

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)  
Summary Information**

Awarding Agency Name	Natural Resources
Agency Contact	Judy Bauer (dnr.grants@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	2021BIKE
Funding Opportunity Title	Illinois Bicycle Path Grant Program
CSFA Number	422-11-1077
CSFA Popular Name	Bike Path
Anticipated Number of Awards	0
Estimated Total Program Funding	\$1,000,000
Award Range	\$0 - \$200000
Source of Funding	State
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	01/02/2020
Application Date Range	01/02/2020 - 03/16/2020 : 5:00 PM
Grant Application Link	<a href="https://www.dnr.illinois.gov/grants/Pages/BikePathProgram.aspx">https://www.dnr.illinois.gov/grants/Pages/BikePathProgram.aspx</a>
Technical Assistance Session	No

**Uniform Notice for Funding Opportunity (NOFO)**  
**Summary Information**  
**01/02/2020**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Department of Natural Resources
2.	Agency Contact:	Judy Bauer Senior Grant Administrator One Natural Resources Way <a href="mailto:judy.k.bauer@illinois.gov">judy.k.bauer@illinois.gov</a> (217) 782-7481
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Illinois Bicycle Path Grant Program
5.	Funding Opportunity Number:	2021BIKE
6.	Funding Opportunity Title:	2021 Illinois Bicycle Path Grant Program
7.	CSFA Number:	422-11-1077
8.	CSFA Popular Name:	Bike Path
9.	CFDA Number(s):	None
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$1,000,000.00
12.	Award Range	\$0 - \$200,000 for Development no limit for Acquisition
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed  Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Date:	January 2, 2020 to March 16, 2020
17.	Closing Date for Applications:	<b>Paper copy received in this office no later than March 16, 2020 by 5:00 p.m.</b>
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Specify date and time <b>N/A</b> Provide link to registration, if applicable <b>N/A</b>

## Agency-specific Content for the Notice of Funding Opportunity

### A. Program Description

#### Program Background and History

The Illinois Bicycle Path Grant Program (BIKE PATH) is offered annually through the Illinois Department of Natural Resources (IDNR). The BIKE PATH program is a grant program that provides up to 50% funding assistance to government agencies to develop, operate, maintain, and acquire land for BIKE PATH trails and trail side facilities that are open and accessible to the public in Illinois.

The BIKE PATH program is a state-financed program enacted by [Public Act 97-1136 \(20 ILCS 805/805-420\)](#). Funds for the grant program are derived from revenue generated in the State Treasurer's "Parks and Conservation Fund."

Projects that are **eligible** for funding include:

- Land acquisition of property from ***willing sellers*** in fee simple title, permanent easements, or long-term leases, for BIKE PATH trails and support facilities, including approved appraisal costs, title insurance, acquisition costs and archeological survey costs (if necessary).
- Construction, rehabilitation, maintenance and necessary design services for BIKE PATH trails including site preparation work, signage, fencing, bridges, and associated support facilities including parking, shelters, restrooms, potable and non-potable water supply, lighting, and other related amenities deemed necessary.
- Renovation of current BIKE PATH trails and facilities.
- Rider education and safety programs.

Projects that are **in-eligible** for funding include:

Illinois Bicycle Path Grant Program funds may **NOT** be used for any of the following:

- Land acquisition through eminent domain (exceptions to this rule might be made by IDNR staff after reviewing the circumstances in extreme situations).
- Construction of BIKE PATH trails and areas on U.S. Forest Service lands for any motorized use costs incurred prior to IDNR grant approval.
- Any project that, either in whole or in part, will not be open to the general public for BIKE PATH use.
- Bicycle routes/lanes sharing existing roadway surfaces.

#### **Performance Measures**

The purpose of the BIKE PATH is the distribution of funds to eligible units of local government to assist them in the acquisition, construction, and rehabilitation of public off-road, non-motorized

bicycle paths and directly related facilities (such as signs, drinking water, rest rooms) in Illinois on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the local sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

The project, once approved, will be evaluated according to the application comprehensive scope of work which is to include all forms, narratives, development information and maps included with the application and as described in the Illinois Bicycle Path Grant Program Manual.

