

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

Awarding Agency Name	Natural Resources
Agency Contact	Drew Jenkins (dnr.grants@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY2021.SNOW
Funding Opportunity Title	Snowmobile Local Government
CSFA Number	422-11-1163
CSFA Popular Name	SNOW
Anticipated Number of Awards	0
Estimated Total Program Funding	\$120,000
Award Range	\$0 - \$120000
Source of Funding	State
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	
Posted Date	04/16/2021
Application Date Range	04/19/2021 - 06/01/2021 : 5:00 PM
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://www2.illinois.gov/dnr/grants/Pages/LocalGovernmentSnowmobileProgram.aspx">https://www2.illinois.gov/dnr/grants/Pages/LocalGovernmentSnowmobileProgram.aspx</a>
Technical Assistance Session	No

**Uniform Notice for Funding Opportunity (NOFO)**  
**Summary Information**  
**04/12/2021**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Department of Natural Resources
2.	Agency Contact:	Drew Jenkins Office of Grant Management and Assistance One Natural Resources Way <a href="mailto:DNR.Grants@Illinois.gov">DNR.Grants@Illinois.gov</a>
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	FY2021.SNOW
6.	Funding Opportunity Title:	Snowmobile Local Government
7.	CSFA Number:	422-11-1163
8.	CSFA Popular Name:	SNOW
9.	CFDA Number(s):	None
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$120,000.00
12.	Award Range	\$0 - \$120,000
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 May be funded up to 90% for corridor/rights-of-way acquisition generally not exceeding 100' width OR up to 50% funding for non-linear acquisitions such as open field scramble areas, etc. No match required for development, maintenance, equipment, or insurance projects.
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:	April 19, 2021 to June 1, 2021
17.	Closing Date for Applications:	<b>Emailed application must be received in this office no later than June 1, 2021 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

### Introduction and Purpose

The primary purpose of the Illinois Snowmobile Grant Program is to provide financial aid to government agencies to develop, operate, maintain, and acquire land and/or equipment for snowmobile trails, trail maintenance, and trail side facilities that are open and accessible to the public in Illinois for snowmobile use.

### I. Revenue

#### A. Source and Amount

Funding for the grant program is derived from revenue generated snowmobile registration fees, fines, and bond forfeitures pursuant to the Illinois Vehicle Code ([625 ILCS 40/9.1](#)).

#### B. Distribution

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 project sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

#### C. Cost Sharing

SNOW will reimburse up to 50%, 90% or 100% of total approved project costs up to the maximum (see page 3 for breakdown). If necessary, the remainder of the costs will be borne by the project sponsor. SNOW is a reimbursement program, meaning that a project sponsor must have sufficient cash, donations, or eligible in-kind services to pay for work, and then be paid back the grant percentage after approval of a reimbursement request.

### II. Types of Eligible SNOW Projects

- A. Acquisition of land for snowmobile trails and areas from **willing sellers** in fee simple title, permanent easements, or long-term leases, for SNOW trails and support facilities, including approved appraisal costs, title insurance, acquisition costs and archeological survey costs (if necessary).
- B. Snowmobile trail development, including the signing of snowmobile routes along public roadways as designated by the local government agency having jurisdiction and authority as granted under [625 ILCS 40/5-2](#). Construction of parking areas, access roads, warming shelters, security lighting and other snowmobiling support facilities.
- C. Purchase of communication and first aid equipment for local agency patrol use.
- D. Purchase of trail grooming equipment; signs; snowmobiles; associated protective gear; and trailers.
- E. Lease of tractors used to pull snowmobile groomer drags for maintenance of public snowmobile trails.
- F. Annual trail maintenance costs and minor equipment repairs to cover the cost of necessary fuel, oils/fluids, vehicle insurance and routine maintenance parts directly associated with the operation and transport of snowmobile trail -grooming equipment while maintaining snowmobile trails open for general public use.

### III. Ineligible SNOW Projects

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

- A. Land acquisition through eminent domain.
- B. Any project which, either in whole or in part, will not be open to the general public for public snowmobile use.

### IV. Allowable Costs

#### A. Basic Concept

The SNOW 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 project agreement. All projects must allow public snowmobile use.

#### B. Development and Renovation

Upon notice of award 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 (project agreement execution date through expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

#### C. 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 contract 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 grantee 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.

#### D. Planning

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

**V. Administration**

**A. General Responsibility**

The Office Grant Management and Assistance will administer the Illinois Snowmobile Grant Program and insure both the successful performance of the project and the continued operation and maintenance of aided facilities for public recreational trail use. The IDNR Division of Grants will also inspect projects to ensure compliance with the intent of the program.

**B. Eligible Applicants**

Units of local government with statutory authority to acquire and develop lands for public parks and recreational purposes are considered eligible to apply to this program. 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, <https://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 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.

