. Under specific circumstances, it is possible to receive a waiver for this requirement. The circumstances must be presented to IDNR staff and the NPS and considered appropriate and a waiver issued prior to incurring any project costs.

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

No.

Can a grantee apply to both OSLAD and LWCF for a property acquisition in the same grant year?

Yes, and this is strongly recommended for land acquisition proposals. However, by applying for both funding sources, the grantee is consenting to allow the IDNR to recommend the most appropriate source of funding for the acquisition.

Is a project with multiple sites eligible?

No, project proposals must be for a single site; multi-site projects are not eligible.

Are property appraisal costs an eligible project expense?

No, appraisal costs are not an allowable expense in the LWCF program.

What should be done if our project involves a brownfield site?

If a local agency's application involves the acquisition of a brownfield site, it is highly recommended that the IDNR grant staff be contacted at (217)782-7481 to discuss.

How are awarded projects selected?

All applications undergo extensive review, 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, an announcement of which projects will be recommended to NPS for funding is made.

How long does it take to award a project?

Recommended projects will be submitted to the NPS during their application cycle. Once NPS has approved the grant, formal announcement from the IDNR will follow. The timing of this usually occurs in the following spring/summer.

Will a Federal Nexus be placed around the boundary of the acquired property?

Yes, U.S. Code: Title 54: Section 200305(f)(3) states that no property acquired or developed with assistance under this section shall, without approval of the Secretary, be converted to other than public outdoor recreation use. Therefore, a federal boundary is placed on the acquired property and any existing park property that it is being added to.

<http://uscode.house.gov/view.xhtml?path=/prelim@title54/subtitle2/chapter2003&edition=prelim>

What time period is allowed for projects to be completed?

The LWCF agreement will provide for a 2-year timeframe, however, it is recommended that the acquisition be completed in one year.

Can I complete my grant application online?

Yes, applications MUST be completed and submitted through the AmpliFund Grant Management System.

➤ <https://il.amplifund.com/Public/Opportunities/Details/75aae21a-c5ed-4197-b147-947ca5b343fe>

What documentation is required?

All documentation shown on the LWCF Application Checklist must be included at the time the application is submitted.

Resources currently available for questions regarding the AmpliFund Grant Management System:

AmpliFund Zendesk Support Site → <https://amplifund.zendesk.com/>

Recipient & Applicant Training → [Recipient and Applicant Training – AmpliFund Support \(zendesk.com\)](#)

Applicant Portal User Guide → [Applicant Portal Guide – AmpliFund Support \(zendesk.com\)](#)

Submit a request to the Helpdesk → [Submit a request – AmpliFund Support \(zendesk.com\)](#)

Who can I contact if I have questions regarding the LWCF grant program?

Illinois Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702
Phone: (217) 782-7481
Fax: (217) 782-9599
dnr.grants@illinois.gov

Guidelines to the LWCF Program

Introduction and Purpose

The "*Land and Water Conservation Fund*" (LWCF) program provides up to 50% funding assistance to eligible units of local government for approved land acquisition for public outdoor recreation purposes. The LWCF acquisition program is a reimbursement program based on the IDNR approved market value of a property.

Due to the parallel nature of the OSLAD and LWCF programs, these two programs *used* to be administered similarly by the State with only one project application having been required to be automatically considered for land acquisition funding under both programs. Starting in 2017 with the introduction of GATA, each program must be applied to separately if the applicant wants an eligible land acquisition to be considered under both programs.

I. Revenue

A. Source and Amount

The LWCF program was enacted by Congress in the form of Public Law 88-578, the Land and Water Conservation Fund Act of 1965 (78 Stat. 897). The purpose of the Act was to establish a specific federal funding source to assist federal and state agencies in meeting present and future outdoor recreation needs of the country. To this end, the Act provides funds for federal acquisition and development of public outdoor recreation lands and authorizes a 50% reimbursement grant-in-aid program for state outdoor recreation planning, acquisition, and development initiatives.

Funds for the program are derived from a portion of the revenues generated through offshore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motorboat fuels, and net proceeds from the sale of surplus federal real property.

Each federal fiscal year, LWCF funds appropriated by Congress for the state-side portion of the program are apportioned on a fixed formula basis to the states. Each state, at their own discretion, may further allocate these funds to its political subdivisions to assist with local outdoor recreation acquisition and development projects consistent with approved state outdoor recreation plans. In Illinois, the State's policy is to allocate at least one-half of its annual LWCF apportionment to local government "land acquisition" projects by means of a competitive grant program.

II. Distribution

Distribution of funds to eligible units of local government 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.

A. Cost Sharing

LWCF will reimburse up to 50% of total approved project costs. The remaining 50% of the costs will be borne by the project sponsor.

III. Types of Eligible LWCF Projects

LWCF grants are available for projects involving the acquisition of land for public outdoor recreation areas. Applications must be for a single project site and the local applicant must be capable of

accomplishing the project in the specified LWCF program time frame. See Section III of the manual for project implementation procedures and timelines.

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

1. Areas providing frontage on public surface waters or land for creating public water impoundments to promote water-based recreation opportunities.
2. Areas of outstanding natural quality where the objective is to preserve the scenic or natural values, including areas of physical or biological importance such as pristine natural areas, sites protecting threatened or endangered species, flood plains, wetlands, geological features, wildlife habitats, or scenic waters, etc.
3. Areas for general purpose, public outdoor recreation use such as neighborhood and community park areas, play fields and competitive, non-professional sports facilities, as well as public parklands for passive recreation uses.
4. Additions to existing parks, wildlife areas, nature preserves, beaches, and greenways or parkways for public outdoor recreation purposes.
5. Linear greenway corridors and abandoned rights-of-way for outdoor recreation purposes.

With the exception of land acquired from school districts, acquisition of land from another public agency is not eligible for LWCF assistance. Funding assistance for the acquisition of surplus school property is limited to 50% of the land's Certified Market Value or actual purchase price, whichever is less.

Acquisition must be in fee simple title or whatever lesser conveyance rights will ensure the desired outdoor recreation use of the project site. Land acquired with LWCF assistance is required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

Eligible project costs include land acquisition and associated relocation expenses, and site archaeological surveying costs, if required. **Project incidental costs such as application preparation, appraisal fees, archaeological surveys, attorney fees, consultant fees, and title costs are NOT grant eligible.**

Land acquired with LWCF assistance must have the recreation development proposed in the application initiated within three (3) years following completion of the site acquisition. Furthermore, land acquired with OSLAD assistance must have recreation development completed within (5) five years. Agencies failing to meet this requirement will be prohibited from applying to any of the grant programs administered by the Office of Grant Management and Assistance until the violation is resolved.

In no case shall land acquired with LWCF assistance be closed to public use until development is completed. Between the time of acquisition & development, the site must be open for those recreational purposes that the land can support or that can be achieved with minimal investment.

Please be advised that your agency's failure to proceed with the proposed acquisition may result in a two-year debarment from all Office of Grant Management and Assistance grant programs.

IV. Ineligible LWCF Projects

LWCF funds may **NOT** be used for any of the following:

In general, LWCF assistance is not available for 1) acquisition of land that will function for academic, historic, economic, entertainment or other non-outdoor recreational purposes OR 2) **any** site development costs OR 3) acquisition of land from another public agency (excluding school districts) for park purposes OR 4) applicants with undeveloped project sites (previously acquired with IDNR grant assistance) that are five years or older.

The following examples (non-inclusive) are land acquisition projects not eligible for LWCF grant assistance:

1. Acquisition of land from another public agency (excluding school districts) for public park and outdoor recreation/open space purposes.
2. Acquisition of land where negotiations and/or legal action, including eminent domain, have been initiated by the project sponsor to acquire the property without IDNR approval or in violation of the federal *Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970* (49 CFR 24) or the State *Displaced Persons Relocation Act* (310 ILCS 40 et. seq.), as applicable.
3. Acquisition of historic sites and structures (exceptions may be made only when it is clearly demonstrated that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are secondary to the primary recreation purposes.)
4. Acquisition of museums and conservatories or sites to be used primarily for museums, conservatories, or archeological excavations.
5. Acquisition of land to help meet a public school's minimum site size requirement as established by State or local regulations.
6. Acquisition of areas and facilities designed to be used primarily for semi-professional and/or professional arts and athletics.
7. Acquisition of areas and facilities to be used solely for game refuges; fish, animal or plant production purposes and displays; or zoos.
8. Acquisition of areas to be used mainly for the construction of indoor facilities. (Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient area at the site for the development of outdoor recreation facilities to justify the cost of the acquisition.)
9. Acquisition of sites containing luxury lodges, motels, cabins, and similar elaborate facilities which are to be operated by the local agency or a concessionaire to serve the public with food and sleeping quarters.

10. Acquisition of agricultural land where the primary purpose is to preserve the agricultural activity (e.g., demonstration farms).
11. Acquisition of land where the primary purpose is for storm water retention, wastewater treatment, etc.
12. Acquisition of land where the purpose is for a future golf course. (Please note that acquisition of property that contains an existing golf course is eligible.)

V. Allowable Costs

A. Basic Concept

The LWCF Grant Program is a reimbursement grant program for acquisition grants. To be eligible for grant assistance, costs must be incurred within the project period, stipulated by a signed project agreement.

B. Acquisition

Acquisition costs are eligible for reimbursement **if incurred during the grant contract period** and are considered incurred on the date when the earliest of any of the following takes place:

1. Participant accepts deed over the project site
2. Participant makes full payment for the property
3. Participant makes first payments in a series of payments

Project incidental costs such as application preparation, appraisal fees, archaeological surveys, attorney fees, consultant fees, and title costs are NOT grant eligible.

All eligible acquisitions should be done under an approved grant contract. The acquisition must still be completed using state compliance guidelines.

