



Metro East Park and Recreation District

Proudly Serving Madison and St. Clair Counties in Illinois

FY 2027 Priority Paths Grant Program

— Information and Application —

Project Sponsor Name: _____
(List only one entity)

Project Name: _____
(Should reflect the name of the entire Priority Path from start to finish)

Applications will be accepted on an ongoing basis between July 15, 2026, and May 31, 2027, or until 100% of the FY27 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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SECTION 1. INTRODUCTION TO MEPRD AND THE GRANT PROGRAM

1.1. About Metro East Park and Recreation District (MEPRD)

- **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.

1.2. Grant Program Overview

- **Program Name:** MEPRD FY 2027 Priority Paths Grant Program
- **Program Intent and Objectives:** The primary objective of this program is to fund the development of a complete AASHTO-compliant Class I Bikeway (minimum 10' wide, striped Shared-Use Path) that fully bridges critical gaps between Madison County and St. Clair County trail systems as identified in this application. MEPRD recognizes that the exact alignment of these Priority Paths may not be determined at the time of application due to property acquisition and detailed study requirements. Therefore, applicants should identify their preferred alignment or corridor. The primary focus will be on the Project Sponsor's ability to complete the entirety of the specified 'Priority Path Zone' objective, from start to finish, with the understanding that the precise route may evolve, but shall not deviate from the Priority Path Grant Program objective.

MEPRD understands these complex projects may require many years to complete. So long as a Project Sponsor begins making demonstrable progress towards defined milestones within two (2) years of the grant award (see Section 6.4), and progress continues thereafter until the Priority Path is completed in full, there is no maximum time limit for overall project completion. The paramount goal of this program is the successful complete fulfillment of one of the specified Priority Paths.

- **MEPRD Total Program Funding:** MEPRD has committed \$3,000,000 for the FY 2027 Priority Paths Grant Program.

SECTION 2. ELIGIBILITY CRITERIA

2.1. Eligible Applicants

Eligible Applicants are as follows:

- Madison County Transit (MCT) — for the Red Zone Priority Path
- St. Clair County Transit (SCCTD) — for the Green Zone Priority Path

Alternative Applicant for Projects: If a transit district formally declines to apply or fails to apply by April 1, 2027, MEPRD will allow another public agency to apply for the grant. To be eligible, the alternative applicant must have jurisdiction over the entire trail corridor and agree to assume all responsibilities of the primary Project Sponsor as defined in this program, including all requirements for ownership, operation, and maintenance.

2.2. General Project Eligibility

- To qualify as an eligible project, the primary scope of work must be for the development of a complete and contiguous Priority Path, that is a non-motorized and fully separated Class I Bikeway, also known as a shared-use path.

- Additionally, all projects must:
 - Identify a preferred alignment or corridor that completes the specific 'Priority Path Zone' objective, even if the final route is subject to further study and acquisition.
 - Be AASHTO-compliant (minimum 10' wide, hard-surfaced shared use path).
 - Be a fully separated Class I Bikeway.
 - Be striped.
 - Provide a complete, direct, and logical connection between the existing regional trail segments.
 - Adhere to ADA requirements.

2.3. Specific "Priority Path Zone" Objectives

While flexibility in specific alignment is understood (see Section 1.2), the project's core requirement is to successfully and fully achieve the 'Priority Path Zone' objectives outlined below. The chosen corridor and eventual alignment must demonstrably lead to the full completion of the Priority Path. Projects must also fully complete the following "Priority Path Zone" objectives:

- **Red Zone:** Create a complete and direct connection from the interconnected regional trail network found within Madison County, IL to the MCT Confluence Trail. This new segment will also provide connectivity to the McKinley Bridge Bikeway (existing) and the Metro East Riverfront Trail (in-progress).

Eligible Trail Corridors that fulfill this objective are as follows:

- MCT Goshen Trail to the MCT Confluence Trail
- MCT Bluff Trail to the MCT Confluence Trail
- MCT Nature Trail to the MCT Confluence Trail
- MCT Schoolhouse Trail to the MCT Confluence Trail
- Alternative direct corridors that fulfil the objective as determined by MEPRD

- **Green Zone:** Create a complete and direct connection from the interconnected regional trail network found within St. Clair County, IL to the southern terminus of the MCT Goshen Trail at Kyle Road in O'Fallon, IL.

Eligible Trail Corridors that fulfil this objective are as follows:

- SCCTD MetroBikeLink Trail to the MCT Goshen Trail via the Old Collinsville Road Trail
- SCCTD MetroBikeLink Trail to the MCT Goshen Trail via the St. Ellen Mine Park Trail
- SCCTD MetroBikeLink Trail to the MCT Goshen Trail via the Shiloh Trail
- SCCTD MetroBikeLink Trail to the MCT Goshen Trail via Rieder Road
- SCCTD MetroBikeLink Trail to the MCT Goshen Trail via Future Bunkum Road Trail
- Alternative direct corridors that fulfil the objective as determined by MEPRD

* Refer to the map on page 12 for an illustration of the red and green priority path zones referenced above.

