



Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

FY24 Community Planning Grant Program

– Information and Application –

Project Sponsor(s) Name: _____
(List one entity)

Project Name: _____

Applications will be accepted on an ongoing basis
between July 12, 2023, and May 31, 2024, or until 100% of
the FY24 Grant Program funds are pledged, whichever date is sooner.

Submit two (2) originals and one (1) electronic copy of this application to:

Metro East Park and Recreation District
Attention: Grant Coordinator
104 United Drive
Collinsville, IL 62234

FOR OFFICE USE ONLY

Date and Time Received: _____

Submittal includes 2 Originals and 1 High-Resolution Electronic Copy: Yes No

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Program Information

Organizational Information: Metro East Park and Recreation District (MEPRD) was formed by voters in November 2000 and is responsible for the development of parks, trails, and recreational facilities in Madison and St. Clair Counties in Illinois. The District often supplements the efforts of local governments, special districts, and other jurisdictions already engaged in these efforts.

MEPRD Mission Statement: MEPRD shall have as its primary duty the development of a public system of parks and interconnecting trails throughout Madison and St. Clair Counties in Illinois.

Program Funding: MEPRD has committed \$400,000 for the FY24 Community Planning Grant Program.

Program Intent: To promote the development and modernization of Park and Bicycle/Pedestrian Master Plans within the communities that comprise the MEPRD in order to facilitate meaningful enhancements to the public parks and bike/ped infrastructure for users of all ages and abilities, and to encourage collaboration between local units of government seeking to develop or modernize Park and Bicycle/Pedestrian Master Plans.

Minimum and Maximum Grant Awards: There is no minimum grant request or award. MEPRD FY24 Community Planning Grants cannot exceed 40% of the total eligible costs, up to \$40,000.00 maximum. Project Sponsors are limited to one (1) MEPRD Community Planning Grant per fiscal year.

Project Sponsors that were previously awarded an MEPRD FY20-23 Community Planning Grant can apply for the MEPRD FY24 Community Planning Grant Program for a separate planning project. However, the combined grant award cannot exceed \$40,000.00. For example, an agency that received an FY23 Award totaling \$30,000.00 for a park planning project can receive up to \$10,000.00 in FY24 Funding for a bicycle-pedestrian infrastructure plan (not to exceed 40% of total eligible project costs, whichever is less).

Submittal Details: Complete applications for the MEPRD FY24 Community Planning Grant Program, as determined by MEPRD, will be accepted on an ongoing basis beginning at 9:00 AM on July 12, 2023, and ending at 3:00 PM on May 31, 2024, or until 100% of the FY24 Program Funds are pledged, whichever is sooner.

Check MEPRD's website for the current status of program funds at www.meprd.org/funding.html. Applications received after 3:00 PM on May 31, 2024, will not be considered for FY24 funding and will not be retained for the following fiscal year.

- Grant Applicants must submit two (2) original signed applications in hard copy (use binder clips, not binding or staples); and
- Grant Applicants must submit one (1) electronic copy of the application and attachments, in high-resolution and in PDF Format. The electronic copy shall be submitted via email, CD, or flash drive.

Complete applications, as determined by MEPRD, must be received at least one week prior to the desired board meeting for presentation. Deliver to MEPRD by UPS, USPS, FedEx, or hand delivery; faxed copies will not be accepted. MEPRD will review each application and provide notification within 45 days of board meeting via USPS of MEPRD's decision to approve or deny requested funding. Contact the MEPRD Grant Coordinator at (618) 346-4905 to discuss proposed projects prior to submitting an application or to request a preliminary review of your application.

Eligible Applicant: Any public agency having statutory authority to acquire and develop lands for public parks, public trails, public recreation, and/or bicycle and pedestrian infrastructure purposes in Madison and/or St. Clair Counties, Illinois may apply for MEPRD grant funding. Such agencies include municipalities, townships, counties, transportation districts, and park districts. Universities, schools and school districts are not eligible applicants.

NOTE: Only one (1) entity may apply for the FY24 MEPRD Community Planning Grant Program per application. However, this restriction does not preclude two or more entities from applying for and receiving a Community Planning Grant for neighboring park and/or bicycle/pedestrian master plans.