VI. ADMINISTRATION

A. General Responsibility

The Office of Grant Management and Assistance will administer the LWCF program and ensure the successful completion of the project. The IDNR Office of Grant Management and Assistance will also inspect projects to ensure compliance with the intent of the program. In addition, IDNR has developed criteria and procedures for selecting projects for funding from LWCF.

B. Eligible Applicants

Any of the following local government agencies are eligible for LWCF assistance:

1. Municipalities, Townships and Counties
2. Park Districts
3. Conservation Districts
4. Forest Preserve Districts

Other local government agencies not listed above but having statutory authority to acquire and develop lands for public park and outdoor recreation purposes may also be eligible for LWCF consideration. Contact the IDNR grant staff to verify an agency's eligibility status if unsure.

- Please note: Universities and other schools are **NOT** eligible for assistance.

C. Applicant Responsibilities

1. Accessibility

One of the goals of the LWCF program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with LWCF monies must conform to standards outlined by the Americans with Disabilities Act of 1990 once developed. https://www.ada.gov/2010ADAstandards_index.htm

2. Ownership

The local agency must be seeking full “control and tenure” over the project site (fee simple title) to ensure compliance with the outdoor recreation use requirements of the LWCF program.

3. Conflict of Interest

If the project sponsor is a local government, no official or employee of the local government 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 LWCF 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 LWCF 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 LWCF grant project. No officer or employee of a person retained by the local government shall have any financial or other personal interest in any real property acquired under an approved LWCF 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 government.

D. Project Evaluation

Local project applications are evaluated on a competitive basis since funds available through the LWCF program is typically not sufficient to provide funding assistance for all local acquisition project needs in the State. Funding priorities are determined by several factors that have been established through the Department's statewide outdoor recreation planning process.

The following criteria will be used by the Department for evaluating and ranking grant applications. Each criterion indicates the weighting that will be given to that criterion.

1. Statewide Outdoor Recreation Priorities and Project Need - 60%

- a. 35% is based on the extent to which the project addresses the following major outdoor recreation/conservation priorities identified in the state plan:
 - i. *protection or enhancement of a State or locally significant natural area, or threatened/endangered species habitat, or an area identified in the Illinois Wildlife Action Plan(<https://www2.illinois.gov/dnr/conservation/IWAP/Pages/default.aspx>);*
 - ii. *protection or enhancement of significant wildlife habitat;*
 - iii. *protection or enhancement of natural wetland areas;*
 - iv. *promoting conservation education opportunities;*
 - v. *promoting recreational use of Illinois' surface waters;*
 - vi. *protection or recreational use of linear greenways (excluding bike & snowmobile*

trail construction);

- vii. interagency cooperation in providing and/or effectively utilizing local recreation resources;*
 - viii. enhancing recreational opportunities for minority and less affluent populations;*
 - ix. promoting adaptive reuse of properties for open space and park purposes;*
 - x. use of resource conservation elements and/or native landscaping.*
- b. 25% is based on a local "needs assessment" or comparison of 1) the existing supply of recreational facilities per capita for the proposed project component(s) to a statewide median as calculated by the IDNR in its statewide planning process and 2) the existing supply of local open space/parkland acreage, measured in acres/1000 population for particular park types (e.g., neighborhood, community parks, etc.), to the statewide median and 3) the availability of similar park facilities within the proposed project site's service area.* If multiple entities overlap or share the same boundaries within a community, all existing facilities are considered.

- * The current statewide average for the supply of local open space and parkland acreage according to the Illinois Recreation Facilities Inventory (IRFI) is approximately 11.35 ac/1000 population for overall community parkland acreage and approximately 52.69 ac/1000 population for regional parkland acreage. The DNR uses a criteria that approximately 20% of local parkland/open space acreage should be allocated to neighborhood or mini-park facilities serving an area up to ½ mile radius and approximately 80% allocated to community parks serving a community-wide area or up to 2 mile radius in high density urban areas.

A local/regional acreage standard or goal lower than the above indicated statewide median figures may be accepted by the IDNR for a given locality if the variant standard is supported by that agency's comprehensive recreation plan. Verification of a different local/regional acreage standard or goal should be submitted to the IDNR as part of the LWCF application.

- i. Priorities for LWCF acquisition assistance will be given to local agencies with less acreage than the statewide median for the particular type of park and recreation facilities being proposed in the application.
- ii. Priorities for LWCF development assistance is given to local agencies having a park system (supply) that meets or exceeds the current statewide median based on acres/1000 population, parkland diversity and distribution, and where a deficiency of the proposed recreation facilities exists.

Consideration is given to projects that provide the first and only park site in the service area, if the site is the first passive or active site in the service area, or if the project provides a brand-new recreational element to the service area.

2. **Local Planning - 10%**

Consideration is given to projects identified in or consistent with adopted local plans AND where direct public participation in the planning process and/or project proposal is evident. Current plans (less than 5 years old) and grass-roots public participation in the planning process are highest priority. To be fully considered as an acceptable planning document, basic elements such as an overall needs assessment, current facilities inventory and direct constituent input should be included.

Please refer to IDNR's Community Park and Recreation Planning guide for detailed information on planning. It is recommended that a series of public meetings be held for the

proposed project. Any additional sources of public input (referendums, surveys, open houses, fundraisers, etc.) are also strongly encouraged.

Projects not identified in local plans that represent unique or unforeseen opportunities are given partial credit IF the proposal is generally consistent with local recreation/open space objectives and strong public support is evident.

NOTE: The level of public involvement and support for a project is a critical factor considered under this evaluation category.

3. **Site Characteristics and Development Plan - 25%**

Projects are evaluated primarily in terms of the project site's suitability for the proposed recreation uses including considerations of 1) physical characteristics such as terrain, drainage, adjacent land uses, soil conditions, vegetation, etc. 2) site accessibility factors including safe pedestrian, bicycle and vehicular access and sufficient parking; and 3) overall site plan considering such factors as creativity, sensitivity to environmental factors, diversity of recreation opportunity, and neatness.

Projects are considered diverse if there is more than one recreational element proposed. The more diverse projects tend to score higher, especially if the recreational elements are of high need based upon criteria stated in A2. All components that formulate a single recreational element are considered one element. For example, site grading, seeding, fencing, dugouts, scoreboard, and bleachers are all counted as one element and that is baseball. All components of a play area such as swing sets, climbing walls, jungle gym bars, modular play units, etc. are all counted as one element and that is a playground.

The site development plan submitted should be accurate, neat and show good design.

Infrastructure costs are considered and if these costs are higher than 40% of the total project costs, points will be deducted.

4. **Project Special Considerations - 5%**

The following are also considered in the evaluation of projects:

- i. Projects involving voluntary, third party donations of land or cash ($\geq 50\%$ of local share) as part of the project scope.
- ii. Projects providing initial access to, and development of, an undeveloped park site.
- iii. Projects that are part of the overall economic development of an area.
- iv. Previous amount of assistance awarded to the local agency (fair share factor).
- v. Projects being undertaken by newly established recreation agencies or incorporated municipalities (5 years old or less)
- vi. Projects improving or increasing necessary recreation opportunities in high density urban areas.

5. **Project Penalty Considerations**

A local agency may be penalized during project evaluation *for* poor performance in: 1) the execution of previous LWCF projects or 2) responding to IDNR requests for necessary application information, or 3) ability to maintain existing recreation/public facilities, or 4)

providing required post-completion compliance certification information regarding prior grant projects.

Applications for funding assistance will not be considered by the Department if 1) an unresolved program violation exists relative to a previous grant project or 2) the local applicant has failed to provide local recreation facilities information as requested by the Department for the Illinois Recreation Facilities Inventory (IRFI).

E. Notification of Award

The Director of the Department of Natural Resources, with his staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning LWCF project recommendations to the National Park Service (NPS). Once a decision has been reached, these recommendations will be announced. At that time, the IDNR will apply to NPS on behalf of the applicant. Once NPS approves a project, the applicant will be notified of the grant award status.

F. Receipt of Grant Payment

The LWCF program operates on a matching basis of up to 50% of the grant award based on the certified market value of the property being acquired. No project costs can be incurred until after IDNR approval. In certain circumstances it may be possible to waive this requirement. After project approval and allocation of a fixed grant amount for the project, the local agency must proceed with and complete the proposed acquisition within the 2-year timeframe. Payment of all costs must occur before submitting a final project billing request to the IDNR for reimbursement. Processing of project billings and transmittal of approved grant reimbursement to the local agency takes approximately 30 - 45 days following approval of the billing request by the IDNR.

G. Matching Requirements

Project sponsors will be reimbursed up to 50 percent of the total cost of acquisition up to the approved grant amount. The remaining share of the project costs are borne by the project sponsor.

H. Project Billing Requirements

Project agreements include as a part of Exhibit B, the Implementation and Billing Requirement Packet that includes forms and directions on how to partially or completely bill on a project. The Implementation and Billing Packet can also be found on-line at:

<https://www.dnr.illinois.gov/AEG/Pages/OpenSpaceLandsAcquisitionDevelopment-Grant.aspx>.

All awarded grants must provide a billing to the IDNR within one year of the ending date of the grant. Failure to do so will jeopardize the project reimbursement.

VII. AVAILABILITY TO USERS

Projects acquired with LWCF assistance shall be open to 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 with LWCF assistance when such a limitation is necessary for maintenance or preservation.

B. Access

The IDNR shall always have access to LWCF grant assisted facilities for inspection purposes to ensure the project sponsor's continued compliance with the LWCF guidelines.

C. Concessionaires

Project sponsors may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities for dispensing food to the public and/or any other services as may be desired by the public and the project sponsor for enjoyable and convenient use of the LWCF grant assisted site. However, the possession, sale, or consumption of alcoholic beverages on LWCF grant assisted sites is expressly prohibited.

D. 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.

E. Non-Residents

Discrimination based on residence, including preferential reservation or membership systems, is prohibited, except to the extent that the reasonable differences in admission or other fees may be maintained based on residence however may not be more than twice the amount charged to residents.