## **B. Funding Information**

### Funding Source

Funding for the program is derived from revenue generated from fees collected pursuant to the Illinois Vehicle Code ([625 ILCS 5/3-821](#)).

### Available Funding

The primary purpose of the Illinois Bicycle Path Grant Program is to provide financial aid to government agencies to develop, operate, maintain, and acquire land for BIKE PATH parks, trails and trail side facilities that are open and accessible to the public in Illinois. Funds for the grant program are derived from revenue generated in the State Treasurer's "Parks and Conservation Fund."

Distribution of funds to eligible applicants will be on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the local sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

### Allowable Costs

#### **• Overview**

The Illinois Bicycle Path Grant Program is a reimbursement grant program. To be eligible for matching assistance, costs other than engineering and design costs must be incurred within the project period, stipulated by a signed grant agreement. All projects must allow public BIKE PATH use.

#### **• Development and Renovation**

Upon notice of receipt of a fully executed agreement by the IDNR for a project, development and renovation costs are eligible for reimbursement and are incurred on the date construction contracts are signed or at the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (grant agreement award date through expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

#### **• Acquisition**

Acquisition costs eligible for reimbursement include appraisal costs approved by the IDNR; survey fees, title insurance and closing costs. All eligible acquisitions should be done under an approved grant agreement and during the grant period. The acquisition must be completed using state guidelines. Costs are considered incurred when property deed, lease or other conveyance is accepted by the local sponsor or first payment is made on the project property or to an escrow account/agent for the property. No purchase agreement, option, etc., or price negotiations shall be entered into without IDNR approval. Title to any property for which grant reimbursement is sought

cannot be taken by the local sponsor before IDNR approval of Certified Market Value (CMV) for the property is received.

For acquisition of less than fee simple title, such as a lease agreement, the agreement must cover a minimum time period of 25 years. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a **local government** from entering into such a long-term agreement, or other circumstances beyond their control prohibit such arrangements.

Reimbursement is based upon the approved (CMV) of the land and associated costs.

- **Planning**

The maximum allowable claim for "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved BIKE PATH development project shall be based upon the following percentages of actual BIKE PATH -assisted construction costs:

10.25%	Initial analysis, design & bid work
5.0%	On-site construction supervision and final project close-out work

**Planning work is not eligible as a stand-alone project.**

NOTE: For governmental agencies, project A/E services may be accomplished "in-house" (force account) IF qualified staff exists and approved by the Illinois DNR. (See Force Account guidelines for funding limits).

### C. **Eligibility Information**

#### Eligible Applicants

Only units of local governments are eligible for BIKE PATH assistance.

An entity may apply for a grant but will not be eligible for a grant award unless the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal) by the close of the application period. During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for grant award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

#### Cost Sharing or Matching

BIKE PATH will reimburse up to 50% of total approved project costs. Any remaining costs over the approved project costs will be borne by the local sponsor. BIKE PATH grants are issued as a reimbursement grants. This means that a local sponsor must have sufficient cash, donations, or eligible in-kind services to pay for work, and then be paid back for the grant work after approval of a reimbursement request.

#### Indirect Cost Rate

To charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs: a) Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA. b) State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of grant award. c) De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of Modified Total Direct Cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

### Other

One of the goals of the BIKE PATH program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with BIKE PATH monies must conform to standards outlined by the Americans with Disabilities Act of 1990. [https://www.ada.gov/2010ADASTandards\\_index.htm](https://www.ada.gov/2010ADASTandards_index.htm).

The local agency must possess adequate “control and tenure” over the project site (fee simple title or other property interest such as a lease or easement) to ensure compliance with the outdoor recreation use requirements of the BIKE PATH program for a period of time commensurate with the BIKE PATH program amortization schedule, unless approved otherwise by the IDNR. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when Illinois statute prohibits a unit of government from entering into a lease, etc. for such a length of time OR other circumstances beyond the control of the local sponsor prohibit such arrangements.

If the local sponsor is a local government, no official or employee of the local government who is authorized in his/her official capacity to negotiate, make, accept, approve or take part in decisions regarding a contract or subcontract in connection with an approved BIKE PATH grant project shall have any financial or other personal interest in that contract or subcontract.

