



**FY10 Bike Trail Partnership Grant  
Program Information and Letter of Intent Packet**

Sponsor Name: \_\_\_\_\_  
(List only one entity)

Project Name: \_\_\_\_\_

Federal Grant Program: \_\_\_\_\_

Federal Grant Award: \$ \_\_\_\_\_

Federal Funds are:  Expected or  Already Awarded

Requested MEPRD Grant Amount: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

<b>OFFICE USE ONLY: DO NOT FILL IN.</b>	
Date: _____	Time: _____
Accepted by: _____	
Delivered by: _____ <small>(Print Name and Title)</small>	
_____ <small>(Signature)</small>	
Original Submittals:	<input type="checkbox"/> MEPRD Copy <input type="checkbox"/> Project Sponsor Copy

## **FY10 BIKE TRAIL PARTNERSHIP GRANT INFORMATION**

**PROGRAM NAME:** MEPRD FY010 Bike Trail Partnership Grant

**PROGRAM CEILING:** \$600,000

**AWARD CEILING:** Funding requests may not exceed:

- 50% of the local match required by an 80/20 federal bikeways grant, not to exceed \$300,000.

**REQUIREMENTS:** Applicants must successfully receive a federal bikeways grant with an 80/20 funding ratio for consideration under this program. Proposed bike trail must be located within MEPRD jurisdictional boundaries of Madison and St. Clair Counties in Illinois and be considered regional in nature.

**PROGRAM OPENING DATE:** July 1, 2009

**PROGRAM CLOSING DATE:** 3:00 P.M., June 30, 2010

**AWARD ANNOUNCEMENT DATE:** Approximately forty five (45) days after the program closing date.

**FY10 BIKE TRAIL PARTNERSHIP GRANT OVERVIEW:** The Metro East Park and Recreation District has committed funds, not to exceed a total program distribution of six hundred thousand dollars (\$600,000) for fiscal year 2010, to be awarded to Project Sponsors that complete a federally funded bike path project (either in whole or a phased segment thereof) that is determined by MEPRD to be in the best interest of the District and considered regional in nature. If in total, the requests by all applicants exceed the \$600,000 program commitment, MEPRD will determine awardees based on how best the individual projects compliment the current efforts and long range plans of the MEPRD.

Project sponsors must submit to MEPRD 2 copies of the contingent 80/20 federal grant application along with two (2) original copies of the MEPRD letter of intent packet. Project Sponsors must also notify MEPRD of any other (private, state, or federal) grants that are successfully awarded to the project, whether the grant(s) is awarded before or after the submittal of the MEPRD Bike Trail Partnership Grant application. The Project Sponsor shall also forward to MEPRD a copy of the federal grant award letter when it is received and a copy of the federal project agreement funding contract after it has been fully executed.

**ABOUT MEPRD:** The Metro East Park and Recreation District (MEPRD) was enacted by state law in 2000. The MEPRD collects a 1/10 cent sales tax in Madison and St. Clair Counties. One half of that amount is redistributed back to affiliate organizations in St. Clair and Madison Counties; MEPRD is a separate funding entity from those affiliates. Additional information can be found by visiting [www.meprd.org](http://www.meprd.org).

**MEPRD MISSION STATEMENT:** The Metro East Park and Recreation District (MEPRD) shall have as its primary duty the development of a public system of interconnecting parks and trails throughout Madison and St. Clair Counties in Illinois.

**APPLICANT ELIGIBILITY:** MEPRD Project Partnership Grant funds are only available for projects located within Madison County and/or St. Clair County, Illinois. MEPRD matching funds are not available for project segments that have been previously awarded MEPRD funds (this does not include funds received by the County agencies/affiliates). Ineligible projects include but are not limited to: trail maintenance, trail renovation, sidewalks, bike paths that are exclusively contained within a park/school/public facility, park acquisition, park development, equestrian trails, planning, and IDNR Bike Path Grant Program projects (see

the MEPRD Bike Path Grant Matching Program at: [www.meprd.org](http://www.meprd.org)). Bike path trail amenities are eligible as long as they primarily serve the needs of the trail users; Project Sponsors will have to demonstrate this correlation.

**MULTIPLE APPLICATIONS:** Project Sponsors may submit applications for multiple projects but will be limited to two (2) Project Partnership Grant awards per application round. In addition, multiple submissions of applications within the same fiscal year for continued or contiguous segments of a like project are not eligible.