VIII. IMPLEMENTATION OF AN APPROVED ACQUISITION PROJECT

After an acquisition project is approved by the IDNR for grant assistance, a Programmatic Risk Assessment (PRA) will need to be completed as required by GATA. The PRA reviews certain items from your current Internal Control Questionnaire (ICQ) and additional program specific questions. After the PRA is submitted, a Notice of State Award (NOSA) is posted in the GATA Portal. The NOSA will detail any additional ICQ required Specific Conditions, Grantor Specific Terms, and Project Specific Terms. Awardees must accept the NOSA before a Project Agreement can be created.

The Project Agreement, once issued, will outline approved project costs, maximum grant funds obligated to the project, program compliance responsibilities specified in the NOSA, and general instructions for proceeding with the project acquisition.

The local project sponsor is also instructed at this time to commence with necessary appraisal work as outlined below to determine the "market value" of the proposed project site. Once IDNR has reviewed the appraisal(s) and approved a "market value" for the project site(s), the local agency is authorized to proceed with an "offer to purchase" the project property.

Any acquisition costs incurred prior to IDNR authorization are ineligible for LWCF assistance. Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted, or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreements, options, etc. should be entered into, nor negotiations begun until the IDNR approves such action. Only purchase agreements/options

that have been properly executed within the **six months** prior to the deadline date of the grant program, will be eligible. Entering into options or other type of purchase agreement prior to IDNR approval could cause project ineligibility.

Acquisition projects must proceed in compliance with the federal "*Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*", (PL91-646). Detailed instructions and guidance regarding project implementation are provided by the IDNR at the time of project approval notification. In general, implementation procedures for approved acquisition projects are as follows:

- A. At least one "analytical narrative" appraisal is required for each parcel to be acquired (in some instances if the land value is questioned or a very dynamic market exists or appraisal methodology/documentation is suspect, two appraisals may be required at the option of the IDNR).

Advise your hired appraiser(s) how the land being appraised will be acquired (i.e. with **federal** grant assistance). Appraisals must be prepared by a qualified (state licensed) appraiser approved by the IDNR. (With the project application, the local applicant must submit the qualifications of two appraisers for IDNR review). The required appraisal(s) must comply with specifications provided by the IDNR at the time of project agreement execution. Completed appraisals must be submitted to and approved by the IDNR prior to the local agency initiating acquisition negotiations. Appraisals not meeting IDNR specifications will be returned for necessary revisions or, if necessary, a second appraisal may be required as noted previously.

After the market value for each project parcel has been established through an acceptable appraisal and approval received from the IDNR, the local agency must make a formal written offer to the property owner(s) offering the amount established as market value. Failure to offer market value to the seller or show proof of "good faith negotiations" conflicts with the referenced state and federal laws and can jeopardize grant eligibility.

If an agreement to purchase is reached with the seller, a closing is arranged, and fee simple title conveyed to the local agency. No land rights or reservations can be retained by the seller unless approved by the IDNR.

- B. If the market value offer is refused and a mutually acceptable negotiated settlement cannot be reached, Eminent Domain proceedings may be initiated. Please note that IDNR concurrence must be obtained prior to the local agency initiating such action.
- C. If the project acquisition involves any type of relocation of individuals, families, personal property, farm operations, not-for-profit organizations, businesses, etc., the local agency must comply with guidelines specified by the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646).
- D. The local project sponsor must also provide periodic "Quarterly Progress Status Reports" to the IDNR (January 1, April 1, July 1 and October 1) regarding project status. Status reports are MANDATORY. Failure to submit reports may jeopardize grant reimbursement.
- E. After acquisition is completed and title to the project property secured, the local agency must submit a billing request to the IDNR for LWCF grant reimbursement. Reimbursement is based upon 50% of the appraised market value of the property(ies) (or actual purchase price in the case of surplus school property) or the approved LWCF grant award, whichever is less. In the event of eminent domain, the Judgment Order establishes just compensation (market value) in determining

reimbursement IF sufficient grant funds obligated to the project are available.

An acceptable billing request includes the following documents:

1. Signed Acquisition Project Billing Form and Certification Statement,
 2. Copy of recorded Deed (preferable warranty) (LWCF Declaration of Use Restriction and covenants on property deed must be incorporated) (*Judgment Order & Condemnation Petition for "eminent domain" cases*),
 3. Title Insurance Policy in the amount of the CMV for the acquired property,
 4. Billing Certification Statement,
 5. Parcel Tabulation,
 6. Evidence of written market value offer to seller or other proof of "good faith negotiations",
 7. Copy of canceled check as proof of payment,
 8. Executed (Title Affidavit),
 9. Copy of final plat map signed by local agency,
 10. Color map with property boundary shown signed by local agency,
 11. Photograph of grant acknowledgment sign at site,
 12. Statement of Just Compensation and/or Waiver of Rights to Just Compensation, and
 13. Declaration of Use Restriction and Covenant on Property Deed.
- F. To ensure expedient completion, acquisition projects generally proceed in accordance with the timelines example shown on the following page.

EXAMPLE ACQUISITION PROJECT TIMELINE

RESPONSIBILITY OF	TASK DATES	TASK
Local Agency	August 4 – September 30	Grant application submitted to IDNR
Local Agency	August 4 – September 30	Appropriate submittals to Areawide Clearinghouse and IL Dept. of Agriculture, if applicable. (simultaneous with full application submittal to IDNR Grants)
IDNR	October-December	Staff review for application deficiencies
Local Agency & DNR	November/December	IDNR review of applications

Grant awards may be announced anytime within the year following submittal. It is imperative that property not be acquired prior to official authorization from IDNR. This includes the entering into of options, contracts, condemnation proceedings, or other types of action that commits the local agency to acquire the land. Projects violating the above could become ineligible for assistance.

RESPONSIBILITY OF	TASK DATES	TASK
IDNR	December - January	Possible project approval (or disapproval) notification and timeline start date for approved projects. Project Agreement issued to local agency authorizing approved grant amount and local agency instructed to initiate necessary appraisal work.
Local Agency	April / May	Completed appraisal(s) submitted to IDNR
IDNR	May / June	Appraisal(s) reviewed and when acceptable, local agency authorized to make written offer of approved Market Value and transmit Summary and Offer to Purchase (S & O) form to property owner, (Necessary forms and acquisition instruction will be provided by the IDNR)
Local Agency	July / August	Local agency submits to IDNR evidence that CMV has been offered to property owner
Local Agency	November / December	Local agency must notify IDNR whether land to be acquired has been 1) closed at CMV, 2) closed at negotiated price, or 3) condemned under Eminent Domain and copy of complaint submitted to the IDNR
Local Agency	Within next 3 months	Acquisition completed and reimbursement billing request submitted to DNR. (Acquisitions involving condemnation, excluded)

NOTE: Projects involving the displacement of any persons or businesses must contact the IDNR grant staff for additional information regarding relocation procedures. Relocation payments to displaced persons or businesses must be completed within 6 months following project property acquisition in order to be considered for LWCF grant eligibility.

LWCF Compliance for Approved Projects

General LWCF Compliance Requirements for Approved Projects

A. Use of LWCF Assisted Land for Outdoor Recreation

Property acquired with LWCF grant assistance SHALL NOT BE UTILIZED OR DEVELOPED FOR ANY USE OTHER THAN PUBLIC OUTDOOR RECREATION as stipulated in the signed Project Agreement and in 17 IL Adm. Code 3025 and 3030. Land acquired with LWCF assistance shall be operated and maintained, in perpetuity, for public outdoor recreation use. All farming operations and non-recreation uses shall cease.

The extent of land included under the non-conversion provisions of the LWCF program for an approved project is determined at the time of project approval and delineated on an approved "project boundary" map attached to the Project Agreement. Regardless of the amount of grant assistance provided, the approved "project boundary" area shall, at a minimum, consist of a viable outdoor recreation area capable of being self-sustaining without reliance upon additional recreation areas. Except in unusual cases where it can be shown that a lesser unit within a larger park/preserve site is clearly a self-sustaining outdoor recreation resource comprising a logical management unit, the "project boundary" will encompass the entire park/preserve area of which the project site is part. (e.g., grant assistance to improve and/or acquire only a portion of a park site will normally require the entire park site being included within the "project boundary".)

Any conversion of land located within the approved "project boundary" from public outdoor recreation use must have the written approval from NPS and IDNR prior to actual conversion. Any conversion that takes place on LWCF assisted lands constitutes a violation of 17 IL Adm. Code 3030, as applicable, and the signed Project Agreement, and requires the local agency to acquire or provide comparable replacement land in lieu of the converted property. The NPS and the IDNR shall be the sole judges in determining the acceptability of comparable replacement land(s). IDNR grant funding will not be provided to assist in the acquisition of required replacement land.

NOTE: The approved site development plan, submitted with the project application, is also considered a static and binding document. Any major deviations from that approved plan without prior IDNR approval OR failure to initiate development of lands acquired with LWCF assistance within a three (3) year period for outdoor recreation use in general accordance with the approved plan may constitute a "conversion" violation requiring mitigation as stipulated herein.

B. Easements

No easements, roadway dedications, leases, or other such land encumbrances, including surface disturbance from the extraction of minerals, or actual land transfers shall take place on LWCF assisted lands per 17 IL Adm Code 3030, without prior written approval from the IDNR. If there are plans for any such agreements for exchanges or transfers of land, or the granting of easements or leases, IDNR must be notified prior to the consummation of the agreements. Until the IDNR advises that the exchange or encumbrance has been approved, no action must be taken to finalize the proposed transaction. If said transaction takes place without approval, such action will constitute a "conversion" violation as outlined in Item A above.

C. Project Identification

Acknowledgment of LWCF assistance at the project site is required. All local project sponsors will receive an 12" x 12" or smaller sign depicting the LWCF logo prior to the final project billing and grant reimbursement. This sign or similar Acknowledgment furnished by the local agency must be posted at the entrance to the project site per program requirements where it can easily be seen by users and visitors.