Project Scope and Budget: Applicants should make every effort to obtain an accurate project scope and budget for their application. Project scope changes are highly discouraged and must be approved by MEPRD in writing. Additionally, unauthorized scope changes shall be ineligible for reimbursement.

Local Match: The Community Planning Grant Program is designed to supplement, not replace or reduce, levels of funding set in a community's budget for parks, trails, or recreation. At least 60% of the total project cost must come from another source, whether that be the project sponsor, public or private funds or grants from others, or any combination thereof.

Project Revenue Breakdown

No More Than 40% of the total project cost can be funded by the MEPRD FY24 Community Planning Grant Program award (cannot exceed \$40,000).

NOTE: The maximum grant award of \$40,000 is cumulative, in that it considers any prior MEPRD FY20-23 Community Planning Grant awarded to the applicant.

No Less Than 60% of the total project cost should be made up of any combination of the following:

- Monetary Contribution by the Project Sponsor
- Private Grants, Funds, or Monetary Donations
- Public Grants, Funds, or Monetary Donations

The following items are *ineligible* for calculating project costs:

- The value of donated labor and force account labor
- The value of donated services, equipment, goods, and facilities
- The value of funding incentives or discounts offered by firms and consultants.
- Also see a list of ineligible project types and components on the following page.

Eligible Project Types

- Parks and Greenspace Master Planning (community-wide, township-wide, or county-wide)

Note: Parks and Greenspace Master Plans may include planning for outdoor recreation and indoor recreation facilities, e.g., recreation centers, ice rinks, and swimming pools.

- Bicycle and Pedestrian Master Planning (community-wide, township-wide, or county-wide)

NOTE: Bicycle and Pedestrian Master Plans may include pedestrian infrastructure planning, e.g., sidewalks, but must also include bicycle-related infrastructure planning, e.g., shared-use paths, bike lanes, complete streets, etc.

Eligible Project Components

- Planning Costs (e.g., data collection, GIS mapping, inventories, level of service analysis, feasibility studies, etc.)
- Public Outreach and Engagement Costs (e.g., public meetings, focus groups, and surveys)
- Professional Services (e.g., professional planning consultants and engineers)

Note: Eligible components must be directly related to “Eligible Project Types” listed above.

Ineligible Project Types

- Plans containing topics beyond those described within the “Eligible Projects” section above
- Pedestrian-only plans (e.g., plans covering only sidewalks)
- Site-specific and segment-specific plans
- General infrastructure plans, capital plans, and comprehensive municipal plans
- Standalone ADA Transition Plans
- Stormwater, runoff, and flood prevention plans

Ineligible Project Components

- Any component not directly related to an “Eligible Project Type or Component” listed above
- Detailed site plans, architectural plans, landscape plans, architecture documents, construction drawings, and engineering drawings
- Rental fees for facilities owned by the applicant
- Acquisition and development costs
- In-house costs and in-house staff costs
- Geographic information systems software
- Grant application preparation and related work
- Park and trail maps/brochures
- Marketing and tourism materials
- Plan components and locations not open to the public for indoor or outdoor recreation use

Project Scope, Parameters, and Restrictions

- The project scope is limited to the development of a community-wide, township-wide, or county-wide eligible plan. Site-specific or segment-specific plans are ineligible.
- The geographic scope of the Project is limited to territories over which the Project Sponsor has the jurisdiction and legal authority to develop or improve parks and bicycle/pedestrian infrastructure.

Projects are restricted geographically to territories within the boundaries of the Project Sponsor and of St. Clair and Madison counties in Illinois, regardless of whether the Project Sponsor has the legal authority or territorial jurisdiction beyond those boundaries.

- The master planning document is a required deliverable and must be specified in the project scope enclosed to your application. Any project that fails to produce a master plan, even if that project consists entirely of otherwise eligible components (such as feasibility studies and public engagement), shall be ineligible for a MEPRD Community Planning Grant award.
- The project must be a stand-alone project, meaning the contract and scope of work may not cover topics and items beyond those approved in MEPRD's Community Planning Grant Program.

For example, comprehensive municipal plans are ineligible, even if a portion of the proposed plan will address park or bicycle/pedestrian planning.

However, if the Project Sponsor desires to develop a separate park or bicycle/pedestrian plan and incorporate it by amendment into an existing or future Comprehensive Municipal Plan, it is within the Project Sponsor's purview to do so. The eligible plan type must be contracted, created, and invoiced separate from any and all ineligible plan types/components.