**LOCAL MATCH:** FY10 Bike Trail Partnership will assist public organizations successful in receiving federal funds requiring a twenty percent (20%) local match. FY10 Bike Trail Partnership Grant requests may not exceed 50% of the local match required by an 80/20 federal bikeways grant, not to exceed \$300,000. Donations or property owned by the applicant(s) will not be considered as part of the reimbursable local match and therefore will not be eligible for a 50% reimbursement by MEPRD.

**MEPRD FUNDING:** The Project Partnership Grants are on a reimbursement basis. The project must be 100% complete, as determined by MEPRD, in order for the reimbursement to be issued. No early or partial payments will be made. Bike trail development grants must be completed within 3 years from the MEPRD award date and bike trail corridor acquisition grants must be completed within 2 years from the MEPRD award date.

**PROJECT AGREEMENT:** FY10 Bike Trail Partnership grant recipients must sign a project agreement with the MEPRD. It is the recipient's responsibility to complete and submit all required documents pertaining to the project agreement. Missing or incomplete documents required in the project agreement will delay written notice to proceed from MEPRD.

**NOTICE TO PROCEED:** MEPRD will not fund costs incurred before the District has given the sponsor written notice to proceed. MEPRD will send written notice within sixty (60) days of executing the project agreement. Costs incurred prior to the date of the written notice shall be ineligible for reimbursement, unless otherwise authorized by MEPRD.

**LIMITATIONS:** Bike path amenities costs may not exceed those approved in the federal grant. Trail amenities may include but not be limited to: bike racks, drinking fountains, trash receptacles, benches, kiosks, restrooms, and open-air shelters. Architectural and engineering fees may not exceed the contingent funding agency's limitations.

**SCOPE:** MEPRD shall provide assistance only for expenses outlined in the project scope and budget of the approved federal grant on file with the federal grant's administrative agency. **IMPORTANT:** MEPRD will not reimburse for expenses beyond the approved project scope of the contingent federal grant.

**PUBLIC ACCESS:** Sponsor must give the public access to the project site, and remain available to the public for a minimum of 20 years after completion. Projects that are awarded grants that subsequently do not meet this requirement will be required to refund the MEPRD the original awarded grant amount.

**EXTENSIONS:** MEPRD will allow two years for completion of development projects, and three years for acquisition projects. MEPRD reserves the right to deny any and all requests for project funding extensions. The sponsor must submit in writing a request for extension including, but not limited to: estimated completion date of project, estimated reimbursement request date, and current status of the project. Please allow MEPRD thirty (30) days upon receipt of request for written approval or denial of extension.

**PERMITS:** The project sponsor is responsible for obtaining any and all necessary permits, licenses, and forms of consent regarding projects approved for MEPRD funding in this program prior to the construction, and thereafter subsequent operation and maintenance of bikeways segment.

**SIGNAGE:** Sponsor must post a grant program acknowledgement sign at the MEPRD-assisted project site for the duration of the project, both during and after construction/acquisition. The required specifications for its construction will be furnished by the applicant and approved by MEPRD, and must include the MEPRD logo, Project Sponsor's name, and Project name. The sign shall be posted in an area for public view for the duration of the project. All signage permits are the responsibility of the project sponsor.

**INSPECTIONS AND REPORTS:** MEPRD staff shall have access to grant-assisted facilities at all times for inspection purposes to ensure sponsor's continued compliance with program regulations. A MEPRD representative may make periodic inspections of the project as construction progresses and a final inspection and acceptance of the completed project must be made by a representative or agent of MEPRD prior to the final grant payment (reimbursement) to the project sponsor.

**PROJECT COSTS AND FINANCIAL RECORDS:** All funds expended by the project sponsor in conjunction with the project must comply with all State and Federal laws pertaining to the expenditure of public funds. All project records must be maintained for a period of no less than five (5) years.

**USE OF PROJECT SITE:** Property acquired or developed with MEPRD assistance from this program must be open to the general public for the approved use specified in the approved grant project agreement without regard to race, color, sex, national origin, age, disability, or residence during a reasonable time period as agreed upon by the sponsor. Property may not be converted from public recreation use per terms of the grant agreement. Conversion of such property from public recreation use shall result in the sponsor being held liable for replacing the converted property with new property and facilities deemed comparable by the MEPRD in terms of current fair market value, recreation value, usefulness, and location. Projects that are awarded grants that subsequently do not meet this requirement will be required to refund the MEPRD the original awarded grant amount.