D. Record Retention

1. All financial records and related supporting documents pertinent to a LWCF project must be retained by the local agency for a period of three (3) years following final grant payment. These records shall be retained beyond the three (3) year period if audit findings remain unresolved.
2. For purposes of local record retention, local agencies may substitute microfilm copies or electronically stored documents in lieu of original records.
3. All project records shall be available for examination by duly authorized representatives of the Illinois Department of Natural Resources, National Park Service, Illinois Auditor General's Office, or the Attorney General's Office for the purpose of making audits, excerpts and transcripts.

E. Audit Requirements

Local agencies are required to comply with Auditing Standards set by the Administrative Rule for the Grant Accountability and Transparency Act (GATA) 44 IL Admin Code 7000.90 (link). Guidance can be found on the GATA webpage in the Resource Library at:

<https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20Audit%20Requirements%20-%20For%20Resource%20Library.pdf>

A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the Museum Capital 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 public museum and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

F. Project Inspection

Periodic site inspections are made by representatives of the IDNR as required during project execution and after project completion to ensure continued program compliance. The following points are taken into consideration:

1. Retention and Use - Is the property being used for the purpose identified in the approved project agreement.
2. Appearance - Is the property attractive and inviting to the public and the quality of the area being maintained?
3. Maintenance - Is upkeep and repair of facilities adequate? Is there evidence of poor workmanship or use of inferior quality materials or construction? Is vandalism a problem?
4. Management - Does facility staffing/servicing appear adequate?
5. Availability - Is there evidence of discrimination? Is the property readily accessible and open to the public during reasonable hours and times of the year?
6. Signing - Is the area properly signed to allow for user information and safety, and acknowledge LWCF assistance?

G. Availability to Users

1. Discrimination on the Basis of Race, Color, Creed, National Origin, Sex, Age or Disability

Recipients of LWCF financial assistance are required to comply with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1988,

(P.L. 100-259), and the Americans with Disabilities Act of 1990 (PL 101-336) to the extent that no person in the United States shall, on the grounds of race, color, creed, national origin, sex, age or disability be excluded from participation in, be denied of, or be otherwise subjected to discrimination in any program or activity provided by that agency. Areas affected by these requirements include, but are not limited to, the following:

- a. programming;
- b. facility use, planning and construction;
- c. employment practices;
- d. planning and/or advisory groups; and
- e. fee structures.

A local agency first agrees to comply with the referenced anti-discrimination and accessibility laws when a completed "Resolution of Authorization" (DOC-3) is submitted as part of the LWCF grant application. This signed form provides the IDNR with reasonable assurance that all requirements imposed by said anti-discrimination and accessibility laws will be met and any non-compliance will be corrected.

Further, once a local agency has received LWCF assistance, the following additional and continuing administrative requirements must be met:

- a. Notify the public that local programs and facilities are herein after offered and operated on a non-discriminatory basis in accordance with the referenced anti-discrimination and accessibility laws.

- b. Notify the public of the right to file a complaint should any person believe they have been subjected to discrimination as prohibited by these laws.
- c. Establish a procedure for processing discrimination complaints.
- d. Include anti-discrimination, accessibility, and equal opportunity statements as well as information regarding methods for filing complaints in all program materials, posters, brochures, contracts, leases, etc., used by or distributed to the general public.
- e. Where an appreciable number of people do not speak or understand English, it may be necessary to prepare printed materials in other appropriate languages or employ bilingual staff in order to inform the non-English speaking community of the availability of programs, facilities and services.
- f. Where private organizations or institutions participate in or utilize the facilities of the local agency, secure a signed assurance from the organization that its program(s) or activity will be operated on a non-discriminatory basis in compliance with the referenced laws.
- g. Make a good faith effort to include minority representatives in the membership of any planning and/or advisory group.
- h. Ensure facility development and maintenance are comparable in all sectors (minority and majority areas) of the community.
- i. Take necessary steps to equalize fees charged for program participation and facility usage throughout the community.
- j. Maintain a file that documents the local agency's efforts to comply with the requirements of Title VI, Section 504, and the Age Discrimination Act. These files may be examined as part of "Non-Discrimination Compliance Reviews" conducted by authorized representatives of the Illinois Department of Natural Resources.

Agencies interested in receiving more detailed information concerning these guidelines may obtain a copy by writing:

Illinois Department of Natural Resources
Equal Employment Opportunity Officer
One Natural Resources Way
Springfield, IL 62702

2. Discrimination on the Basis of Residence

For properties acquired or developed with LWCF assistance, discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

Fees charged to non-residents **cannot exceed twice that charged to residents**. Where there is no charge for residents, but a fee is charged to non-residents, non-resident fees cannot exceed fees charged for residents at comparable state or local public facilities. Reservation, membership, or annual permit systems available to residents must also be available to non-residents and the period of availability must be the same for both residents and non-residents.

These provisions apply only to the recreation areas listed in the project agreement. Non-resident fishing/hunting license fees are excluded from these requirements.

3. Accessibility for the Disabled

All facilities constructed with or later developed on property acquired with State LWCF assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (April 1997) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG). <https://www.ada.gov/>

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling (217) 782-2864 (Springfield) or (312) 814-6000 (Chicago) or at: <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. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202/272-5434 or 800/514- 0301 or contact their web site at www.access-board.gov.*

LWCF Project Application and Implementation Process

1. **APPLICATION SUBMISSION** – The project applicant submits the application to the Illinois Department of Natural Resources (IDNR) during the application period indicated in the NOFO. Receipt of the application is acknowledged and OGMA 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 application will be considered ineligible.
2. **SITE VISITS AND REVIEW – within approximately three months of application acceptance** – All eligible proposals are reviewed by OGMA staff. Site visits are conducted for all proposed projects. Projects are then scored by the review team.
3. **NATURAL RESOURCES ADVISORY BOARD (NRAB) REVIEW** – The highest scoring projects will present those projects to NRAB committee. The NRAB committee will then make their recommendations to the IDNR Director. When this process is complete, the Director of IDNR reviews and approves or modifies the staff and NRAB funding recommendations.
4. **RECOMMENDATIONS AND APPROVAL** – Project sponsors are notified in writing of the status of the application(s). After an acquisition project is approved by the IDNR for grant assistance, a Programmatic Risk Assessment (PRA) will need to be completed as required by GATA. The PRA reviews certain items from your current Internal Control Questionnaire (ICQ) and additional program specific questions. After the PRA is submitted, a Notice of State Award (NOSA) is posted in the GATA Portal. The NOSA will detail any additional ICQ required Specific Conditions, Grantor Specific Terms, and Project Specific Terms. Awardees must accept the NOSA before a Project Agreement can be created.

Project sponsor may not begin the project until a project agreement is awarded between IDNR and the project sponsor. If the proposal(s) is not selected, the applicant will be notified. Applications are not returned.
5. **AGREEMENT** – The Project Agreement, once issued, will outline approved project costs, maximum grant funds obligated to the project, program compliance responsibilities specified in the NOSA, and general instructions for proceeding with the project acquisition. A contract is signed to assure that the applicant will complete the project within 24 months and be eligible to receive 50% reimbursement. The contract is between the state (IDNR) and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.
6. **PROJECT IMPLEMENTATION** – The project sponsor may proceed with project acquisition after completing any additional steps required. Reimbursement requests may be made after funds have been expended.
7. **PROJECT COMPLETION** – The project should be completed within 24 months. A site inspection may be made after the project is complete. A LWCF 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.

LWCF Application Instructions

****PLEASE READ THOROUGHLY****

The application must be submitted through the AmpliFund Grant Management System by 5:00 p.m. on May 9, 2025.

➤ <https://il.amplifund.com/Public/Opportunities/Details/75aae21a-c5ed-4197-b147-947ca5b343fe>

Application material will be further utilized by the IDNR. Due to equipment limitation, maps and drawings should be limited to 8 ½" x 11" whenever possible, but never larger than 11" x 17".

All photographs and maps must be in color.

Instructions: GATA Uniform Application

Item

1. Agency Completed Section – This section (1-15) either has been or will be completed by the IDNR.
2. Applicant Completed Section
 - a. Applicant Information – (16-21) complete all areas and be sure they are the same as how your information is entered into the GATA registration portal.
 - b. Applicant’s Organizational Unit – (22-23) if you are a subdivision of a larger organization include that information here.
 - c. Applicant’s Name and Contact Information for Program Matters – (24-31) the information included here is for the person who on a day to day basis can answer questions regarding the status of the grant or any other grant related question.
 - d. Applicant’s Name and Contact Information for Administrative Matters - (32-39) the information included here is for the person who is the administrator over the agency and has the authority to enter said agency into contractual agreements. (i.e.: mayor, executive director, etc.)
 - e. Areas Affected - (40-42) since maps are already a requirement for this application include only written information for the actual location of the project (city, county, multiple counties, etc.). Legislative and Congressional Districts should include both State and Federal information for both the Applicant and the project location.
 - f. Applicant’s Project – (43-45)
43 – Enter the project title
44 – Proposed term is: Start Date – Upon Execution End Date – 2 years from application date.
45 – self-explanatory.
 - g. Applicant Certification – (46-54) mark the box “I agree”. The authorized representative should be the same person noted in d. above.

Instructions: GATA Grant Budget Template

Instructions provided by GATU:

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

SECTION A – BUDGET SUMMARY FOR STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

For an acquisition grant use line 15 “Grant Exclusive Line Item” and label it as Land Acquisition.

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Line 15 should be used as described above for land acquisition.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet 15 and narrative section for further descriptions and explanations of budgetary line items

Section A (continued) Indirect Cost Information: (This information should be completed by the applicant's Business Office). If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A.