2.4. Site Location and Control

- Eligible development projects must be located on property that is either owned by the Project Sponsor or leased/controlled by the Project Sponsor.
- Property leased or controlled by the Project Sponsor may be publicly or privately owned, as long as the terms of such lease or control are irrevocable and meet the minimum timeline requirements specified in Section 6.6 "Public Access."

2.5. Award Limitations

- **Limit per Project Sponsor:** Project Sponsors are limited to one (1) FY 2027 Priority Paths Grant award.

- **County Distribution:** During the FY27 funding cycle, no more than one (1) MEPRD Priority Paths Grant will be awarded within each county—i.e., one maximum for Madison County and one maximum for St. Clair County.
- **Coordination with Park and Trail Grant Projects:** To protect the integrity of the Priority Path corridor, MEPRD will coordinate with the Priority Path grant recipient if a Park and Trail Grant application is submitted by others seeking to construct trail segments within the Priority Path grant recipient's preferred Priority Path corridor. MEPRD will reserve the right to deny any such application based on any such coordination with the Priority Path grant recipient.
- **Multi-Agency Collaboration:** MEPRD's Park and Trail Grant Program may be utilized by other public agencies to fund segments of an approved Priority Path, in partnership with the Priority Path Grant recipient. To qualify, the applying agency must meet the definition of a "Bona Fide Applicant" as defined below. Grant funds awarded to a Bona Fide Applicant for a Priority Path segment through the Park and Trail Grant Program will not be deducted from the main Priority Path grant recipient's award.

"Bona Fide Applicant" Requirement: A "Bona Fide Applicant" is a public agency that certifies it is the true project sponsor for the trail segment and agrees to: (a) build, own, operate, insure, and maintain the segment; and (b) not transfer ownership or maintenance duties to the main Priority Path grant recipient for a minimum of twenty (20) years, as specified in Section 6.6.

Coordination Requirement: Any public agency applying for funds as a partner must get a "Letter of Technical Coordination" from the main Priority Path grant recipient. The letter shall confirm the new segment's design and location are in conformity with the Priority Path's overall design. This letter is only needed after the main recipient has submitted its own Priority Path Grant application.

SECTION 3. FUNDING DETAIL

3.1. Grant Award Amounts

- There is no minimum grant request or award.
- MEPRD FY27 Priority Paths Grant awards shall not exceed 40% of the total project cost, up to a maximum award of \$1,500,000 for a qualifying Priority Path project, plus any supplemental funding detailed below.
- **Supplemental Funding for Priority Path Projects:** A recipient of a FY27 Priority Paths Grant may, in any subsequent fiscal year, elect to forgo its eligibility to apply for a new Park and Trail Grant. In lieu of such application, the recipient may formally request a supplemental increase to its original Priority Path Grant award. This option may be exercised in multiple years. The value of each supplemental increase shall not exceed the maximum eligible award for a trail project as defined in that fiscal year's Park and Trail Grant Program guidelines. All supplemental funding will be absorbed into the original Priority Path grant award and will be governed by all terms of the FY27 Priority Paths Grant Program.

3.2. Design/Engineering Fee Cap

- MEPRD's reimbursement for all eligible engineering fees – including design, preliminary engineering, and construction engineering – shall be capped at forty percent (40%) of the total MEPRD Priority Path Grant award (including any supplemental funding). Ongoing reimbursement of eligible engineering expenses will be at a rate of 40% of the documented design/engineering expense, up to the 40% total cap.

3.3. Reimbursement Basis

- MEPRD grant funds are disbursed on a reimbursement basis, covering up to forty percent (40%) of eligible, documented costs, not to exceed any caps or percentages specified herein. (*see Section 6.5*)

3.4. Project Revenue Breakdown (Match Requirements)

- **MEPRD Share:** No More Than 40% of the total project cost should be made up of the requested MEPRD FY27 Priority Paths Grant award (\$1,500,000 maximum, plus any supplemental funding). *(see Section 3.1)*
- **Sponsor Share (Match):** No Less Than 60% of the total project cost should be made up of any combination of the following project revenues:
 - Monetary Contribution from Project Sponsor
 - Federal, State, County, or other Public Grants/Funds/Appropriations
 - Non-Public or 501(c)3 Grants/Funds/Donations
 - St. Clair County Park Grants
- **Ineligible for Calculating Project Costs (Match):**
 - The value of the Applicant's Force Account Labor
 - The value of donated or owned land
 - The value of donated labor
 - The value of donated services, equipment, and goods

3.5. Excess Project Revenues and Award Adjustments

- MEPRD grant funds cannot be used to cover any portion of a project already fully funded by other public or non-public grants, funds, donations, or appropriations; nor can the value of the fully funded project be incorporated into the project value specified within the MEPRD grant application.
- Combined funding from all funding sources, regardless of source, shall not exceed 100% of the total eligible project cost. In the event that project funding covers the full project cost or a percentage greater than specified in the application approved by MEPRD, the MEPRD grant award will be reduced or rescinded to ensure no overpayment occurs.

