



### INSTRUCTIONS FOR SUBMITTAL OF PARK AND RECREATION PEP GRANTS

This application contains the program guidelines, project application pages and park board resolution. When submitting the grant application return pages 7-11 along with bids or quotes. Please submit **one unbound** original signed grant application proposal.

The items included in this package are:

- Request for Proposal (RFP)
- Grant Agreement
- Applicant Information
- Proposed Budget & Scope of Project
- Grant Application Checklist
- Signed Resolution

#### Specific Instructions

1. Please submit **ONE** original, **UNBOUND** copy. Grant applications should be stapled in the upper left hand corner.
2. Read and sign the Grant agreement (page 7)
3. Complete and sign the Applicant Information Page (page 8-9)
4. Complete the Budget and Scope of Project Page (page 10). Please make sure to provide detailed locations of the project(s).
5. Include copies of bids or quotes for all proposed project activities. Applications that have no bids or quotes will not be funded.
6. Include copies of information pertaining to projects to be completed with grant funds, including but not limited to photos, equipment specifications.
7. Please indicate what provisions will be made for people with disabilities in compliance with the Americans with Disabilities Act and the Illinois Accessibility Code. All projects applications that include construction MUST include a sign-off from IMPACT, an engineer or architect. Applications missing the provisions for persons with disabilities will not be funded.
8. Resolution approving submission of the 2015 PEP Grant (Page 11). Applications that are missing the Resolution signed by their governing board will not be funded.

**\*The application must be submitted no later than by 4:30 P.M., on March 6, 2015, to the Madison County Community Development office, 130 Hillsboro Ave., Edwardsville, IL 62025.** If you would like an electronic version of this application, please e-mail us. Please direct all questions to:

James Arnold ([jparnold@co.madison.il.us](mailto:jparnold@co.madison.il.us))  
Madison County Community Development  
130 Hillsboro Avenue  
Edwardsville, IL 62025  
(618) 692-8940



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### Application Check List

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- ☐ **ONE** original, **UNBOUND** copy. Grant applications should be stapled in the upper left hand corner.
- ☐ Signed Grant agreement
- ☐ Completed and signed Applicant Information
- ☐ Completed Budget and Scope of Project Page
- ☐ Copies of bids or quotes for all proposed funding
- ☐ Copies of information pertaining to projects to be completed with grant funds, including but not limited to photos, equipment specifications.
- ☐ Provisions for people with disabilities.
- ☐ Resolution approving submission of the 2015 PEP Grant.

**The application must be submitted no later than by 4:30 P.M., on March 6, 2015, to the Madison County Community Development (MCCD) office. MCCD is located at 130 Hillsboro Avenue, Edwardsville, IL 62025.**



## REQUEST FOR PROPOSALS

### MADISON COUNTY PARK AND RECREATION GRANT COMMISSION PARK ENHANCEMENT PROGRAM

The Madison County Park and Recreation Grant Commission (hereafter Commission), is announcing a request for proposals for the 2015 (PEP) grant program. This grant program is designed to assist park districts and municipal parks and recreation departments within Madison County to develop and enhance their parks. The goal of the program is to provide immediate assistance to the Park Districts and Departments. The Commission plans to have the grants in place by April 1, 2015. **This grant program is designed to supplement not replace or reduce levels of funding set in a community's budget for park operations.**

#### ELIGIBLE APPLICANTS:

Eligible applicants are park districts, municipal park and recreation departments, and local units of government within Madison County, Illinois.

Eligible applicants are:

- Park districts, Municipal Park and recreation departments, local units of government within Madison County.
- The municipality must have a park commission, board or committee designated to oversee the park operations and maintenance.
- The municipality and/or park district must have a park and/or recreation area that is owned and operated by the municipality or park district.

#### GRANT COORDINATION:

In an effort to reduce administrative costs and with the permission of the Madison County Board and its Chairman, the Commission has been allowed to utilize the services of the Madison County Community Development (MCCD) offices and their staff to accept applications and coordinate processing.

#### GRANT DEADLINE

Completed applications are due at Madison County Community Development, 130 Hillsboro Avenue, Edwardsville, IL 62025, **no later than 4:30pm on Friday, March 6, 2015.**

#### GRANT AWARD NOTIFICATION

Notification of grants to be awarded will be made after the **March 18<sup>th</sup>, 2015** Madison County Board Meeting.

#### OWNERSHIP REQUIREMENT

Land and equipment purchased with PEP funds must be owned and maintained by the park district and/or local unit of government applying for funding.