SECTION B – BUDGET SUMMARY FOR NON-STATE OF ILLINOIS FUNDS

The applicant is required to provide cost-sharing or matching funds or other non-State of Illinois resources to the project; therefore, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of "Non-State Funds" should equal the amount budgeted on Line 18 of Section B. Since a match percentage is required, the amount should be entered in this section.

Line 15 should be used for each project year, for which matching funds or other contributions are provided, and show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

Page 4 must include handwritten signatures.

SECTION C – BUDGET WORKSHEET & NARRATIVE – (Attach separate sheets)

Using Page 20 of the Budget Template #15 "Grant Exclusive Line Item" you will describe this as Land Acquisition. In the itemized breakdown, provide the description and amount for the total requested from the State and the total your organization will be providing as match in the "Non-State Total". Provide a brief narrative as required.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

Provide other explanations or comments you deem necessary.

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

Instructions: LWCF24 Grant Application Forms

❖ LWCF24 – Applicant Resources & Certifications

Letter of Transmittal

NOTE: This information must be transferred to the Applicant Community's Official Letterhead

Date

Illinois Department of Natural Resources
Office of Grant Management and Assistance
Recreational Grants Unit
One Natural Resources Way
Springfield, Illinois 62702

Dear Sir/Madam:

The (name of local government) is submitting an application for an acquisition grant under the Land and Water Conservation Fund program. The grant request is in the amount of \$_____ to be used to acquire the property as described in the attached application. Additional funds in the amount of (amount of funds) to be used for the completion of the project will come from (source of funds).

I certify that this application meets the eligibility thresholds as outlined in the Notice of Funding Opportunity and Land and Water Conservation Manual.

Very truly yours,

(Signature of Chief Elected Official or Executive with title)

Resolution of Authorization

Applicant (Sponsor) Legal Name: _____

Project Title: _____

The _____ (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending LWCF project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The LWCF timeframe is as specified in the project agreement. The last reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves IDNR from further payment obligations on the grant.

The _____ (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the federal Land & Water Conservation Fund (LWCF) program (17 IL Adm. Code 3030), as applicable, 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and, as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with LWCF assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the LWCF programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the _____ (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the _____ (Sponsor) on the _____ day of _____ (month), _____ (year)

Name (printed / typed)

Attested by: _____

Signature

Date: _____

Title

❖ LWCF24 – Applicant & Project General Data

Applicant Information

1. Enter Applicant's Legal Name (name used for DUNS registration & grantee pre-qualification)
2. Enter Applicant Common Name (DBA)
3. Enter Applicant Employer/Taxpayer Identification Number (EIN,TIN)
4. Enter Applicant UEI# (Unique Entity Identifier)
5. Applicant GATA ID (assigned through the grantee portal)
6. Applicant SAM Cage Code (Federal System for Award Management Commercial and Government Entity Code)
7. Enter Applicant's Organizational Unit - Department Name
8. Enter Applicant's Organizational Unit - Division Name
9. Upload Applicant W-9
10. Enter information for the Applicant's Point of Contact:

Must be available for contact between 8AM-5PM, Monday through Friday.

- Applicant's Point of Contact - First Name
 - Applicant's Point of Contact - Last Name
 - Applicant's Point of Contact - Organizational Affiliation
 - Applicant's Point of Contact – Title
 - Applicant's Point of Contact - Email Address
 - Applicant's Point of Contact - Phone Number
 - Applicant's Point of Contact - Fax Number
11. Enter information for the Applicant's Executive Officer:
 - Applicant's Executive Officer - First Name
 - Applicant's Executive Officer - Last Name
 - Applicant's Executive Officer - Organizational Affiliation
 - Applicant's Executive Officer – Title
 - Applicant's Executive Officer - Email Address
 - Applicant's Executive Officer - Phone Number
 - Applicant's Executive Officer - Fax Number

Project Narrative Statement

The Narrative Statement should address the following considerations:

1. Objectives and Need for Assistance. Present a clear and concise description of the project. State its primary objectives and explain the need for assistance. Any relevant data based on planning studies should be included or footnoted. If development includes rehabilitation of existing facilities, indicate the age of each.
2. Results / Benefits Expected. Explain the results/benefits to be derived (how the public will benefit). Indicate who will use the facility and how it will be used. The "service area" (neighborhood or community) most directly served by the project should be discussed in terms of social/economic make-up; population density; and whether the area is newly emergent or established. If the project is in an area having more than 50% minority population this should be specifically noted and documented by census data.
3. Approach. Outline the plan of action for accomplishing the project & how it will be financed.
 - Prepare an acquisition schedule for each parcel included in the project area. Provide a future development schedule for the site once it is acquired.

- **If force account labor (local agency's employees) and/or donated labor and material is expected to be used to accomplish the project, please describe the nature and extent of such work and/or donations.**
4. Geographic Location. Provide a brief description of the geographic location of the project (do not use legal description). Also, provide a map to indicate this location and the area it will serve. If applicable, plot competing facilities on the same map.
 5. Previous Assistance. Indicate any previous project assistance from LWCF, OSLA/OSLAD or other state/federal grants that affect this project. List project number(s), project title(s) and grant amount(s). If no previous assistance has been received, enter: No Previous Assistance.

Project Information

1. Enter Project Title
2. Project Type: Acquisition
3. Enter the Proposed Project Term – Start & End Dates
4. Enter Project Site Location (Address, City, State, Zip Code)
5. Enter GPS Coordinates for Project Site – Latitude & Longitude
6. Enter name of county and township where project is located. If the project is in more than one county or township, indicate name / # of each.
7. Areas affected by the proposed project (if applicable, list the areas affected by the project)
8. Enter IL Senate District # where the project is located.
9. Enter IL House District # where the project is located.
10. Enter U.S. Congressional District # where the project is located.
11. Enter the applicant's jurisdictional population.
12. Enter the most current "Equalized Assessed Valuation" for the applicants' jurisdiction.
13. Enter the applicant's annual operational budget.
14. Briefly describe the property to be acquired or facilities to be developed (be specific). Include site location. If proposed project is part of a larger recreational complex, also describe relationship of the proposed project to total park area.
15. Enter the total estimated cost of the project and amount of LWCF assistance requested. Estimated appraisal and relocation costs as well as potential archaeological surveying costs must be included in the original application to be eligible for reimbursement. Land acquisition and relocation costs must correspond to amount(s) provided in application documents. Enter Grant Amount Requested, and Grant Request Percentage.
16. Enter the total public park/open space acreage available with applicant's jurisdictional boundaries. Enter the amounts owned and leased by the applicant.
17. Enter the source(s) of local matching funds for this project.
18. If applicable, indicate the applicant's **adopted** goal or standard for public open space/park acreage per 1000 population. *Submit page(s) from local plan/ordinance to substantiate.*
19. For each major recreation facility **proposed** for construction as part of a development project application or planned as future development in the case of an acquisition project, provide information on the EXISTING SUPPLY of such public recreation facilities (whether managed by the applicant or not) currently available within the applicant's jurisdictional boundaries. The most current Useful Life Criteria document is an addendum to the manual.

Example Recreational Facilities Matrix

LOCATION/PARK TYPE	SIZE (ACRES)	POOL	GROUP PICNIC AREA	PLAY AREA	BASEBALL FIELD	FOOTBALL FIELD	SOCCER FIELD	TENNIS COURT	BASKETBALL COURT	SKATING AREA	GARDEN PLOTS	PASSIVE AREA	TRAIL	GOLF COURSE	FISHING AREA
MINI-PARKS															
1. Ben Allison Park	2.75			1	1										
2. Crescent Park	0.59											1			
3. Glos Memorial Park	1.30											1			
4. Jaycee Tot Lot	0.40			1											
5. Kiwanis Park	1.00											1			
SUBTOTAL	6.04														
NEIGHBORHOOD PARKS															
6. Crestview Park	10.96			1	2		1	2	2	2					
7. Manone Davis Park	3.20			1	1				1						
8. Conrad Fischer Park	12.87			2	3		1	3							
9. Pioneer Park	4.30			1	1		1		1						
10. Salt Creek Park	10.00		4	1	1										
11. Van Voorst Park	2.80				1		1								
12. Washington Park	3.20			1	2				1						
13. Wild Meadows Park	5.50											1			
SUBTOTAL	58.83														
COMMUNITY PARKS															
14. Berens Park	55.47		3	1	5		3	4	1	2	1	1			
15. Butterfield Park	25.40		3	1	4	1	1	3	1						
16. East End Park	14.52	1	2	1	3		1	4	1						
17. Eldridge Park	41.20			2	1		2	3	2	1	1				1
18. Plunkett Park	16.50			1	3	1	1								
19. Wilder Park	17.22		3	1				4				2			
20. York Commons	10.07	1		1	1		1		1						
SUBTOTAL	180.38														
LINEAR/SPECIAL USE AREAS															
21. Maple Trail Woods	89.26											1	1		
22. Sugar Creek Golf Course	43.32													1	
23. Wild Meadows Trace	48.70			1								1	1		
24. The Abbey	1.89														

SUBTOTAL	183.17														
NON-RECREATION AREAS															
25. Maintenance Center	1.17														
SUBTOTAL	1.17														
OTHER PUBLIC OPEN SPACE															
26. Elmhurst Public Schools (11)	36.90			7	10	2	1								
28. Wagner Community Center	3.97						1		1						
29. Cry Reservoir	9.39											1			
30. Cricket Creek Forest Preserve	165.64			1								1	1		1
SUBTOTAL	215.90														
GRAND TOTAL	645.49	2	15	26	39	4	15	23	12	5	3	11	3	1	2