SECTION 4. APPLICATION PROCESS

4.1. Submission Window

- Applications for the MEPRD FY 2027 Priority Paths Grant Program will be accepted on an ongoing basis between **7:30 a.m. on July 15, 2026, and 3:00 p.m. on May 31, 2027.**

4.2. Submission Deadline and Late Applications

- Applications received after 3:00 p.m. on May 31, 2027, will not be considered for FY27 funding and will not be retained for the following fiscal year.

4.3. Application Submission Requirements

Grant Applicants must submit:

- Two (2) original signed applications (use binder clips, not binding or staples).
- One (1) electronic copy. The electronic copy should be HIGH-RESOLUTION and in PDF format, submitted via email, CD, or flash drive. Any attachments should also be high-resolution. CDs and flash drives will not be returned to applicants.

4.4. Delivery and Review Process

- Complete applications, as determined by MEPRD, must be received at least two weeks prior to the desired MEPRD 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.

SECTION 5. ELIGIBLE AND INELIGIBLE PROJECT COMPONENTS

5.1. Eligible Project Components

The following components are only eligible if they are directly related to and are completed in conjunction with a complete and contiguous Priority Path identified in this Application.

Eligible components within an eligible project include, but are not limited to:

- ADA Improvements for publicly accessible trail facilities
- Amenities for trailheads (excluding those in the ineligible section below)
- Bike Racks, Bike Lockers, and Fix/Tune Stations for trailheads, trails, and public facilities
- Bridges, Box Culverts, and Bike/Ped Intersection Improvements related to trails
- Demolition, Erosion Control, and related expenses
- Drinking Fountains (along a trail or trailhead)
- Alignment Studies/Engineering/Architectural/Design Fees
- Fencing (along a trail or trailhead)
- Improvements (to an existing trail or trailhead facility tied to an eligible trail development project)
- Landscaping / Site Beautification (non-native and invasive plants/trees are ineligible)
- Lighting for trails and trailheads
- Pavilions, Gazebos, and Open-air Shelters (along a trail or trailhead)
- Parking Lots (for trailheads only)
- Restrooms for trails and trailheads (excluding those in the ineligible section below)
- Roadways within a trailhead
- Safety Amenities (includes surveillance systems and emergency call stations)
- Sidewalks or Pedestrian Accommodations within a trailhead
- Signage and Kiosks for Wayfinding/Directional/Distance (including MEPRD Acknowledgement Sign)
- Striping, Markings, and Signage for bicycle trails (for new applications only)
- Utility/Sanitation Systems (installation of water, sewer, gas, and/or electric for eligible projects)
- Water Quality Improvement related to an eligible project (e.g., detention ponds, grass swales)

5.2. Ineligible Projects

- Projects located outside of Madison and/or St. Clair Counties in Illinois.
- Sidewalks and paths under 10' in width.
- Trails that are not AASHTO compliant and/or not striped and/or not fully separated.
- Trails not identified within the FY27 Priority Paths Program.
- Maintenance or repair of existing trails.

5.3. Ineligible Project Components

Ineligible components within a project include, but are not limited to:

- Any component not directly related to the public's enjoyment and use of the approved Priority Path
- Acquisition of Land from another public agency
- Administrative Facilities/Buildings/Offices
- Archaeological and Environmental Surveys/Testing/Excavations
- Community Centers/Facilities
- Concession Equipment, Supplies, and Inventory
- Decorative Water Features/Fountains

- Environmental Mitigation
- Gardens
- Geographic Information Systems (GIS)
- Grant Application, Report, or Form Preparation and related work
- Historic Sites/Structures and Preservation
- Irrigation Systems
- Maintenance/Repair/Upkeep projects
- Maintenance and Storage Buildings
- Marketing Materials, Maps/Brochures, Temporary Signs/Banners
- Monuments, Murals, Plaques, Public Art, Sculptures, and Statues
- Mowing and Groundkeeper-related Equipment
- Parking Lots (not within a trailhead)
- Sidewalks or Pedestrian Accommodations (not within a park or trailhead)
- Streetscape Projects
- Striping and Markings for Bicycle Trails and Lanes (for repeat applications)
- Traffic Counts/Studies and Counting Devices
- Trails for All-Terrain Vehicles, Off-Highway Vehicles, and Snowmobiles
- Vehicles of any kind (e.g., mowers, service vehicles, golf carts)
- Welcome/Visitor Centers

SECTION 6. POST-AWARD REQUIREMENTS AND PROJECT MANAGEMENT

6.1. Project Agreement

- Priority Paths Grant recipients must sign a Project Agreement with MEPRD upon notice of grant award.
- 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.