**C. Applicant Procedures**

**Application Format**

The Application and Budget forms should be scanned into PDF format, on letter-sized paper and type font size must be 9 or greater. 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 forms and instructions are located at:

<https://www2.illinois.gov/dnr/grants/Pages/LocalGovernmentSnowmobileProgram.aspx>

**Application Submission**

The applicant must provide all information requested in the application package in the order it is requested. The final application must be submitted by email in PDF format to the IDNR, Office of Grant Management and Assistance at [DNR.RecGrantApps@illinois.gov](mailto:DNR.RecGrantApps@illinois.gov). Follow the instructions included in the program manual for specific requirements. Applications submitted in any other format will be considered ineligible. Applications must have handwritten signatures on all required pages and the scanned document must be received by the application deadline. **The application deadline is June 1st, 2021 at 5:00PM CDT.**

**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 applicant and IDNR will be with the signer, or their designee. Applications that are not signed will not be accepted.

Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Illinois Department of Natural Resources after consultation with IDNR staff. The amount of grant funds awarded shall be determined by the IDNR based upon the appropriation level for the program in a given fiscal year and demonstrated need.

### 1. **Application**

The manual provides more in-dept information, FAQ's, and additional forms to complete this application. The following must be included with any application submitted:

- a. GATA Application and Budget Template;
- b. Completed application forms including the SNOW/DOC-5;
- c. Itemized project cost estimate;
- d. Project narrative statement describing the project concept, location, need for and objectives of project, anticipated benefits and method of financing or accomplishing the project;
- e. Copy of the deed, lease or easement for property to be developed;
- f. Project maps including: 1) Location map, 2) Premise Plat map, 3) Development Plan, 4) Wetlands inventory map, 5) topographical map (all must be labeled correctly);
- g. Completed project Environmental Assessment Statement and CERP form;
- h. Minutes and written comments received from required Public Hearing;
- i. A written affidavit certifying that adequate snow cover (a minimum of 4 inches) is, in fact, a normal climatic condition for the project area for a minimum of 14 days from November 1 through March 31 with supporting documentation;
- j. Necessary state/local construction permits, if applicable;
- k. Letters of project support from local snowmobile clubs; and
- l. Application fee.

Applicants must complete a programmatic risk assessment:

### 2. **Ownership**

A project sponsor must either own or have a sufficient long term non-revocable lease or easement for a SNOW project area. A long-term lease or easement must be for a minimum of 25 years. A copy of the following must be provided:

- a. Property deed and/or lease showing adequate control and tenure of the project site (development projects)
- b. Commitment for title insurance and appraiser qualifications (acquisition projects)

### 3. **Public Hearings**

For all projects, except those projects which involve only equipment purchase, a **public hearing** MUST be conducted by the local project sponsor 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 to the IDNR as part of the grant application. Notice of the public hearing must appear, at a minimum, in one local newspaper of general circulation at least seven (7) days prior to the hearing. This is a requirement under 17 IL Admin Code 3010.70. In light of the COVID-19 pandemic, the IL Attorney General has provided guidance to units of government on changes to the open meetings act, which

can be found at [http://foia.ilattorneygeneral.net/pdf/OMA\\_FOIA\\_Guide.pdf](http://foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf) and which may be useful to applicants regarding this requirement.

**4. Financial Certification**

The applicant must certify in a written affidavit that it possesses the funding capability to initially finance the total amount of project costs, if approved, and the ability to comply with program regulations. (See SNOW/DOC-5.)

**5. Application Fee**

The SNOW program requires a non-refundable application fee. This fee is calculated as  $\frac{1}{4}$  of 1% (0.0025%) of the grant request. There is a minimum fee of \$100 and a maximum fee of \$300. (See Attachment 3.)

**6. Conflict of Interest**

No official or employee of the local political subdivision 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 SNOW 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 SNOW 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 SNOW grant project. No officer or employee of a person retained by the local political subdivision shall have any financial or other personal interest in any real property acquired under an approved SNOW 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 political subdivision.

**D. Project Evaluation**

The following factors are used by the IDNR in evaluating and recommending project applications for funding assistance consideration:

- a) Projects advocating land acquisition in perpetuity or long-term leases or easements;
- b) Projects proposing the development of a trail system, especially well-developed long-distance trails, connector trails linking several existing trails, or multiple use trails;
- c) Projects located in areas having adequate snow cover and exhibiting high demand as determined by the number of registered snowmobiles in the area where the project is located;
- d) Projects proposing high quality snowmobile facilities readily accessible to major population centers and highways in the State or proposing initial establishment of snowmobile facilities in a high demand area;
- e) Projects proposing initial development of snowmobile facilities at the project site; and
- f) Projects having documented support from the snowmobiling public.

**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. Matching Requirements**

Project sponsors will be reimbursed up to the percent of the stated match in the grant agreement for the cost of acquisition, development or renovation undertaken. The remaining share of the project costs will be borne by the project sponsor.