20. If any other grant assistance has been previously given or promised for work within the boundaries of the proposed project site, list granting agency, project number and amount of assistance. This should include previous OSLAD funding and federal Land & Water Conservation Fund assistance.
21. Do any structures exist on the property to be acquired?
 - List all existing structures on the property to be acquired and briefly describe their condition. Also indicate if anyone is currently residing or storing personal property on the site and the intended disposition and/or use of the structures once the property is acquired. LOCATE AND IDENTIFY ALL STRUCTURES ON THE PREMISE PLAT MAP PROVIDED.
22. Provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.
23. Acquisition Schedule: Provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.
24. Backup Documentation
25. Acquisition Status - All or part of the project site is in Condemnation?
 - Provide copy of petition to condemn, if applicable
26. Acquisition Status – All or part of the project site is covered in a Purchase Contract?
 - Provide copy of the contract, if applicable
27. Acquisition Status - All or part of the project site is covered in an Option Agreement?
 - Provide a copy of the option agreement, if applicable
28. Acquisition Status - All or part of the project site is covered in a Lease Agreement?
 - Provide a copy of the lease, if applicable
29. Acquisition Status - All or part of the project site is covered by any form of agreement other than those noted above that commits local project sponsor to acquire the property?
 - Provide a copy of the agreement, if applicable
30. Budget Narrative and Cost Analysis - Acquisition Cost Analysis
31. Other Acquisition Expenses (include overmatching funds here)
32. Project Cost Narrative: Explain how the estimated value of this property was determined.
33. Provide a copy of your Appraisers Opinion of Value or other method used to determine your Estimated Fair Market Value
34. Upload Project Cost Narrative Backup
35. Provide the credentials/qualifications of at least two independent fee appraisers for review and approval by the IDNR (The credentials must include, at a minimum, a history of the individual appraiser's education, state license number (#553 preferred) and experience in appraisal work including a listing of the appraiser's clientele)
36. Development Data
37. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments (Example: Year 1, Quarter 1 = \$10K Engineering Fees). The project sponsor is not bound to this schedule and revisions can be made during the project as necessary.
38. Neighborhood Description: (Comment on the characteristics of & the means of livelihood for those to be displaced. Comment on property values & type or kinds of improvements.)
39. Preliminary Relocation Estimate: Enter Approximate Number of people to be displaced.
40. Preliminary Relocation Estimate: Enter Approximate Number of Families to be displaced.
41. Preliminary Relocation Estimate: Enter Approximate Number of Businesses to be displaced.
42. Preliminary Relocation Estimate: Enter approximate number of Farm Operations to be displaced.
43. Preliminary Relocation Estimate: Enter Approximate Number of Non-Profit Organizations to be displaced.

Preliminary Relocation Estimate

Relocation is defined as the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof, resulting from the non-voluntary acquisition of land for public use. If the project will involve relocation, it is mandatory that the questions on form DOC-5 be completed with sufficient detail to fully explain the scope and preliminary plans of the local agency.

If the project will not involve any relocation, simply insert "N/A" on the appropriate lines and submit. (PLEASE READ THE FOLLOWING REGARDING PROJECT RELOCATION ASSISTANCE REQUIREMENTS).

Background Information

The federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (PL 91-646, 49 CFR 24)), was enacted by Congress and signed by the President on January 2, 1971. The State of Illinois passed enabling legislation on September 17, 1971, entitled the Displaced Persons Relocation Act (310 ILCS 40 et.seq.).

The federal Act is divided into three parts - Title I, Title II and Title III. Title I includes definitions of terms. Title II provides for relocation assistance and payments. Title III establishes real property acquisition policies.

Title II is the part that outlines a uniform policy for the fair and equitable treatment of persons displaced because of land acquisition through state and/or federally assisted programs. **Provisions of Title II are not applicable if the proposed project land acquisition is considered a “Voluntary Transaction”; meaning the landowner freely offered the property for sale and the project sponsor (government agency) will not acquire the property in the event negotiations fail to result in an amicable purchase agreement (ie., eminent domain will not be pursued).**

Title II establishes various benefits to be provided displaced individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof as a result of state and/or federally assisted land acquisition. These benefits include moving and related expenses; replacement housing for homeowners; replacement housing for tenants; and most importantly, relocation advisory assistance and information services for all displaces.

All public agencies utilizing state and/or federal funds for the non-voluntary acquisition of land are required by the Act to provide a relocation advisory assistance program whenever the project requires the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations and/or personal property, thereof. The program shall include, but is not limited to, the following services:

1. Determination of displaces' need(s) for relocation assistance. If displacement involves personal property only, an itemized inventory of property to be moved is required.
2. Current and continuing information regarding adequate replacement sites.
3. Assurance that, prior to displacement, adequate replacement dwelling units will be available for all displaced individuals and families which are within their financial means.
4. Assisting displaced businesses, farm operations, or not-for-profit organizations in obtaining and becoming established in a suitable replacement location.

5. Supplying information concerning State or federal agencies offering programs that would be of assistance to displaced persons.
6. Providing other advisory services to displaced persons to minimize their hardships in adjusting to a new location.

The Relocation Program Must be Initiated Prior to Acquisition

The Relocation Program must be structured in an orderly and logical sequence of reports, assurances, and activities that are required and/or desired on each project where a displacement may occur, beginning with conceptual planning and ending with the relocation of the last person or business on the project. The ramifications of the relocation function must receive major considerations throughout implementation of the project.

Responsibility Assigned on Project Basis

Each LWCF project, where qualifying displacement will occur, must have assigned to it one or more individuals whose primary responsibility is to provide relocation assistance to the affected parties. The local project sponsor may contract with any qualified individual, firm, association, or corporation for services in connection with the administration and implementation of relocation assistance programs.

The local project sponsor shall provide adequate assurance to the DNR at the time of final project billing that appropriate relocation assistance was provided in accordance with PL 91-646 and/or the State Displaced Persons Relocation Act for any qualifying LWCF acquisition.

If there are any questions regarding the necessity for relocation, please contact the DNR, Division of Grant Administration staff for assistance (Tele: 217/782-7481).

❖ LWCF24 – Project Details

Scope of Work

- Provide the proposed project's scope of work (this will be used in your grant agreement)
- Provide a concise description of the proposed project site (be sure to indicate size/acreage)

Project Details

- Provide concise responses to the questions, as they apply to the proposed project.
- For any questions that do not apply to the proposed project, enter NA.

❖ LWCF24 – Project Site Information & Attachments

Project Site

- Provide concise responses to the questions in this section.
- Provide photo and/or other documentation of the project site.
 - There is no limit to the number of files that can be uploaded.
 - Each file must be smaller than 1GB.
 - Types of files that can be uploaded into AmpliFund:

File Type	Extensions
Comma Separated Values	.csv
Email	.msg
Image	.bmp, .jpg, .png, .tif, .tiff
Microsoft Excel	.xls, .xlsx, .xlt, .xltx
Microsoft PowerPoint	.ppt, .pptx
Microsoft Word	.doc, .docx, .dot, .dotx
PDF	.pdf
Text	.txt

Site Location Map & Directions to the Project Site – Project Attachment 1

- Upload Site Location Map
- Upload Directions to Project Site

Site Development Plan – Project Attachment 2

- Submit a Development Plan which indicates the following:
 - All proposed development in the scope of the project.
 - Existing facilities at the site to be retained.
 - Pictures of all 4 sides of any existing building must be submitted for review.
 - Future development at the site, including any indoor buildings (senior centers, community centers, indoor walk parks, etc.)

- Graphic scale
- North Arrow
- If the primary project use will be a natural area of retention of natural features, a detailed narrative noting the ways in which the public will be assured of outdoor recreation opportunities must be prepared (i.e., interpretive programs, hiking-bicycle trails, etc.) A site plan is required noting all proposed access and parking areas, if any.
- Upload Site Development Plan

Floor Plan, Elevation, & Playground Drawings - Project Attachment 3

- Floor plans and elevations must be submitted for all structures proposed in the project, (i.e., restrooms, pavilions, shelters, concession stands, interpretive centers, bath houses, fishing piers, etc.). The design must comply with the standards published in the Illinois Capital Development Board's "Illinois Accessibility Code" (April 1997) AND/OR accessibility guidelines of the "Americans with Disabilities Act" (PL 101-336) whichever is more stringent.
- Playground drawings must be submitted showing proposed components, playground surfacing and location in park with appropriate routing. The latter should be shown on the site development plan.
- Plans for outdoor ice-skating areas must be submitted showing what type of facility will be constructed.
- Plans for a canoe launch area must show accessibility considerations.
- Upload Preliminary Floor Plans and Elevation Drawings (Development Only)
- Upload Playground Drawings

Premise Plat Map - Project Attachment 4

- Submit a plat map that indicates the following:
 - Exterior boundaries and dimensions of **each** parcel to be acquired or developed.
 - Adjacent land uses, both public and private, roads, streets, highways, etc.
 - All utility lines (capacity noted), easements, and right-of-way. (Refer to title policy to ensure all easements are shown.) If necessary, attach a separate sheet explaining, in detail, the types and duration of easements, and mineral rights if not owned by the local agency.
 - All existing structures as coded in application attachments provided.
 - A graphic scale and a north arrow.
- Number **each** parcel with the corresponding numbers assigned on maps provided and indicate the approximate acreage under each parcel number.
- Upload Premise Plat Map

Commitment for Title, Insurance Deed, or Lease Agreement - Project Attachment 5

- Acquisition Projects
 - NOTE: For projects involving acquisition of property for existing park expansion, the local project sponsor must provide adequate proof of ownership (copy of deed, etc.) for the existing park site. (see "Development Projects" below for required documentation)
 - **Acquisition Projects** - Attach a copy of the Commitment for Title Insurance for each parcel to be acquired. Be advised, however, that Title Insurance is required at the completion of an approved acquisition project.

FEMA Flood MAP - Project Attachment 6

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

- Attach a copy of the FEMA Flood Map with the project boundaries delineated.