6.2. Notice to Proceed and Cost Eligibility

- MEPRD will send a written notice to proceed along with the fully executed Project Agreement.
- Costs incurred by the Project Sponsor prior to the receipt of a fully executed Project Agreement AND notice to proceed are ineligible for reimbursement by MEPRD.

6.3. Project Period

- The project period is defined as the date of notice to proceed to project closeout.

6.4. Commencement of Work, Milestones, Scope, and Budget

- **Commencement of Work:** Projects are required to get underway and begin making progress within two (2) years, based on the milestones outlined in the approved Project Schedule submitted with the application. MEPRD acknowledges that the full completion of a Priority Path may extend over many years. Provided this initial two-year progress requirement is met and the Project Sponsor continues to actively prioritize and work towards completing the Priority Path in full and submit regular progress reports, MEPRD supports an extended project timeline as necessary to achieve the full completion of the Priority Path. The Project Schedule (Attachment D) should reflect this understanding and be updated as needed.
- **Milestones & Progress:** Project Sponsors must identify and define project milestones and an anticipated project completion/closeout date in Attachment D. Milestone schedules may be adjusted if project

conditions change. Sponsors shall notify MEPRD in writing of any significant changes to the project schedule, to include any adjustments to the project's anticipated completion/closeout date. Progress will be monitored through quarterly project status reports. These status reports must include, among other required information, an update on the status of any previously reported anticipated grants, appropriations, or donations, and details and documentation for any newly secured grants, appropriations, or donations received for the project since the last report.

- **Project Scope and Budget:** The 'Priority Path Zone' objective of the project, as approved by MEPRD, must remain unchanged throughout the project period. However, MEPRD understands that other elements of the project scope and specific alignment may require refinement as the project progresses through design, study, and acquisition. Applicants should define their initial scope, alignment concept, and budget to the best of their current ability. Substantive changes to the project scope and alignment must be discussed with and receive written approval from MEPRD before implementation to ensure continued adherence to the primary objective and program guidelines. Unauthorized scope changes, or those lacking such prior MEPRD approval, shall be ineligible for reimbursement.

6.5. Reimbursement Process and Financial Records

- **General Reimbursement:** The MEPRD FY27 Priority Paths Grant Program operates on a reimbursement basis. MEPRD will issue partial grant payments to the Project Sponsor for eligible, documented costs incurred for work completed in accordance with the approved project scope and grant agreement. Actual payout on each request is contingent upon review of eligible items and may be adjusted if expenses fall outside of the project scope. 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.
- **Ongoing Reimbursement Requests (Partial Payments):** The Project Sponsor may submit requests for reimbursement of documented, eligible expenses. While the project is ongoing, requests may be submitted on a quarterly basis. Each reimbursement request must include the following:
 - A completed and signed MEPRD Priority Paths Grant Reimbursement Form.
 - Copies of paid invoices and proof of payment to verify costs.
 - A progress report, signed by the Project Sponsor, indicating the work completed, along with a summary of overall project progress to date, referencing the approved project milestones.
- **Project Closeout and Final Payment:** Upon completion of the entire Priority Path, a final inspection and acceptance by an MEPRD representative is required. Additionally, the Project Sponsor must submit a final project completion report to MEPRD within ninety (90) days of project completion. Failure to do so will result in Project Sponsor forfeiting all prior grant awards and relieving MEPRD from further payment obligations on the grant. The final project completion report must be accompanied by a comprehensive financial summary detailing all project revenues received from all sources (including all MEPRD grant payments, Project Sponsor contributions, and all other grants, appropriations, and donations secured throughout the project's duration) and all eligible project expenditures. This is to ensure final compliance with match requirements and funding limitations outlined in Section 3.4 and Section 3.5.
- **Financial Records:** All funds expended by the Project Sponsor in conjunction with the 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 cost-share requirement and all project costs will be required for reimbursement. Records must be sufficiently detailed to support a third-party audit. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

6.6. Public Access

- Property acquired or developed with MEPRD grant assistance shall not be utilized or developed for any use other than public recreation use per the terms specified herein. Acquired/developed land shall be operated and maintained for a minimum of twenty (20) years for public recreation use.
- Conversion of a project receiving MEPRD grant assistance shall result in the Project Sponsor being held liable for replacing the converted development with new development deemed comparable by MEPRD in terms of current fair market value, recreation value, usefulness, and location.
- Property acquired or developed with MEPRD assistance from this program must be open to the general public, to include at minimum any and all residents within MEPRD's jurisdiction, for the approved use specified herein and in the MEPRD Project Agreement without regard to race, color, sex, national origin, age, disability, or residence during the time period specified.