Updating or Replacing an Existing Master Plan: Eligible applicants may update or replace an existing community-wide parks plan or bicycle-pedestrian plan under the FY24 Community Planning Grant Program if either of the following conditions are met:

- A. The existing plan is at least five (5) years old as of the date on which the Project Sponsor's application is submitted. Project Sponsors seeking an MEPRD Community Planning Grant award for the purpose of updating an existing community plan shall include a copy of such plan with this application, along with a copy of the prior Resolution or Minutes from when that plan was adopted.
- B. The project sponsor has published and adopted a municipal comprehensive plan, or similar planning document that contains only partial or low-level parks and/or bicycle-pedestrian infrastructure planning. Please contact MEPRD if you are unsure if your plan qualifies under this section.

Plan Components and Deliverables:

- All plans should be grounded in data and the needs of the community.
- All plans should incorporate the latest industry standards and best practices in the design of all bicycle-pedestrian infrastructure proposed within the plan. Additionally, designs shall be in conformance with State and Federal guidelines (and AASHTO guidelines where applicable).
- All plans should include an evaluation of existing infrastructure (e.g., inventories of Parks or existing bike and pedestrian network) and policies related to the subject plan.
- All plans should identify general goals and a vision for the next 5-10 years, establishing a basis for the plan's recommendations and action plan.
- All plans should include a set of recommendations based upon the information collected and reviewed, e.g., existing infrastructure evaluation(s), data, public input, etc.
- All plans should include an Action Plan for the next 5-10 years that identifies and prioritizes maintenance, development, and acquisition of plan related components.
- All plans should identify potential funding opportunities.

- All plans should develop and identify performance measures by which the Project Sponsor and the public can evaluate the progress made toward any individual goal or objective.
- All plans should define a clear process for exemptions if any future project or program is justifiably opposed to the park or bicycle/pedestrian master plan.
- A minimum of two (2) public meetings during project development are required. At least one (1) meeting shall occur at the onset of the project and at least one (1) meeting shall take place after the planning document has been drafted.
- For any project that includes bicycle-pedestrian infrastructure planning, the Project Sponsor shall make a reasonable effort to seek input from its neighboring municipalities, regional transit districts (St. Clair County Transit District / Madison County Transit), and others already engaged in trail planning and development to guarantee future continuity of the regional trail network.
- Acknowledgement of MEPRD's contribution to the project must be included in any publicly shared drafts of the plan and in the final version. To satisfy this requirement, the Project Sponsor must insert, wherever deemed appropriate, the following: [1] MEPRD's Logo; and [2] a description of MEPRD's funding contribution.
- After the Plan has been finalized, the Project Sponsor's governing body must adopt the plan by way of Resolution.
- The Project Sponsor must publicly share the adopted Master Plan on its website.
- The Project Sponsor must provide MEPRD with GIS files of the proposed bicycle/pedestrian infrastructure illustrated within the adopted Master Plan. *Disclaimer: MEPRD will publish and share all plan(s) funded in-part by the Community Planning Grant Program via its website and other means.*

Professional Planning Services: The Project Sponsor must contract a qualified outside firm or consultant(s) for the purpose of overseeing and developing an eligible plan type. If an outside firm or consultant is not contracted, the project is ineligible for MEPRD funding.

If known, the Project Sponsor shall identify on its application the (1) Name; (2) Contact Information; and (3) Qualifications of the consultant. Project Sponsor shall also include a copy of the Contractor(s) Proposal and/or Estimate, if applicable.

Bids/Proposals: Unless the Project Sponsor (i) has an existing Professional Services agreement with a firm that has experience with related planning; and (ii) the related planning work is covered under the agreement's scope of services; and (iii) that agreement complies with the Local Government Professional Services Selection Act (50 ILCS 510), the Project Sponsor must instead satisfy one or both of the following minimum requirements prior to awarding the contract:

- A. Publicly advertise and solicit bids, proposals, and/or qualifications for the plan; *and/or*
- B. Obtain at least two (2) responsive and responsible bids, proposals, and/or qualifications from qualified consultants/firms that materially comply with the request.

The project sponsor will be required to provide documentation as proof of its compliance with the Bids/Proposals requirement upon completion of the project.