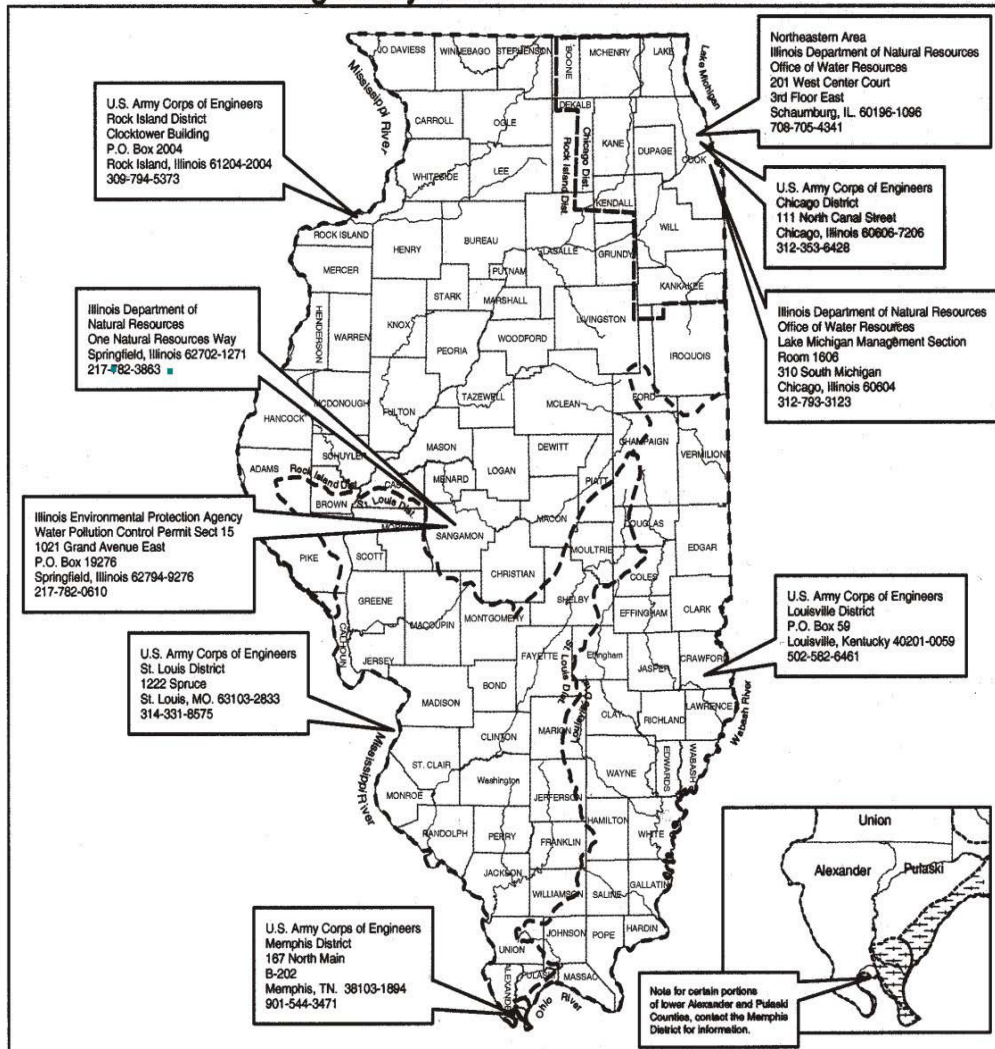
Project Justification by Local Plan - Project Attachment 7

- Please reference and submit appropriate pages, as well as the front cover/title page from a local Outdoor Recreation/Open Space Plan, Community Comprehensive Plan, Capital Development Plan, etc. that shows the proposed project is justified and consistent with priorities outlined in such plan(s). Be sure the date of the plan(s) is indicated on the material submitted. DO NOT SUBMIT THE ENTIRE PLAN(S).
- Was a public hearing/meeting held regarding the proposed project to solicit public input?
 - Submit a copy of the advertisement notice, sign-in sheet(s), and any relevant minutes or notes. This also pertains to a regular board meeting that listed the project proposal as a discussion item before or after the regular board's agenda.
 - Provide documentation from the plan(s) or other sources that describes or verifies the level of public input/involvement in the preparation of the plan(s) AND/OR the application project proposal.
 - NOTE: If local applicant has adopted a specific recreation acreage standard or goal, please submit appropriate reference from planning document(s) indicating the adopted standard or goal.

❖ LWCF24 – Environmental Assessment Statement & CERP Form

1. Complete for the project the "Environmental Assessment Statement" (EAS) form provided. ACQUISITION PROJECTS are to complete the EAS addressing the impact of the acquisition and planned, future development of the site.
2. If the project involves any alteration of water resources (lake, stream, drainage way, wetlands, etc.) such as dredging, filling, channel improvements, impoundments, bridges, etc., both the U.S. Army Corps of Engineers (COE) and Illinois DNR, Division of Water Resources must be contacted to determine whether a permit is required (see map below for appropriate jurisdiction and offices). A copy of the permit(s) or letter(s) stating a permit is not required, should accompany the project application to IDNR Office of Grants Management and Assistance.

Regulatory Jurisdictional Boundaries



❖ LWCF24 – National Park Service – Project Information

- **New Grant Proposal Application Checklist**
- **Location Map**
 - **Provide a highway, street, or county map of the area which clearly delineates the project location and boundaries.**
- **LWCF BOUNDARY AREA MAP (proposed) (Chapter 6.B.4)**
 - The LWCF boundary area subject to the provisions of the LWCF Act must encompass a viable public outdoor recreation area that is capable of being self-supporting without reliance upon adjoining or additional areas not identified in the scope of the project (such as for access, utilities, park support facilities, etc.).
 - Consistent with the intent of the LWCF Act, the Program expectation is the entirety of the park or recreation area being acquired, developed, or expanded will be included within the LWCF boundary area.
 - Exceptions for boundaries that would apply to a lesser area may be considered only when it can be shown the area is self-supporting (as described above).
 - These requests will be reviewed on a case-by-case basis by the NPS LWCF Washington Office prior to award of a grant.

The LWCF boundary area map and/or attachments as appropriate shall depict the following:

1. Official park/site name, location, and LWCF project number.
 2. Sufficient detail to legally identify the lands to be subject to the provisions of the LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys. Where one or more of the above methods are not readily suited for identifying the area, measurements from permanent locators may be used. A formal survey is not required.
 3. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s).
 4. Total acreage of the area within the LWCF boundary.
 5. North arrow.
 6. Signature of the SLO or alternate unless otherwise delegated to a member of his/her staff. A delegation of signature authority for LWCF boundary maps must be on file with NPS. Also, date of signature.
 7. Maps of up to 11-inch x 17-inch format are highly preferred for future administrative use
- **PROJECT NARRATIVE**
 - **BUDGET NARRATIVE**
 - **PROJECT ABSTRACT SUMMARY**
 - Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal.
 - Use 4,000 characters or less.
 - Do not include personally identifiable, sensitive, or proprietary information.

- Refer to Agency instructions for any additional Project Abstract field requirements.
 - If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.
- **PROOF OF OWNERSHIP OR OTHER CONTROL & TENURE**
 - **SF-424C – Budget Information**
 - **DESCRIPTION & NOTIFICATION FORM**
 - **PROVIDE DOCUMENTATION, AS APPLICABLE TO THE PROPOSED PROJECT**

❖ LWCF24 – National Park Service – A&R Form

- Brief Description of the Proposal
- Provide answers and supporting documentation as necessary for each of the questions on the form.

LWCF APPLICATIONS

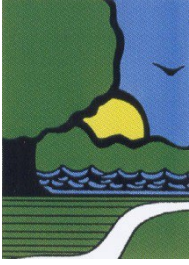
NOTE: All Applications must be completed and submitted electronically through the AmpliFund Grant Management System

➤ <https://il.amplifund.com/Public/Opportunities/Details/75aae21a-c5ed-4197-b147-947ca5b343fe>

LWCF Grant Application Checklist

The following documents comprise the required local application documents for LWCF grant consideration by the IDNR. Application forms are provided in Section VI of this Manual. Instructions for completing an LWCF application are included on the following pages.

- Letter of Transmittal
- GATA – Uniform Application for State Grant Assistance
- GATA – Uniform Budget Template
- LWCF25 - Applicant Resources & Certifications
- LWCF25 – Applicant Information
- LWCF25 – Project Details
- LWCF25 – Project Attachments
 - Site Location Map
 - Site Development Plan
 - Floor Plans and Elevation Drawings
 - Playground Drawings
 - Premise Plat Map
 - Commitment for Title Insurance, Deed, or Lease Agreement
 - FEMA Flood Map
 - Project Justification by Local Plan
- LWCF24 – Environmental Assessment Statement & CERP Form
- National Park Service (LWCF) – Project Information
- National Park Service (LWCF) – A&R Form



Illinois Department of Natural Resources

Land and Water Conservation Fund (LWCF)

Acquisition Projects

Implementation & Billing Requirements



IL Department of Natural Resources
Division of Grant Administration
One Natural Resources Way
Springfield, IL 62702
Telephone: 217/782-7481
Fax: 217-782-9599

In this packet, you will find necessary information and instructions to properly implement an approved acquisition project involving LWCF grant assistance from the Illinois Department of Natural Resources (IDNR) funded through the National Park Service (NPS). **PLEASE READ THOROUGHLY!** Failure to comply with these instructions can jeopardize grant reimbursement.

GENERAL

- 1) Once a project is recommended for funding, the IDNR will still need to apply to NPS on behalf of the project sponsor. Grant funding is not guaranteed until the NPS has approved the application. Forms and procedures other than what are provided in this packet will be required for the federal application.
- 2) 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 in order to maintain overall eligibility for grant reimbursement.
- 3) 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.
- 4) 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 federally funded and the appraisal(s) must be prepared in full accordance with the "Uniform Appraisal Standards for Federal Land Acquisition".** The standards can be viewed at http://www.justice.gov/enrd/ENRD_Assets/Uniform-Appraisal-Standards.pdf.
- 5) **No negotiations with the seller(s)** should take place until authorized by the Department.
- 6) 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.
- 7) 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 LWCF grant reimbursement.
- 8) 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.