No person performing services for a local government in connection with an approved BIKE PATH grant projects shall have a financial or other personal interest other than his/her employment or retention by the local government in any contract or subcontract in connection with said BIKE PATH grant project. No officer or employee of a person retained by the local government shall have any financial or other personal interest in any real property acquired under an approved BIKE PATH grant project unless that interest is openly disclosed on the public records of the local government and that officer, employee or person has not participated in the acquisition for, or on behalf of, the local government.

## **D. Application and Submission Information**

### Application Format

The Application and Budget forms should be on letter-sized paper and type font size must be 9 or greater. Any and all project descriptions, proposals, pictures, charts, tables and maps on separate sheets must be included with the application. These forms are designed to allow the IDNR and the review committee to obtain sufficient information to properly evaluate the proposed project.

### Application Package

The complete application package consists of two uniform templates and supplemental documents listed below:

1. Uniform Application for State Grant Assistance (fillable pdf)
2. Uniform Budget Template (use Internet Explorer if having problems opening this template).

Note: Budget Instructions for the Uniform Budget Template are available at:

<https://www2.illinois.gov/sites/GATA/documents/resource%20library/uniform%20budget%20template%20instructions.pdf>

Supplemental Documents to be Submitted

The Bike Path Grant Program Information Manual can be found at:

<https://www.dnr.illinois.gov/grants/Pages/BikePathProgram.aspx>

This manual provides more in-depth information, FAQ's, and additional forms needed to complete this application. The following forms from this manual **must** be submitted for the application to be complete:

- BP/DOC-1 - General Project Information
- BP/DOC-2 - Acquisition Data (acquisition projects only)
- BP/DOC-2a - Acquisition Budget Narrative and Cost Analysis
- BP/DOC-3 - Development/Equipment Purchase Data Resolution of Authorization
- BP/DOC-4 – Project Narrative Statement
- BP/DOC-5 – Financial Certification Statement
- BP/DOC-6 – Civil Right Compliance
- BP/DOC-7 – Interagency Agreements
- Attachment A-1 – Site Location Map
- Attachment A-2 – Development Plans and Maps
- Attachment A-3 – Application Fee & Payment Form
- Attachment A-4 - Environmental Assessment Statement & CERP (3 copies of CERP with maps)
- Appendix A-1 – Certification for Development Projects
- Appendix A-2 – Donation with Appraisal
- Appendix A-3 – Public Notice

To contact IDNR, request or submit forms use the following means:

By US Mail: Illinois Department of Natural Resources  
Office of Grant Management and Assistance  
Bike Path Grant Manager  
One Natural Resources Way  
Springfield, IL 62702-1271

By e-mail: [DNR.grants@illinois.gov](mailto:DNR.grants@illinois.gov)

By telephone: (217) 782-7481

## Application Submission

The local sponsor must provide all information requested in the application package. Only one (1) original application including the GATA application, GATA budget, and BIKE PATH manual application with supporting documentation and legally authorizing signature needs to be submitted. Applications must have original signatures on all required pages and the hard copy document must be received by the application deadline. **The application deadline is 5:00 p.m. March 16, 2020 to be received at the IDNR office and stamped in.**

**Submitting an incomplete application does not extend the application deadline date.** Applications received after the deadline date will not be considered.

All documents that are signed must be done so by persons authorized by their organization to enter into formal contractual agreements. All communication, oral or written, between the local sponsor and IDNR will be with the signer, or their designee. Applications that are not signed will not be accepted.

Applications will not be returned.

## Applicant Qualification

- An applicant's organization will be subject to the following:
- Verification of Duns and Bradstreet number
- Check status if on the Illinois Debarred and Suspended List
- Check Good Standing status with the Illinois Secretary of State

Based on any of the above checks, the local sponsor will be notified if they are ineligible for grant award. And they will be informed if corrective action is needed to become eligible for a grant award.

## Intent to Award

Following a decision of intent to award, IDNR is required to conduct a financial and administrative risk assessment of the local sponsor. Additional information may be required at that time from the successful applicant. For the local sponsor to remain eligible for the grant award they must provide the requested information within 30 days after notification of intent to award.