Engineer Development/Certification: Plans must be developed, or no less than reviewed and certified, by a qualified and licensed engineer(s) or licensed landscape architect(s) prior to the master plan's adoption.

- "Qualified" is defined in this section as having prior and substantial documented experience creating park and/or bicycle-pedestrian master plans, including certifying the feasibility of and providing cost estimates for the same. Such experience must be directly related to the type of plan being created and the components within it.
- "Licensed" is defined as having valid and active Professional Engineering licensure through the Illinois Department of Financial and Professional Responsibility (IDFPR).

Notice to Proceed: MEPRD will send written notice to proceed along with the fully executed Project Agreement. Costs incurred prior to the date of the written notice to proceed shall be ineligible for reimbursement by MEPRD. For Community Planning projects, costs are considered incurred on the date contracts are signed, work begins on the first phase of plan development, or project materials are purchased/delivered.

The project period is defined as the date of notice to proceed to project closeout. Projects shall begin making significant progress within one (1) year of MEPRD's notice to proceed and must be completed within two (2) years of MEPRD's notice to proceed; valid progress will be considered at the discretion of MEPRD. MEPRD reserves the right to withdraw funding for projects that do not begin within one (1) year. Projects not completed, in whole or in part and regardless of reason, are ineligible for funding in future MEPRD grant cycles.

Reimbursement Grant: The MEPRD FY 2024 Community Planning Grant Program is on a reimbursement basis. Final inspection and acceptance of the completed planning project must be made by an MEPRD representative for reimbursement to be issued. Actual payout is dependent upon documentation of final project costs for eligible items within the approved application and may be less than the original grant award but shall not exceed the amount originally requested. Records shall be sufficiently detailed that all documented costs may be verified by a third-party audit. Only eligible items within the approved application will be reimbursed; changes to the project scope to "spend" the grant award in its entirety are prohibited. No early or partial payments will be made to the Project Sponsor. A request for reimbursement must be submitted within ninety (90) days of project completion unless extenuating factors, such as coordination of supporting documentation from other funding agencies, prevent it and are discussed with and approved by MEPRD. Failure to do so will result in Project Sponsor forfeiting all project reimbursements and relieves MEPRD from further payment obligations on the grant.

Reports and Inspections: Project Status Report forms shall be completed and submitted in a timely manner as requested by MEPRD, typically on a quarterly basis. Failure to submit progress reports could jeopardize your MEPRD grant award. MEPRD staff shall always have full access to applicable financial records for periodic inspections as plan development progresses. Final inspection and acceptance of the completed project must be made by an MEPRD representative prior to grant reimbursement.

Financial Records: All funds expended by the Project Sponsor in conjunction with the planning project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation in the form of cancelled checks, properly executed records, contracts, vouchers, orders, invoices, pay requests, timesheets, and any other accounting documents regarding the Project Sponsor's monetary contribution to the project, any public or private grants/funds/donations received for the

project, and all project costs will be required for reimbursement. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

Termination: Failure to timely complete a project, withdrawal of a project due to lack of performance or insufficient funds, unauthorized change in the nature of the project by the Project Sponsor, or any other violation of the approved grant application and executed project agreement may result in withdrawal of MEPRD funding and a penalty rendering the applicant ineligible for MEPRD grant assistance consideration for the next two (2) consecutive calendar years following the termination date. Furthermore, the project cannot be resubmitted for grant award in any future MEPRD grant program.

Americans with Disabilities Act and AASHTO Compliance: Project Sponsor acknowledges that it has performed due diligence to assure that the parks and bicycle/pedestrian infrastructure proposed within its plan meets or exceeds the requirements of the Americans with Disabilities Act of 1990, and if applicable, the guidelines of AASHTO.

MEPRD Acknowledgement: Upon approval of the Application and receipt of the executed Agreement with MEPRD, all Press/Public Communications in reference to the project by Grantee shall state that it is funded in-part by a "Community Planning Grant" awarded by the Metro East Park and Recreation District (MEPRD). Acknowledgement to MEPRD should be given at appropriate times before, during, and after plan development, including, but not limited to news articles, press releases, interviews, project websites, and social media.

In addition, the Project Sponsor is required to acknowledge MEPRD's contribution to the project within the master plan. Acknowledgement must be included in any publicly shared drafts of the plan, as well as the final version. To satisfy this requirement, the Project Sponsor must insert where deemed appropriate: (1) MEPRD's logo; and (2) a description of MEPRD's funding contribution.

Additional Project Requirements and Guidelines

- Project Sponsor must submit a Resolution from the Project Sponsor's governing body supporting the submittal of the grant application to MEPRD.
- A Project Manager must be selected by the Project Sponsor for the purpose of coordinating project development and to serve as a liaison between MEPRD and the Project Sponsor. It is within the Project Sponsor's discretion to appoint an employee or a hired consultant to serve as the Project Manager.
- If awarded a MEPRD FY24 Community Planning Grant, the Project Sponsor will receive, in sequential order: (1) a written Notice of Award; (2) an MEPRD Project Agreement; and (3) a written Notice to Proceed.
- Project Sponsor must sign a Project Agreement with MEPRD upon notice of grant award. Costs incurred by grantees prior to the receipt of a fully executed Project Agreement and notice to proceed will not be reimbursed by MEPRD. Unauthorized scope changes will not be reimbursed.
- Projects must begin making progress within one (1) year from the date the Project Sponsor receives the notice to proceed from MEPRD, and planning projects must be completed within two (2) years of that date. Extensions must be requested in writing to MEPRD within thirty (30) days of the expiration date for consideration. MEPRD reserves the right to approve or deny any request for extension.

- While the project is ongoing, the Project Sponsor will be required to submit quarterly status reports to MEPRD. Project Sponsors may also be required to submit future status reports to MEPRD that identify plan implementation and progress to-date.
- Upon completing the project, the Project Sponsor shall submit a Reimbursement Request Package to MEPRD. Following MEPRD's review and acceptance of the reimbursement package, the grant award is disbursed.

NOTE: A Project Sponsor may not submit a Reimbursement Request Package to MEPRD until after the project is 100% complete and all project costs are paid.

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Definitions

Force Account Labor – Labor provided by Project Sponsor’s own staff. Force account labor is not eligible for reimbursement.

Project Sponsor – Applicant applying for MEPRD funding.

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Application Checklist

A complete application should contain each of the following required components, in this order:

- MEPRD FY 2024 Community Planning Grant Program Application.
Include the following attachments. If one is not applicable, please include a statement explaining so rather than excluding the attachment.
 - Attachment A: Detailed Written Project Scope. This should be a written narrative describing the project.
 - Attachment B: Copies of estimates, bids, quotes, or documentation supporting the estimated project costs identified within the application.
 - Attachment C: Estimated Project Timeline, including the estimated completion date, which should match the date shown on Line 17.
 - Attachment D: Resolution or official correspondence from the Project Sponsor supporting the project and corresponding application to MEPRD, dated no more than 6 months prior to the submittal of the FY24 grant application.
 - Attachment E: Description and documentation of all grants and cash donations contained in Line 20.
 - Attachment F (*if applicable*): Copy of existing Park or Bicycle/Pedestrian master plan, including a copy of a Resolution or similar document that identifies the date on which the existing plan was adopted. Plans can be hard-copy or electronic (email, CD, or flash drive).
- Certification Statement found on the last page of the application signed by the Mayor, Board President, or Chief Executive of organization or department.

Application Form

Please fill out this form in its entirety. Incomplete applications will not be considered for funding. Applications must be typed.

1. Project Sponsor (list only one entity): _____
2. Project Sponsor Address: _____

3. Project Sponsor FEIN: _____
4. Project Title: _____
5. Project Address/Location: _____
6. Project Contact Name and Title: _____
(this person will be required to complete status reports and will need to know detailed information about the project)
7. Project Contact Address: _____

8. Project Contact Phone: _____ Email: _____
9. Project Contact Cell: _____ Fax: _____
10. Is the proposed planning project replacing or updating an existing Parks or Bicycle-Pedestrian Master Plan? Yes No

If Yes, what plan(s): _____

If Yes, on what date was the existing plan adopted? _____
11. Please specify the project type (check all that apply):
 Bicycle/Pedestrian Master Plan Parks Master Plan
12. Will an outside consultant or firm be contracted for the plan's development?
 Yes No (ineligible)
13. Has a contract for professional services already been awarded to a consultant/firm for this project?