- 9) Your agency may be subject to the audit requirements of 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.
- 10) Status of project progress **MUST** be reported to the IDNR Grant Administrator assigned to the project **each January 1st, April 1st, July 1st and October 1st** throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to IDNR). The enclosed “Project Performance and Status Report” form is provided on the following page. Failure to submit this form by the due dates will result in penalties up to and including Statewide stop payments, disallowing costs, suspension or termination, and debarment.
- 11) 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.

LWCF Grant Acquisition Schedule

EXAMPLE

Project Number: LWCF 17-XXXX

Project Sponsor: Public Park District

Project Title: John Q. Public Park 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 201x

LWCF ACQUISITION PROJECT PERFORMANCE & STATUS REPORT

(Reports due January 1, April 1, July 1 and October 1)

Project #: _____

Project Sponsor: _____

Project Title: _____

Project SITE Location: Congressional Legislative (Senate) Representative (House)
 District District District

IDNR Grant Administrator: _____

(CONCISE / QUANTIFIED DESCRIPTION OF PROJECT):

(GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS):

<u>Approved Project Component</u>	<u>Actual Costs</u>	<u>Budgeted Cost</u>
TOTAL: ==		

Check appropriate box:

- | | | |
|--------------------------|--|-------------------------------|
| <input type="checkbox"/> | Appraisal submitted to DNR. | Date: _____ |
| <input type="checkbox"/> | Sponsor notification of CFMV by DNR. | |
| <input type="checkbox"/> | Negotiation Process | |
| <input type="checkbox"/> | Condemnation Initiated | |
| <input type="checkbox"/> | Closing scheduled. | Date: _____ |
| <input type="checkbox"/> | Closing Completed. | Date property acquired: _____ |
| <input type="checkbox"/> | Other - please explain in comment section. | |
| <input type="checkbox"/> | Anticipated Final Billing submittal. | Date: _____ |

For July 1 Status Report only, dollar amount of incurred costs from date of award to present. Incurred costs represent actual payments made by the sponsor that have not yet been billed to the State.

Amount \$ _____ .

Comments: _____

Prepared by: _____

Title: _____ Date: _____

Mail to: IDNR, Grant Management and Assistance, One Natural Resources Way, Springfield, IL 62702
 FAX: (217) 782-9599 Email: dnr.grants@illinois.gov or directly to your grant administrator

Appraisal Requirements & Instructions

Task 1

Acquiring and 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)

- The property being appraised will be acquired with state or federal funding assistance provided through the Illinois Department of Natural Resources. Therefore, ALL appraisals **MUST** conform to EITHER the most current *Uniform Standards of Professional Appraisal Practice (USPAP)* or the most current *Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA)* **whichever is applicable to the funding source**. In other words, if the project is solely a state-funded acquisition, then *USPAP* standards would apply and followed. If the acquisition involves any type of federal funding, then *UASFLA* (often referred to as the *yellow book*) standards would apply and **MUST** be followed. Contact the Illinois Department of Natural Resources grant administrator for the project at (217) 782- 7481 or the IDNR review appraiser 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* adopted from the *Uniform Appraisal Standards for Federal Land Acquisition*. 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 property is a part of a larger parcel, the legal description of both the larger parcel and the part to be acquired **MUST** be provided to you. If the total property is to be acquired by your client, but only a portion is to receive State or federal funding assistance, a separate value **MUST** be established for the part that is to receive the State/federal 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 Analytical Narrative Appraisal Report

In Conformance with the *Uniform Appraisal Standards for Federal Land Acquisition (UASFLA)* and/or 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. 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. This may be submitted electronically as a .pdf document.

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. For federal assignments performed under *UASFLA* the appraiser **MUST** use the definition of market value found in Section A-9, page 13 of the *Uniform Appraisal Standards for Federal Land Acquisitions* (yellow book). No other definition of market value for federal purposes is acceptable. Any reports for federal purposes using a different definition of market value will be rejected. The federal definition of market value shall not be linked to a specific exposure time. This is considered a **Jurisdictional Exception to USPAP Standards Rule 1-2(c)**. Likewise, marketing time for the property under appraisal **MUST** also be excluded from the report if prepared under federal rules.

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. For federal projects a ten-year record of all sales and, if the information is available, any offers to buy or sell the property under appraisal **MUST** be included in the report. If no sale of the property has occurred in the past ten years, the appraiser shall report the last sale of the property irrespective of date. For non-federal projects 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. For appraisals conducted using the UASFLA essential in the appraiser’s conclusion of highest and best use is the determination of the larger parcel. The appraiser **MUST** make a larger

parcel determination in every appraisal conducted under these Standards, even in the case of minor partial acquisition where the client agency has determined a complete before and after appraisal is not necessary. The appraiser's analysis that led to the larger parcel determination and the determination itself **MUST** both be reported.

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.

15. **Appraisal of a *Partial Taking*.** The appraisal of a *partial taking* **MUST** be prepared using the FEDERAL METHOD as outlined in the *Uniform Appraisal Standards for Federal Land Acquisitions* as adopted by the Interagency Land Acquisition Conference, 1973, and include the following:

- A. BEFORE VALUE (valuation of the whole property/ownership).
- B. AFTER VALUE (valuation of the land remaining after the *partial taking*).
- C. TOTAL COMPENSATION for the part taken (before value less the after value).
- D. SEVERANCE DAMAGE (if any) to the remainder after the taking (a full explanation **MUST** be provided)

NOTE: Even if eminent domain is not being exercised, it is considered a taking as a portion of property is being *taken* away from a larger parcel.

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.

Affidavit of Appraiser

STATE OF ILLINOIS)
) SS
COUNTY _____)

_____, being duly sworn, deposes and says:

That on _____ (date) I personally inspected the property herein appraised. The owner, or his representative, was advised of my mission and (did) (did not) accompany me. That I personally inspected the comparable sales property considered within this report.

That to the best of my knowledge and belief, the statements contained in this appraisal are true, and the information upon which the opinions expressed therein are based is correct, subject to the limiting conditions therein set forth.

That I understand that this appraisal is to be used in connection with the acquisition of said property by

the _____, and that to the best of my knowledge and belief, this appraisal has been made in conformity with either the *"Uniform Appraisal Standards for Federal Land Acquisition"* or *Uniform Standards of Professional Appraisal Practice (USPAP)* instructions provided me and which are applicable to appraisal of property involving federal and/or state funding, and that no portion of the value assigned to such property, consists of items which are non-compensable under the established law of said State, and that value does not reflect influence of the proposed project.

That neither my employment, nor my compensation for making this appraisal and report are in any way contingent upon the values reported therein.

That I have no direct, or indirect, present, or contemplated future personal interest in this property, or in any way benefit from its acquisition.

That I will not reveal the findings and results of this appraisal to anyone other than the proper officials of the IL Department of Natural Resources, or officials of any Federal Agency, unless authorized by State officials to do so, or unless I am required to do so by due process of law, or until I am released from this obligation by having publicly testified to such findings.

That in my opinion the market value of the taking as of _____ (Valuation date) is \$ _____.

(Signature)

(Date report submitted)

Subscribed and sworn to before me this _____ day of _____ 20 ____ .

Notary Public Seal:

My Commission Expires: _____

2 CFR 200.500 Audit Certification Statement

LWCF ACQUISITION PROJECT

Project#: _____

Project Sponsor: _____

Project Title: _____

On behalf of the Project Sponsor, I hereby certify and understand that:

- a.) the funds disbursed under the above-referenced grant agreement may be subject to the requirements of federal 2 CFR 200.500;
- b.) the Project Sponsor will complete the required 2 CFR 200.500 audit (for the fiscal year in which the property was acquired) within nine months of the end of the subrecipients (Project Sponsor) audit period, if applicable;
- c.) one copy of the completed audit will be forwarded to the IDNR Division of Grant Administration upon completion and review by the Project Sponsor, if applicable; and
- d.) the Project Sponsor will notify the Division of Grant Administration of any audit findings and take timely and appropriate corrective action as a result of any findings, if applicable.

It is further understood and agreed that failure to complete the 2 CFR 200.500 Audit and report any audit findings, if applicable, may result in debarment from the IDNR Division of Grant Administration LWCF Grant Program.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTESTED BY:

_____ (Signature)

(Name and Title: Chief Administrative
Officer)

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 LWCF sign included

⁽¹⁾ *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 LWCF 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
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 LWCF 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 federal Land & Water Conservation Fund (LWCF) grant program (17 IL Adm Code 3030) 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 and the U. S. Department of the Interior, National Park Service 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

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

ACQUISITION PROJECT BILLING FORM
(LAND & WATER CONSERVATION FUND GRANT PROGRAM)

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

(Cost Category)	(Eligible Costs/Expenditures)
a) Land Purchased, including structures	
b) Relocation payments to individuals / businesses	
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 Land and Water Conservation Fund (LWCF) program (17 Adm Code 3030), 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)

LWCF 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 LWCF 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 3030 and the federal Land & Water Conservation Fund Act (36 CFR, part 59); 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)

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

PARCEL TABULATION

Project Sponsor:	
Project Title:	
Project Number:	

Number	Parcel Acreage / Square Footage	CMV *	Final Purchase Price **

Site Acreage Breakdown: _____ cropland _____ pasture
 _____ forest _____ other*

(* urban, prairie, wetlands, waterbody, wasteland, etc.)

* Certified Market Value as approved by IDNR

** Judgment Orders, delineate by (J.O.)

LWCF Billing Checklist

- Acquisition Project Billing Form
- Billing Certification Statement
- Parcel Tabulation
- Statement of Just Compensation & Summary of Property Acquisition and Offer to Purchase
- Waiver of Rights to Just Compensation
- Title Affidavit
- Copy of Deed with Covenants Recorded - including Declaration of Use Restriction if required
- Copy of Closing Documents
- Proof of Payment
- Photo of LWCF sign at site
- Other: _____