**VI. Availability to Users**

Projects acquired or developed through assistance from the Illinois Snowmobile Grant Program must be open to the general public for snowmobiling use including all persons regardless of race, color, religion, creed, gender, national origin, age, or disability. This also applies to any lessee or licensee operating within the project area or providing a service to the public including concessions and accommodations.

**A. Use Limitations**

Project sponsors may impose reasonable limits, with prior IDNR approval, on the type and extent of use of areas and facilities acquired, developed, maintained, or rehabilitated with SNOW assistance when such a limitation is necessary for maintenance or preservation. It is highly encouraged that trails be operated and maintained to promote use on a year-round basis.

**B. Access**

The IDNR shall have access to SNOW grant-assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with the SNOW guidelines.

All facilities constructed with SNOW assistance must be developed and designed to accommodate full accessibility standards as per the most current "Americans with Disabilities Act" (ADA) guidelines and "Illinois Accessibility Code". If you have any questions or doubts regarding the design standards being proposed for your project, it is strongly encouraged that "working drawings" be submitted to the IDNR for review and approval prior to construction and/or bid solicitations.

**C. Concessionaires**

Project sponsors may enter into a contract or agreement with responsible concessionaires to operate and/or construct SNOW rental facilities, for dispersing food to the public and/or any other services as may be desired by the public and the sponsoring entity. All concession revenue in excess of the costs of operation and maintenance of Program-assisted SNOW facilities shall be used for the improvement of said facilities.

All sub-leases or licenses entered into by the sponsoring entity with third persons relating to accommodations or concessions to be provided for or at the SNOW facility for the benefit of the general public shall be submitted to the IDNR, upon request, for its approval prior to said sub-lease or license being entered into or granted by the sponsoring agency.

**D. Non-Residents**

Discrimination on the basis of residence is prohibited.

**VII. Responsibilities After Project Completion**

**A. Operation and Maintenance**

All areas and facilities acquired, developed or renovated with SNOW assistance must be adequately operated and maintained by the project sponsor at no cost to the IDNR to insure



continuing public use in a safe and sanitary manner and must be open to the general public during reasonable hours of operation to maximize its intended public benefit.

**B. Retention**

The project sponsor is obligated to maintenance and use of the project as follows:

**1. Acquisition**

Land acquired with funding from the Illinois Snowmobile Grant Program shall be operated and maintained in perpetuity for public SNOW recreation use, as so stated in the approved grant project agreement.

Development and use of the project site for trail purposes, as specified in the approved grant agreement, must commence within three (3) years following the property's acquisition.

**2. Development**

For projects receiving development grant assistance only, terms of the contractual agreement between the project sponsor and IDNR shall no longer apply after the time period specified below relating to the total amount of grant funds expended on the project:

	Time Period After Final Project Billing
<u>Total Grant Award</u>	<u>Requiring Program Compliance</u>
<i>0 - \$10,000</i>	<i>5 Years</i>
<i>for every \$10,000 increment over \$50,000</i>	<i>add 1 year</i>

**3. Conversion of Property**

Conversion of property acquired or developed through assistance from the Illinois Snowmobile Grant Program may not be converted to a use which would deny SNOW use as provided by terms of the Project Agreement without prior IDNR approval. Approval for property conversion will be granted only if the project sponsor substitutes replacement property equal in market value and comparable in outdoor recreation usefulness, quality and location.

**C. Penalties**

Failure of the project sponsor to comply with any of the provisions of this program shall be considered just cause for the IDNR, at his/her election, to debar the project sponsor from all IDNR grant program eligibility for a period of two (2) grant cycles.

**D. Termination**

The IDNR will unilaterally rescind project agreements at any time prior to the commencement of the project if State funds are not appropriated for the grant program. After project commencement, agreements may be rescinded, modified, or amended only by mutual agreement with the project sponsor.

**VIII. Award Administration Information**

**A. 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. A Notice of State Award will be issued in the Grantee Portal and must be accepted by the grantee. Once all the final requirements have been completed, the Grant Agreement between IDNR and the applicant will be sent for the applicant to sign and return. Once the agreement is fully executed by the IDNR a copy will be returned to the applicant.

Only after the Grant Agreement has been signed by the Director can expenses be incurred for grant reimbursement unless otherwise noted. 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.

**B. 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.

**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 grantee shall be required to provide reporting of its activities under this project. The IDNR may withhold or suspend payment if the grantee 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 grantee 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

**C. 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  
Attn: SNOW Grant Program  
One Natural Resources Way  
Springfield, IL 62702-1271

By e-mail: [DNR.grants@illinois.gov](mailto:DNR.grants@illinois.gov) (Fastest)  
By phone: (217) 782-7481

**D. Other Information, if applicable**

More information can be found at IDNR's website:

<https://www2.illinois.gov/dnr/grants/Pages/LocalGovernmentSnowmobileProgram.aspx>

The State of Illinois is not obligated to make any award of the SNOW Grant 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.