6.7. Compliance Requirements

- **American with Disabilities Act (ADA) and AASHTO Compliance:** Project Sponsor acknowledges that it has performed due diligence to assure its project complies with the requirements of the American with Disabilities Act of 1990 and, if applicable, the guidelines of AASHTO.
- **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 the project.

6.8. Reports and Inspections

- Quarterly Project Status Report forms shall be completed and submitted in a timely manner as requested by MEPRD. Failure to submit progress reports could jeopardize your MEPRD grant award.
- MEPRD staff shall have full access to grant-assisted facilities and applicable financial records at all times for periodic inspections as construction progresses and throughout the life of the project.
- Final inspection and acceptance of the completed project must be made by an MEPRD representative prior to grant reimbursement.

6.9. Publicity and Signage

- **Publicity:** Acknowledgement to MEPRD should be given at appropriate times before, during, and after construction/acquisition of all phases of the Priority Path, including, but not limited to, temporary signage displayed during construction/ acquisition, permanent signage post-construction/acquisition, news articles, press releases, interviews, project websites, social media pages, ribbon cuttings, dedication ceremonies, etc.
- **Signage:** The Project Sponsor is responsible for designing, purchasing, and installing a permanent grant acknowledgement sign that is visible to intended users of the improvement at the MEPRD-assisted project site for the useful life of the project. The specifications must include MEPRD's logo and Project Name or Project Description, at minimum. Worn or damaged signs must be replaced in a timely manner at Project Sponsor's cost. Outdoor signs must be waterproof and UV-protected. All signage permits are the responsibility of the Project Sponsor.

6.10. Termination of Grant

- **Breach of Agreement:** The Project Sponsor will be in breach of the Priority Path Grant Program and the Project Agreement if it fails to complete the entirety of the Priority Path or demonstrates through action or inaction that the entirety of the Priority Path is no longer a priority. Examples of a breach include, but are not limited to: (a) organizational leadership no longer supports the entirety of the Priority Path; (b) other trail projects are prioritized over the full completion of the Priority Path; or (c) failure to make

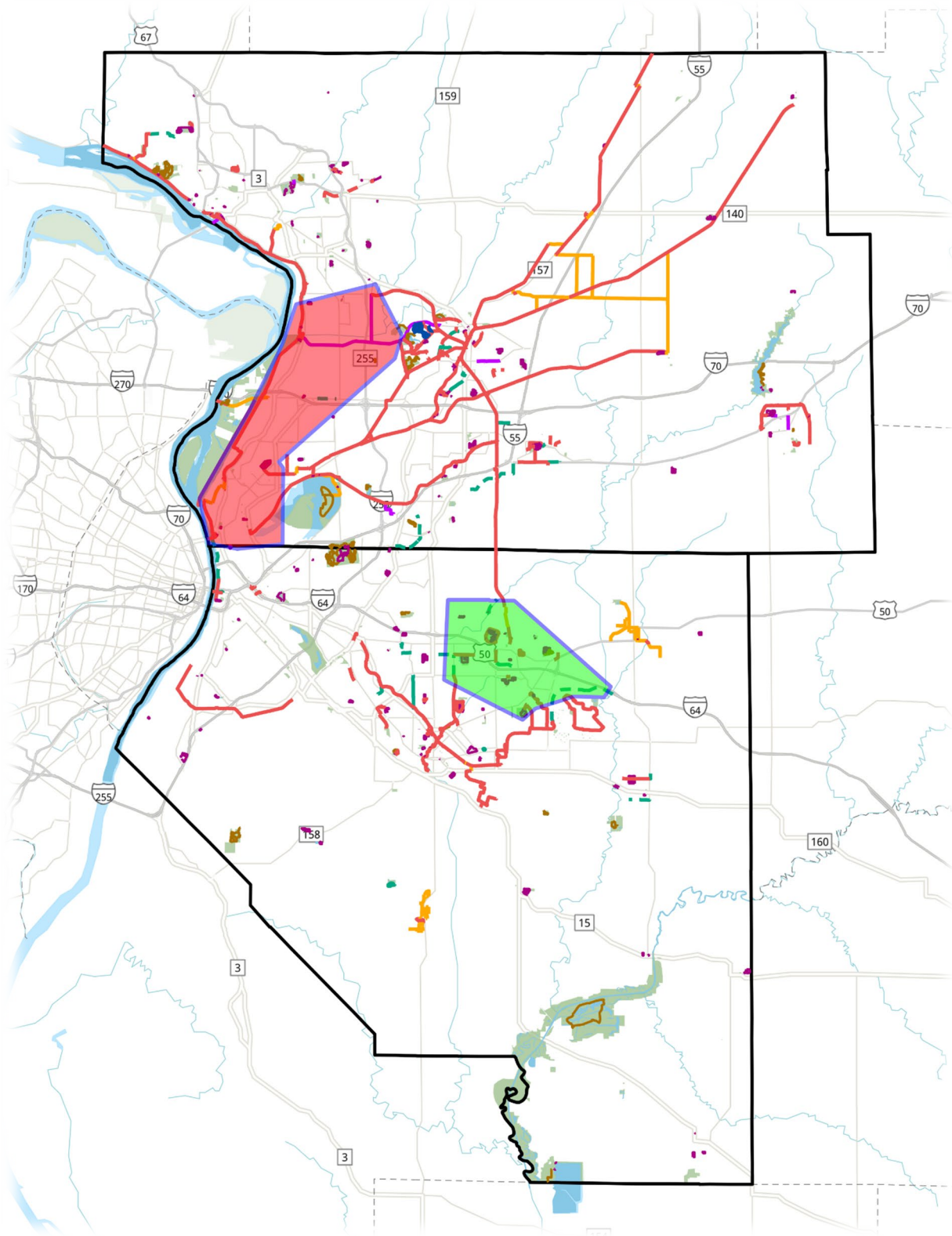
progress towards the completion of the entire Priority Path over the life of the Priority Path, as determined by MEPRD.

- **Cure Period:** In the event of a breach, MEPRD will issue a formal written notice. The Project Sponsor shall have sixty (60) days from the date of the notice to cure the breach. The Project Sponsor is responsible for providing documentation to MEPRD's satisfaction that the breach has been rectified.
- **Penalties for Termination:** If the Grant Award and Project Agreement is terminated due to an uncured breach, the Project Sponsor must repay all grant funds previously disbursed by MEPRD for the Priority Path. The Project Sponsor shall also be ineligible for any MEPRD grant assistance for two (2) consecutive years. MEPRD reserves the right to pursue any other available legal action to recover its funds.

SECTION 7. DEFINITIONS

- **Force Account Labor:** Labor provided by the Project Sponsor's own staff. Costs associated with force account labor, including but not limited to wages, salaries, and benefits, are not eligible for reimbursement from MEPRD grant funds and shall not be included as a project cost or as part of the Project Sponsor's matching share in the project budget submitted to MEPRD for this grant program. Any project tasks undertaken by the Project Sponsor using their own staff (force account labor) must be funded separately by the Project Sponsor and are outside the scope of the Total Project Cost calculation for MEPRD grant purposes.
- **Force Account Equipment Rates:** Equipment owned or rented by the Project Sponsor that is utilized by their own staff (Force Account Labor) for project-related activities. Costs associated with the use of sponsor-owned equipment (e.g., usage rates, depreciation) or the costs of renting equipment for force account activities are not eligible for reimbursement from MEPRD grant funds and shall not be included as a project cost or as part of the Project Sponsor's matching share in the project budget submitted to MEPRD for this grant program. Any use of equipment for force account activities must be funded separately by the Project Sponsor and is outside the scope of the Total Project Cost calculation for MEPRD grant purposes.
- **Project Sponsor:** Applicant applying for MEPRD funding. The Project Sponsor must own and be responsible for maintaining the Priority Path (i.e., responsible for financial support, project management, maintenance, etc.) per the duration specified within the public access section of this application. If not the landowner, Project Sponsor must have site control via irrevocable lease, agreement, or other formal documentation. Maintenance obligations specified in this paragraph may be satisfied utilizing paid contracted services, but the ownership and control obligations specified in this paragraph may not be transferred or assigned to others. If transferred or assigned to others, see the conversion details contained within Section 6.6 "Public Access." Additionally, the Project Sponsor must be clearly advertised as the owner of the trail.
- **Trail Project:** Development of a complete Priority Path that is a non-motorized and fully separated Class I Bikeway (also known as a Shared-Use Path) that is hard-surfaced, striped, no less than 10' in width, and compliant with AASHTO standards.

SECTION 8. MAP OF PRIORITY PATH ZONES



SECTION 9. APPLICATION CHECKLIST

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

FY 2027 Priority Paths Grant Application Form		* Two (2) signed, original hardcopies required. * One (1) electronic copy required.
☐	Attachment A — Detailed Written Project Scope	* Please refer to the “Supporting Documents/Attachments” section on page 19 for a detailed description of each required Attachment. * All required components/attachments must be included in each copy of the application.
☐	Attachment B — Estimated Cost	
☐	Attachment C — Site Development Plan	
☐	Attachment D — Project Schedule	
☐	Attachment E — General Maintenance Plan	
☐	Attachment F — Resolution / Letter	
☐	Attachment G — Other Grants/Donations	* An original, signed copy must be included in both hardcopy applications.
☐	Certification Statement	

Grant Application Submittal Instructions

Submit two (2) original hard copies of the completed FY 2027 Priority Paths Grant Application and all attachments to MEPRD by mailing or dropping off to the following address:

Metro East Park and Recreation District
Attn: Grant Coordinator
104 United Drive
Collinsville, Illinois 62234

Submit one (1) electronic copy of the completed application (and all required attachments) to MEPRD. Applicants are welcome to submit a flash drive or CD alongside the hardcopy application or may submit the electronic copy via email to info@meprd.org.

For Grant Support / Questions:

Contact MEPRD Grant Coordinator Cole Preston at **(618) 346-4905** or at **cpreston@meprd.org**.

**** Continue to Application Form on Next Page ****

SECTION 10. APPLICATION FORM

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

Project Sponsor Information

1. Project Sponsor: _____
(list only one entity)
2. Project Sponsor Address:
Street Address: _____
City, State, Zip: _____
3. Project Sponsor FEIN: _____

Project Contact Information

Tell us about the Project Contact (P.C.), or project manager, assigned to the project. This person will be required to complete status reports on a quarterly basis and will need to know detailed information about the project.

4. P.C. Name: _____
5. P.C. Title: _____
6. P.C. Mailing Address:
Street Address: _____
City, State, Zip: _____
7. P.C. Phone: _____ P.C. Cell: _____
8. P.C. Email: _____

**** Continue to Next Section/Page ****

Project Details and Related Information

9. Project Title: _____
10. Preferred Project Corridor/General Location:
Describe the general corridor for the Priority Path from start to finish.

11. Is the proposed project identified in a municipal, county, regional, state trail, or recreation plan or MEPRD's Long Range Development Plan?
☐ Yes | Which Plan? _____
☐ No
12. Will the Project Sponsor own/control and maintain the completed project?
☐ Yes (Required)
☐ No
13. Will the project site be protected in perpetuity for public recreation?
☐ Yes
☐ No | How many years is the site protected? (*must be ≥ 20 years*) _____ years
14. Project Type: Select the project type(s) that best depicts the primary scope of your project.
(Check all that apply)
☐ Acquisition
☐ Development (required)
15. Project Site/Location: Select the *Priority Path Zone* that your project falls within:
☐ Green Zone – *St. Clair County*
☐ Red Zone – *Madison County*
16. Trail Specifications:
What Trail Surface Material will be used: _____
Width of Trail (≥10' required): _____ feet Approx. Length of Trail: _____ miles
**Lesser widths are ineligible*
17. Estimated Project Completion Date: _____
(*Estimated Year required*)

**** Continue to Next Page ****

Project Budget and Breakdown of Eligible Costs

MEPRD understands that for Priority Path projects, cost estimates at the application stage may be preliminary, especially if the precise alignment is yet to be determined. Provide the best available estimates.

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 Estimated Cost Sharing and Other Grants:
(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. Non-Public Grant(s), Funds, and/or Monetary Donation(s) \$ _____

C. Local Public Grant (Madison County PEP or St. Clair County Parks Grant) \$ _____

D. Federal, State, or Other Public Grants or Appropriations (excluding MEPRD) \$ _____

E. **Cost Share Subtotal** (A + B + C + D) which is _____ % of Line 18. \$ _____

* Line 19 + Line 20(E) should equal Line 18 if filled out correctly.

21. General Expense Categories:

<u>Category</u>	<u>N/A</u>	<u>Estimated Total</u>	<u>% of Total</u>
Acquisition Costs:	☐	\$ _____	_____ %
A/E Fees:	☐	\$ _____	_____ %
• Preliminary Engineering:		\$	
• Construction Engineering:		\$	
Development Costs:	☐	\$ _____	_____ %
Contingency:	☐	\$ _____	_____ %
Total Estimated Project Cost (should equal line 18):		\$ _____	100 %

** Continue to Next Section/Page **

22. Itemized Development / Acquisition Data:

Using the space provided below, list the anticipated individual major components, parts, or phases of the Priority Path, and preliminary estimated cost for each based on the preferred alignment/corridor. MEPRD acknowledges these figures may be refined as the project advances. Continue on a separate sheet of paper, if needed.

<u>Phase/Item Name</u>	<u>Quantity/Unit</u>	<u>Estimated Cost</u>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Total Estimated Priority Path Cost (should equal line 18): \$

** Continue to Next Section/Page **

Discussion

23. Describe the importance of the Priority Path to your organization from start to finish:

24. Describe the process by which you will make the entirety of the Priority Path, i.e., all future phases, a priority from start to finish, both from an organizational and budgeting perspective and in relation to other prioritized projects:

Supporting Documents/Attachments

Attach the following supporting documents to your application in the order specified below.