### MAXIMUM GRANT AMOUNT

- For the 2015 PEP grant, the maximum grant amount shall be determined based upon the population of the Municipality that has a Park Department or the Park District generally serving the Municipality.
- The maximum grant amount shall be five dollars/per person based upon the 2010 census.
- Special census' that were conducted prior to the 2010 census are no longer valid.
- Population figures shall not be duplicated in cases of City/Township. Residents will only be counted in one population area.
- For our smaller communities a grant minimum of \$15,000 will be awarded if the four dollar per person total is less than the \$15,000 amount.

### ELIGIBLE EXPENDITURES

Madison County PEP grant funding must be used for projects that enhance the use of public parks that are open to the public. The Grants Committee, Parks and Recreation Advisory Committee and Madison County Community Development hold the right to determine final eligibility.

Eligible types of capital improvements include but are not limited to the following:

- Playground equipment
- Plants, shrubs, trees, flowers, etc.
- Fencing
- Recreation equipment – basketballs, softballs, bleachers, etc.
- Land acquisition to expand existing park
- Benches, fountains, picnic tables, grill, etc.
- Facility improvements such as athletic fields and courts
- Park restrooms that are ADA Accessible/compliant
- Park walking paths
- Lake/pond improvements
- Gazebos
- Pet Parks
- Greenhouses
- AED's
- First time construction of concession stand
- Park signage\*
- Major Recreation Facilities\*

### INELIGIBLE EXPENDITURES

The funds may not be used for administration purposes and operating costs. If there is a membership fee to your park or recreation complex, then equipment purchases for that park or recreation complex are ineligible unless approved.\*

Ineligible types of grants are as follows:

- Architect or Engineering design fees
- Staff Salaries, benefits
- Transportation & mileage



- Maintenance supplies
- Digital cameras or other electronic office equipment such as LCD monitors, gaming systems and games and projection screens
- Weight or fitness equipment, unless there is free membership
- General office equipment/supplies
- Improvements made to staff or office spaces such as adding carpeting, adding a drop ceiling, air conditioning a break room
- Pop-up tents/tents
- **Road/Parking improvements\***
- **Maintenance sheds/other areas not open to the public\***
- **Wheeled equipment\***
- **Concession stand equipment\***

**\*Maintenance Sheds, Signage, Wheeled Vehicles, Concession stand equipment and Major Recreation Facilities will be considered for PEP grant funds on a case by case basis. Additional support documentation shall be submitted demonstrating the benefit of the project to the community's residents and to the park and recreation program the governmental entity provides. The Commission will accept written requests for these projects no later than February 3, 2015. A determination will be made at the February 6, 2015 Park Commission meeting of the projects selection. If the project is not awarded, an alternative project may be submitted.**

#### **MATCHING FUND REQUIREMENT**

For the 2015 PEP, no matching funds are required. However the PEP grant may be used as match funding for other park grants.

#### **EVALUATION**

The Commission will evaluate all complete proposals received by the deadline. Additional information may be asked of the grantees.

#### **PURCHASING REQUIREMENTS**

Purchases should follow your City or Park District bid ordinances. If the park district does not have bid process, a minimum of three (3) competitive bids or quotes must be included with the grant application. Failure to provide bids, quotes or estimates with your grant application will result in your grant not being funded. **Any construction/labor job that is bid out must use the State Prevailing Wage Rate. The community will be required obtain time sheets from the contractor and then submit them to the county.**

#### **REPORTING REQUIREMENTS**

Within ninety (90) days of completion of project, the grantee must send a report to Grant Commission via MCCD. This report should document all activities pertaining to the original grant request, e.g. photos of the equipment purchased, photos of equipment in use or on location such as playground equipment.





## PUBLIC RELATIONS

Madison County Community Development will coordinate public relations support on the respective projects funded by the park and recreation PEP grants. Based on the scope of the grant and project, the support will include news and photo releases. Additional information on the public relations support can be obtained by contact Jeff Wehling, Madison County's Communications Coordinator, at 296-4316.

## PAYMENT SCHEDULE

**\*Payments will not be processed without completed W9's\***

PEP Grant funding can be paid out using either of the following options at the discretion of the park district or municipality.

- **Payment Option 1:** Funds may be distributed directly to the vendors. To accomplish this, the community/park district should submit to MCCD, the original invoice accompanied by a cover letter from the community requesting the direct vendor payment and W-9 for the vendor. All bid documentations as well as a copy of the letter of award to that vendor, must be on file at MCCD before payment will be made. **\*Passed due invoices will only be paid on a reimbursement basis\***
- **Payment Option 2:** The entire grant amount can be reimbursed to the community after the project is completed. In order for a payment to be released, we will need a letter from the community requesting reimbursement, as well as a copy of all invoices and receipts, and all cancelled checks for the item(s) purchased. All bid documentations as well as a copy of the letter of award to that vendor, must be on file at MCCD before reimbursement will be made.