## **E. Application Review Information**

### Evaluation Criteria

The following criteria (not listed in any priority order) has been established by the Department for evaluating and ranking project applications for funding assistance:

- Projects providing land acquisition or long-term/permanent easements;
- Projects providing the development of a bicycle trail system, especially well developed long distance trails or connector trails linking several existing trails;
- Projects located in areas of high demand or readily accessible to major population centers;
- Projects proposing initial development of bicycling facilities at the project site;
- Projects where long-term operations and maintenance capability is clearly demonstrated by local Sponsor;
- Projects specifically identified or supported by State, Regional or local bicycle trail



- planning initiatives/documents developed through broad-based public input; and
- Project site physical characteristics/attributes including scenic quality; associated natural and cultural resources; environmental suitability; safety factors; adjacent land use compatibility and available trail user amenities such as adequate parking, restrooms, drinking water, etc.

### Review and Selection Process

All applications for grants from the BIKE PATH grant program shall be reviewed by Departmental staff and will make a written recommendation to the Director of the Department of Natural Resources on each grant application reviewed.

### Notification of Award

The Director of the Department of Natural Resources, with his staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning BIKE PATH grant awards. Once a decision has been reached, awarded projects will be announced.

### Merit-based Review Appeals Process

In compliance with GATA, applicants have the right to appeal the evaluation process but not the evaluation score. More information is available at:

<http://ilga.gov/commission/JCAR/admincode/044/044070000D03500R.html>

## **F. Award Administration Information**

### State Award Notice

Once a final decision has been made, the successful applicant will be notified by email and/or letter of any final requirements before the state grant can be awarded to them. Once all the final requirements have been completed, the Grant Agreement between IDNR and the local sponsor will be sent for the local sponsor to sign and return. Once the agreement is fully executed by the IDNR a copy will be returned to the local sponsor.

Only after the Grant Agreement has been signed by the Director can expenses be incurred for grant reimbursement. Any expenses incurred outside of the grant period (before or after) are at the applicant's risk and are not eligible either as match or for reimbursement related to the grant unless a waiver has been previously issued.

### Administrative and National Policy Requirements

The **Grant Accountability and Transparency Act (GATA)**, [30 ILCS 708/1](#) *et seq.* is the Administrative Code that this grant will be governed under. The Bike Path Grant Program Administrative rule is found at [30 IL Admin. Code 3040](#).

### Reporting

Financial reporting will include all funds including matching funds spent in the undertaking of the project and interest earned on advanced payments. Various types of reporting are required for grant agreements awarded under this grant, including:

### Performance Progress Reporting:

The local sponsor shall be required to provide reporting of its activities under this project. The IDNR may withhold or suspend payment if the local sponsor fails to submit the required reports. The following reports are required under this Agreement and the forms are provided in the Implementation and Billing Packet that will be received upon award:

*Quarterly Progress Reports:* The local sponsor is required to provide to the IDNR quarterly progress reports that describe the progress of the project and expenditures of funds according to the budget line items as detailed in the approved Uniform Application for State Grant Assistance. The Quarterly Progress Report will be due as follows:

#### Quarterly Progress Report Due By:

April 1  
July 1  
October 1  
January 1

### **G. State Awarding Agency Contact(s)**

To contact the IDNR with questions related to this grant, please use the following means:

By US Mail: Illinois Department of Natural Resources  
Office of Grant Management and Assistance  
Illinois Bicycle Path Grant Program  
One Natural Resources Way  
Springfield, IL 62702-1271

By e-mail: [DNR.grants@illinois.gov](mailto:DNR.grants@illinois.gov)

By phone: (217) 782-7481

By fax: (217) 782-9599

### **H. Other Information, if applicable**

More information can be found at IDNR's website:  
<https://www.dnr.illinois.gov/grants/Pages/default.aspx>.

The State of Illinois is not obligated to make any grant award of the Bike Path Program as a result of this Notice of Funding Opportunity.

Only the Director of Natural Resources makes the determination of what grants shall be awarded after considering the recommendations. Grant applicants are not authorized to proceed on their projects until the Director has signed the Grant Agreement.