Attachment A Detailed Written Project Scope. This should be a written narrative describing the entirety of the Priority Path from start to finish, including details to answer 'what', 'where', etc. (e.g., the preferred corridor, general route, trailhead locations, etc.). The detail and components listed/described in this section should coincide with what is illustrated in Attachment C and reflect the project's current stage of planning, acknowledging that specific alignments may be refined over time.

Attachment B Conceptual or Engineer Estimates or other documentation to support the preliminary estimated cost of the Priority Path identified in the application. Note that the attachment(s) must be as detailed as currently feasible (i.e., itemized per phase if possible). If formal estimates are not yet available due to the project's early stage, provide the basis for the costs presented (e.g., comparable project data, preliminary planner-level estimates).

Attachment C Detailed Site Development Plan. This should be a visual of the entire Priority Path identifying the proposed corridor and the general location of any currently anticipated major project components. Precise engineering or construction drawings are not required if the project is in early planning stages; a clear representation of the intended corridor is sufficient.

Attachment D Project Schedule. Provide a copy of the project's estimated engineering, construction, and acquisition schedule, to include projected milestones for each phase, and an estimated completion year for the full Priority Path. This schedule should be realistic regarding the project's complexity and potential long-term nature, and can be updated in consultation with MEPRD as the project progresses.

** Estimated completion year should match the date shown on Line #17*

Attachment E General Operation Plan. Describe the plan for maintenance and operation of the project, including general schedule, funding sources, and other relevant details.

Attachment F Authorization Letter* from the Project Sponsor indicating support for the project and corresponding application to MEPRD, dated no more than six (6) months prior to the submittal of this application.

Attachment G Documentation of Other Grants, Appropriations, Donations. Provide a description and documentation for currently secured grants, appropriations, and cash donations from sources other than MEPRD that are identified in Question 20 (Lines C, D, and E) of the Application Form. Project Sponsors will be required to update MEPRD on any newly secured grants, appropriations, or donations through their quarterly status reports (see Section 6.4) and provide comprehensive documentation of all project revenue with the final reimbursement request (see Section 6.5).

CERTIFICATION STATEMENT AND INDEMNIFICATION AGREEMENT

Authority, Financials, and Project Obligations. 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, that the Project Sponsor will be the direct contractual party for all long-term maintenance, and where applicable, be solely responsible for the direct payment of all associated costs prior to any reimbursement from MEPRD or other sources. I do further certify that the Priority Project will be completed in full and in accordance with the provisions set forth in this grant application and the MEPRD Project Agreement. I further certify that the Project Sponsor will carry the completed project on its financial books as an asset, claim applicable depreciation, and maintain the primary insurance policy for the property/asset.

Full Corridor Commitment. I acknowledge that this application constitutes a binding commitment to the full and complete development of the designated Priority Path from start to finish, and I certify that the Project Sponsor will prioritize and continuously work toward this ultimate objective; failure to actively pursue or fully complete the entirety of the Priority Path corridor will constitute a breach of agreement, resulting in the forfeiture and required repayment of all grant funds disbursed by MEPRD for the Priority Path project.

Eligible Scope. I acknowledge that only eligible components and items of the Priority Path are eligible for reimbursement by MEPRD. Any costs associated with components or quantities not related to the Priority Path are ineligible for reimbursement.

Indemnification and Release. The Project Sponsor agrees to protect, indemnify, and hold MEPRD harmless from and against any and all claims, damages, losses, suits, or causes of action arising out of the Project Sponsor's failure to comply with all applicable laws—now existing or hereafter enacted—as they apply to this Grant Agreement. This indemnification further includes any claims or damages resulting from injury to persons or damage to property caused by the Project Sponsor, its officers, agents, employees, or independent contractors in the performance of the activities associated with this Grant Project. The Project Sponsor shall assume the defense of MEPRD in any claim or suit covered by this section and shall be responsible for all damages, costs, expenses, and attorney fees incurred by MEPRD as a result thereof.

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

Project Sponsor: _____

Print Name: _____	Title: _____
Signature: _____	Date: _____
Attested By: _____	Title: _____
Signature: _____	Date: _____

* The primary signatory must be the Mayor, Board President, or Chief Executive of the Agency/Organization

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

Print Name: <u>Bryan Werner</u>	Title: <u>MEPRD Executive Director</u>
Signature: _____	Date: _____
Attested By: <u>Cole Preston</u>	Title: <u>MEPRD Grant Coordinator</u>
Signature: _____	Date: _____