## MODIFICATION OF REQUESTS FOR PROPOSALS

It is the intent of the Commission to provide these grants according to the terms above but shall not be bound by this procedure for future grant awards. Any conflicts and all final decisions will be determined by majority vote of the Park and Recreation Grants Commission.



2015

[MADISON COUNTY PARKS AND RECREATION COMMISSION]

**MADISON COUNTY PARK AND RECREATION GRANTS COMMISSION PARK ENHANCEMENT PROGRAM (PEP)  
GRANT AGREEMENT & CERTIFICATIONS**

1. The grant amount cannot exceed the maximum grant allowed to the entity as outlined in the Request for Proposals. The grant award shall be for the specified project only. Salaries, mileage, transportation costs, shall not be paid with grant funds.
2. Upon acceptance of the application by the Commission Board, and the Grants Committee, and Madison County Board, the grantee agrees to submit invoices or receipts for the project to MCCD, along with a request for payment.
3. The grantee agrees to include the source of funding in press releases, articles, or public dedication ceremonies regarding the project or programs utilizing PEP funding. **The grantee is responsible for contacting their current County Board member to coordinate a press release, etc., that relates to the project or programs using PEP funding.**
4. The grantee agrees to use the PEP funds outlined in this application **no later than April 1, 2016.**
5. No equipment or materials purchased with PEP funds will be used for purposes other than those stated in this application.
6. All Purchases must be made in accordance with Grantees local bid ordinances, bid policies, state statutes or by the provisions contained in these grant documents.
7. There shall be no transfer of ownership of any equipment/land purchased with these funds without notification and approval by the Madison County Park and Recreation Grants Commission.

I have read the above certifications and agree to honor them as written. I certify with my signature that the information contained in this application is accurate to the best of my knowledge and that I am authorized to execute this application for my community.

\_\_\_\_\_  
Name of Community

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



APPLICANT INFORMATION FOR THE 2015  
MADISON COUNTY PARK &  
RECREATION GRANT COMMISSION  
PARK ENHANCEMENT PROGRAM (PEP)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Park District or Municipal Park & Recreation Department

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Contact Person Title Phone # E-mail Address

\_\_\_\_\_  
Address City Zip

Please certify with your signature that the information contained in this application is accurate to the best of your knowledge and that you are authorized to execute this application for your community.

\_\_\_\_\_  
Signature

Please enter totals from attached proposal budget

A. Total Project Costs: \$ \_\_\_\_\_

B. County Funding Requested: \$ \_\_\_\_\_





**PROVISIONS FOR PEOPLE WITH DISABILITIES**  
**Required for all Projects**

Please indicate what provisions will be made for people with disabilities in compliance with the Americans with Disabilities Act and the Illinois Accessibility Code. All projects **MUST** include a sign-off from IMPACT, CIL, a certified engineer or certified architect. The sign-off is a recommendation or certification on how to bring the project(s) into ADA compliance. It is expected that each community/park district incorporate these recommendations into their application.

It is also permissible to choose pre-fab products (picnic tables, bleachers) that are certified by a reputable company as ADA accessible. **HOWEVER**, it is still the municipality/park districts responsibility to insure that pathways leading up to the modified/improved areas are ADA compliant/accessible as well.

Also, please note that some purchases, like drinking fountains, would require an accessible drinking fountain option. Information about accessible equipment can also be obtained from IMPACT, CIL.

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Scope of Project: (Include the name and address of the park(s))

2015 | PEP Application 10



**RESOLUTION**

Resolution authorizing the Mayor/Supervisor/Park Board  
To Apply for Park Commission Funds  
From Madison County

WHEREAS, the \_\_\_\_\_ (Village, City, Township or Park Board) proposes to apply for PEP funds for the following project(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ; and

WHEREAS, the funding for the projects may exceed the actual amount granted from PEP funds in which the Village, City, Township or Park Board of \_\_\_\_\_ agrees to fund the completion of the project from another source;

NOW, THEREFORE, BE IT RESOLVED that the Official Board of the Village, City, Township or Park Board of \_\_\_\_\_ authorizes the filing of the above listed applications to Madison County in adherence to all applicable rules and regulations of the PEP program; and

BE IT FURTHER RESOLVED that the Official Board of the Village, City, Township or Park Board of \_\_\_\_\_ hereby directs and designates the Chief Elected Official to act as the authorized representative in connection with the filing of the aforementioned applications and all concurrent meetings and hearings associated with the project approval process.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Signature of Elected Official

\_\_\_\_\_  
Attested by Clerk/Secretary