Yes (respond to the questions below, if known) No (skip to Question 15)

Name and Address of Firm: _____

Telephone: (_____) _____ Website: _____

Does the Consultant/Firm have related experience? Yes No (ineligible)

Other qualifications: _____

14. If you responded "Yes" to Question 13, which of the following statements best describes the steps taken by the Project Sponsor to comply with the Bids/Proposals/Qualifications requirement described on page 8 of this application? (*Check all that apply*)

- The Project Sponsor publicly advertised and publicized solicitations for bids, proposals, or qualifications for professional services for the project prior to awarding the contract.
- The Project Sponsor obtained at least two (2) "responsive" and "responsible" proposals, bids, or qualifications from experienced consultants/firms prior to awarding the contract.
- The Project Sponsor (i) has an existing Professional Services Agreement with a firm that has experience with related planning; and (ii) the related planning work is covered under the agreement's scope of services; and (iii) that agreement complies with the Local Government Services Selection Act (50 ILCS 510).

Date of Agreement: _____ Duration of Agreement: _____ to _____

None of the above (ineligible)

15. If you responded "No" to Question 13, how does the Project Sponsor intend to satisfy the Bids/Proposals requirement described on page 8 of this application?

- The Project Sponsor (i) has an existing Professional Services Agreement with a firm that has experience with related planning; and (ii) the related planning work is covered under the agreement's scope of services; and (iii) that agreement complies with the Local Government Services Selection Act (50 ILCS 510).

Date of Agreement: _____ Duration of Agreement: _____ to _____

- The Project Sponsor will publicize solicitations for bids, proposals, or qualifications; and/or will seek to obtain at least two (2) "responsive" and "responsible" bids, proposals, or qualifications from experienced consultants/firms prior to awarding the contract.

None of the above (ineligible)

16. Will the master plan undergo an engineer's review for certification?

Yes No (ineligible)

17. Estimated project completion date (month and year required): _____

18. Total Estimated Project Cost: \$ _____

19. Requested MEPRD Grant: \$ _____ which is _____% of line 18

(Must be less than or equal to 40% of the total project cost listed on line 18)

20. Combined total of all other Project Revenues:

(Must be greater than or equal to 60% of the total project cost listed on line 18)

A. Monetary contribution by Project Sponsor (excluding funding by others) \$ _____

B. Other grant(s), funds, and/or monetary donation(s) (excluding MEPRD) \$ _____

C. Total for Section 20: \$ _____ which is _____% of line 18

(Note: Line 19 + Line 20C should equal Line 18)

21. General Expense Categories

<u>Categories if applicable</u>	<u>Estimated Total</u>	<u>% of Total</u>
Consulting Services:	\$ _____	_____ %
Development/Evaluation Costs:	\$ _____	_____ %
Engineering Services:	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Other: _____	\$ _____	_____ %
Total Estimated Project Cost (should equal Line 18):	\$ _____	100%

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22. Describe the need for the plan(s) being proposed and its expected impact to your community. If updating or replacing an existing master plan, please indicate how or why that plan fails to meet the needs of your community.

23. Describe the steps and methods by which you intend to engage the general public during the project’s development. Also, how do you intend to facilitate engagement from underrepresented populations within your community?

24. Describe the Project Sponsor’s intended future commitments by which it will attempt to fulfill the planning objectives identified in the proposed plan? For example, if a bike/ped plan, does the Project Sponsor intend on creating and adopting a complete streets policy?



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Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor (i.e., "Grantee") and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the MEPRD project agreement and that the Grantee has the financial resources to initially fund one hundred percent (100%) of the proposed project costs. It is understood MEPRD's actual award is based on calculations derived from final project costs; the award may be less than what is requested but may not exceed the amount requested. It is understood that the project must be completed within the timeframe established in this application and the project agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent it and are discussed with and approved by MEPRD. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieving MEPRD from further payment obligations on the grant.

(Signee must be Mayor, Board President, or Chief Executive of organization or department)

Name of Grantee: _____

Print Name: _____

Print Title: _____

Signature and Date: _____

Attested by: _____

Signature and Date: _____

Name of Grantor: Metro East Park and Recreation District _____

Print Name: Bryan Werner _____

Print Title: Executive Director _____

Signature and Date: _____

Attested by: Rene' St. Peters, Administrative Assistant _____

Signature and Date: _____