**ACQUISITION PROJECTS:** Land acquired with MEPRD assistance in this program shall be operated and maintained for the intended public recreation use for a specific period of time, usually in perpetuity, as so stated in the approved grant project agreement. Development and use of the project site, as specified in the approved grant agreement, must commence within five (5) years following the property's acquisition.

**DELIVERY AND CONTACT INFORMATION:** Letters of intent will only be accepted by U.S. Mail, Federal Express, UPS, hand delivered, or other generally accepted mail/delivery service. Letters of intent received by fax, e-mail or electronic means will not be accepted for consideration. **A complete submittal packet shall include (2 original copies of the 7 page MEPRD letter of intent packet) and 2 copies of the contingent 80/20 federal grant application.** The Project Sponsor shall also forward to MEPRD a copy of the federal grant award letter and federal project agreement funding contract when it is received.

**SEND OR DELIVER PACKAGE TO:**

Metro East Park and Recreation District  
104 United Drive  
Collinsville, Illinois 62234

**DELIVER PACKAGE NO LATER THAN 3 P.M., JUNE 30, 2010.  
LATE SUBMITTALS WILL NOT BE CONSIDERED FOR MEPRD FUNDING.**

**METRO EAST PARK AND RECREATION DISTRICT  
FY10 BIKE TRAIL PARTNERSHIP LETTER OF INTENT**

IN WITNESS WHEREOF, the undersigned parties have caused this letter of intent to be executed by their duly designated and authorized representatives.

As the individual duly designated to represent the GRANTEE, I do hereby certify that the information presented in this letter of intent and the referenced Attachments is true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this letter of intent and that the GRANTEE has the financial resources to initially fund one hundred percent (100%) of the proposed project costs within the time frame imposed by the MEPRD, prior to receiving MEPRD grant reimbursement.

**Name of Grantee:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature & Date: \_\_\_\_\_  
(Date)

Attested by: \_\_\_\_\_  
(Print Name and Title)

Signature & Date: \_\_\_\_\_  
(Date)

**Name of Grantor: Metro East Park and Recreation District**

Print Name: Mike Buehlhorn \_\_\_\_\_

Print Title: Executive Director \_\_\_\_\_

Signature & Date: \_\_\_\_\_  
(Date)

Attested by: \_\_\_\_\_  
(Print Name and Title)

Signature & Date: \_\_\_\_\_  
(Date)

**METRO EAST PARK AND RECREATION DISTRICT  
FY10 BIKE TRAIL PARTNERSHIP PROGRAM**

**ATTACHMENT A: GENERAL INFORMATION**

Please fill out the form in its entirety. For additional program related information please visit meprd.org or contact the district office.

**SPONSOR INFORMATION**

Sponsoring Organization Name: \_\_\_\_\_

FEIN: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Contact Name, Title: \_\_\_\_\_

Mailing Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROJECT INFORMATION**

80/20 Federal Grant Applied for by Sponsor: \_\_\_\_\_

Agency Administering Federal Grant: \_\_\_\_\_

Federal Funds are:  Expected or  Already Awarded

Expected Announcement Date of Federal Award: \_\_\_\_\_

Federal Grant Award: \$ \_\_\_\_\_

Requested MEPRD Grant Amount: \$ \_\_\_\_\_

Project Sponsor Local Match : \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Project Location - County: \_\_\_\_\_ Project Location - City: \_\_\_\_\_

Physical Address of Project: \_\_\_\_\_

Type of Project:  Acquisition  Development  Combination

Segment Length: \_\_\_\_\_

**FY10 BIKE TRAIL PARTNERSHIP PROGRAM  
ATTACHMENT B: SCOPE AND FIT**

Please describe your proposed project in detail including (1) the overall project scope and (2) a schedule of completion. In addition (3) describe how your proposed bikeway segment will help fulfill MEPRD's goal of a regional system of interconnecting parks and trails. (4) List any parks, trails, or other areas of interest connecting into the proposed segment. In addition, please (5) include a site development plan for the project. **REMINDER:** Because the MEPRD FY10 Bike Trail Partnership Grant Program is contingent on a 80/20 federal grant, MEPRD only funds project scopes exactly matching what has been approved and on file with the contingent federal funding agency. Use separate pages if necessary: