**Section 3090.40 General Procedures for Grant Applications and Awards**

a) Necessary application material and instructions are available on the Department's website at www.dnr.illinois.gov.

b) Grants are awarded under the authority and direction of the Director of the Department.

c) Grant applications for assistance under this program must be submitted in accordance with the Department's public announcement of the grant cycle. Failure to submit a completed application to the Department by the date specified in the announcement will result in project rejection for that grant cycle.

d) Project grant applications consist of the following basic components:

1) Completed application forms;

2) A project location map;

3) A site plat map or boundary map;

4) A proposed site/trail development plan;

5) A project narrative statement describing the project concept and location, need for and objectives of the project, anticipated benefits, proposed trail usages, and method of financing or accomplishing the project;

6) A CERP evaluation;

7) Proof of land ownership or usage rights for proposed development (construction) projects or commitment of title insurance for property planned for acquisition;

8) A document signed by the applicant verifying the applicant has the resources to initially finance and subsequently manage the project area and that the applicant will comply with program regulations and indemnify the Department from any liability relative to the project;

9) A schedule of proposed expenditures/reimbursements from anticipated start through project completion;

10) If the applicant is not a governmental agency or an individual, a copy of the applicant's organizational documents (e.g., corporation, partnership, trust or other business entity organizational documents) or, if none of these apply, the applicant's by-laws;

11) If the applicant is not a governmental agency, proof of a minimum of $1,000,000 in liability insurance for motorized trail projects;

12) The grant application fee required by 17 Ill. Adm. Code 3000.40; and

13) For all projects that will initially establish a year-round trail or path within

a linear corridor or initially open an area for motorized recreation vehicle use, documentation of the following public review:

A) If the project is sponsored by a government entity, a public hearing

must be conducted to discuss the project and solicit public comments. Minutes of the hearing, along with any written comments received, and a copy of the public notice must be submitted with the application to the Department. Notice of the public hearing must appear in at least one local newspaper of general circulation at least 7 days prior to the hearing.

B) If the project is sponsored by a non-government entity, the application must include approval (or documentation that the approval process has been initiated) from the local zoning board or boards having jurisdiction over the property. Final action by the local zoning boards must be completed within 60 days after the grant submittal deadline. If the project is located in an area with no zoning requirements, notice of project intent must be published in the local newspaper, publically posted for 30 days at the county courthouse, and publically posted for 30 days at two additional prominent public locations within the county of the project site (e.g., the municipal building or post office of a nearby community, etc.).