<table>
<thead>
<tr>
<th>Awarding Agency Name</th>
<th>Natural Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Contact</td>
<td>Ann Fletcher (<a href="mailto:dnr.grants@illinois.gov">dnr.grants@illinois.gov</a>)</td>
</tr>
<tr>
<td>Announcement Type</td>
<td>Initial</td>
</tr>
<tr>
<td>Type of Assistance Instrument</td>
<td>Grant</td>
</tr>
<tr>
<td>Funding Opportunity Number</td>
<td>2021.MUSEUM</td>
</tr>
<tr>
<td>Funding Opportunity Title</td>
<td>Public Museum Capital</td>
</tr>
<tr>
<td>CSFA Number</td>
<td>422-94-1164</td>
</tr>
<tr>
<td>CSFA Popular Name</td>
<td>Museum Capital</td>
</tr>
<tr>
<td>Anticipated Number of Awards</td>
<td>0</td>
</tr>
<tr>
<td>Estimated Total Program Funding</td>
<td>$27,000,000</td>
</tr>
<tr>
<td>Award Range</td>
<td>$250000 - $750000</td>
</tr>
<tr>
<td>Source of Funding</td>
<td>State</td>
</tr>
<tr>
<td>Cost Sharing or Matching Requirements</td>
<td>Yes</td>
</tr>
<tr>
<td>Indirect Costs Allowed</td>
<td>No</td>
</tr>
<tr>
<td>Restrictions on Indirect Costs</td>
<td>No</td>
</tr>
<tr>
<td>Posted Date</td>
<td>04/15/2021</td>
</tr>
<tr>
<td>Application Date Range</td>
<td>04/15/2021 - 07/16/2021 : 5:00 pm</td>
</tr>
<tr>
<td>Grant Application Link</td>
<td>Please select the entire address below and paste it into the browser... <a href="https://www2.illinois.gov/dnr/grants/Pages/Museum-Capital-Grants.aspx">https://www2.illinois.gov/dnr/grants/Pages/Museum-Capital-Grants.aspx</a></td>
</tr>
<tr>
<td>Technical Assistance Session</td>
<td>No</td>
</tr>
<tr>
<td>Data Field</td>
<td>Information</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1. Awarding Agency Name:</td>
<td>Illinois Department of Natural Resources</td>
</tr>
<tr>
<td>2. Agency Contact:</td>
<td>Office of Grant Management and Assistance One Natural Resources Way <a href="mailto:dnr.grants@illinois.gov">dnr.grants@illinois.gov</a> (217) 782-7481</td>
</tr>
</tbody>
</table>
| 3. Announcement Type: | ✅ Initial announcement  
☐ Modification of a previous announcement |
| 4. Type of Assistance Instrument: | Public Museum Capital |
| 5. Funding Opportunity Number: | 2021.MUSEUM |
| 6. Funding Opportunity Title: | Public Museum Capital |
| 7. CSFA Number: | 422-94-1164 |
| 8. CSFA Popular Name: | Public Museum Capital Grant Program |
| 9. CFDA Number(s): | None |
| 10. Anticipated Number of Awards: | Unknown |
| 11. Estimated Total Program Funding: | $27,000,000.00 |
| 12. Award Range | $25,000 to $750,000 |
| 13. Source of Funding: | ☐ Federal or Federal pass-through  
✅ State  
☐ Private / other funding |
| 14. Cost Sharing or Matching Requirement: | ✅ Yes  
☐ No  
Dependent upon attendance count |
| 15. Indirect Costs Allowed | ☐ Yes  
✅ No |
| Restrictions on Indirect Costs | ☐ Yes  
✅ No  
If yes, provide the citation governing the restriction: |
| 16. Posted Date: | April 15, 2021 to July 16, 2021 |
| 17. Closing Date for Applications: | Emailed application must be received in this office no later than July 16, 2021 by 5:00 p.m. |
| 18. Technical Assistance Session: | Session Offered: ☐ Yes  
✅ No  
Session Mandatory: ☐ Yes  
✅ No  
Specify date and time N/A  
Provide link to registration, if applicable N/A |
A. Program Description

Program Background and History

The Public Museum Capital Grants Program (Museum Capital) is offered through the Illinois Department of Natural Resources (IDNR) (23 ILCS 3200 et. seq). The grant program provides up to 100% funding assistance to eligible museums depending on their annual attendance records. This manual is designed to provide information on the Museum Capital program and application instructions. Read the manual carefully before applying and follow the application checklist and instructions closely. The Museum Capital program is a reimbursement program; applicants must possess the ability to finance the full costs of an approved project prior to receipt of any grant reimbursement funds.

The Museum Capital program is state financed through the sale of capital development bonds. Capital Expenditure is defined as an outlay of capital that confers long-term benefits that permanently improve the property’s value or usefulness. Projects should generally have a 20-year life span. Applications must be for a single project site and the local applicant must be capable of accomplishing the project in the specified Museum Capital program time frame. See Section III of the manual for project implementation procedures and timelines. Project must be “bondable” in nature as described in the Bondability Guidelines.

Projects that are **eligible** for funding include but are not limited to the following:

- Architectural planning and engineering design;
- Demolition (in preparation for additional work);
- Site preparation and improvement;
- Utility work;
- New construction of buildings and structures;
- Reconstruction or improvement of existing buildings or structures;
- Construction of permanent exhibits with a life expectancy of at least 20 years;
- Initial furniture and equipment integral to the project;
- Replacement of currently utilized assets by a better asset;
- Expansion of existing buildings or facilities; and
- CPA attestation of Project Billings is an eligible expenditure

Projects that are **in-eligible** for funding include:
In general, Museum Capital assistance is not available for work that constitutes repairs, maintenance or remodeling of a limited nature or scope. Work that is not done as part of a larger bondable project, shall not be considered a bondable capital expenditure. A non-bondable project is generally one that maintains or preserves the existing conditions, use or size of a capital asset and that is neither a betterment nor a change to the capital asset’s condition, use or size. Generally, such work does not significantly add to the value of the capital asset nor appreciably prolong the life of the capital asset. The following are operating or other types of expenditures that are not considered capital expenditures.

Projects that are **in-eligible** for funding include but are not limited to the following:

- Projects not on land owned by a unit of local government;
- Projects with a total cost of less than $25,000;
- Outdoor play structures (including playground type equipment);
- Acquisition of property, museum collections, objects, or specimens;
- Feasibility studies, long-range development plans, master plans, and historical or archaeological research;
- Development of temporary or traveling exhibits;
- Costs of repairs or maintenance that are normally anticipated to occur;
- Remodeling of a limited nature or scope that is not done as part of a larger bondable project;
- Cost for staff or resident labor and material;
- Operational and administrative expenses;
- Installation of smoke detectors or connections of building monitoring systems to a central or off-site central monitor, unless included in a larger bondable project; and
- Purchase of vehicles or construction equipment.
- Projects being done on State of Illinois-owned property.
- Projects led by organizations in a debarment period or on the State of Illinois Stop Payment List.

**Performance Measures**

The purpose of the Public Museum Capital Grants Program is to help public museums in Illinois expand and upgrade facilities and create new exhibits and other physical facilities to enhance public museums’ abilities to meet their mission.

The project, once approved, will be evaluated according to the application comprehensive scope of work that is to include all forms, narratives, development information and maps included with the application and as described in the Public Museum Capital Grants Program Manual.
B. Funding Information

Funding Source
The Public Museum Capital Grants program is a state-financed program enacted by the sale of State issued capital development bonds.

Available Funding
IDNR anticipates $27,000,000.00 in available funding for this round of Museum Capital Grants. This program provides up to 100% funding assistance to eligible public museums for approved development. Actual grant payment for approved projects is provided on a reimbursement basis. IDNR may approve a partial payment when the project is 50% complete. Maximum award is $750,000. Minimum total project cost is $25,000.00.

Distribution of funds to eligible public museums 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.

Allowable Costs

• Basic Concept
The Public Museum Grant Program is a reimbursable grant program for development grants for capital expenditures. To be eligible for grant assistance, costs other than engineering and design costs must be incurred within the 2-year project period, stipulated by a signed project agreement.

• Development, Rehabilitation, and Maintenance
Upon receipt of a signed project agreement provided by the Illinois Department of Natural Resources, development costs are eligible for reimbursement and are incurred 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 execution date through expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction (initial drawings) may be eligible.

C. Eligibility Information

To be eligible for Museum Capital assistance an applicant must meet all the following criteria:

• Must be a public museum that has been open to the general public, for its instruction and enjoyment, for at least two (2) years within the framework of a permanent site;
• It is located upon land owned by and/or is operated by a unit of local government;
• It is an organized, permanent institution that is tax exempt under the regulation of the U.S. Internal Revenue Service;
• It meets generally accepted professional standards and/or is accredited in one of the following types of programs:
  o American Alliance of Museums
  o American Association for State and Local History
• Association of Zoos and Aquariums
• American Public Gardens Association
• Other appropriate organizations;

- Has a paid professional staff who commands an appropriate body of knowledge on presented subject matter;
- It cares for and owns or utilizes tangible objects;
- Is open to the public on a regular schedule and regularly collects attendance data and maintains sufficient records such that the attendance numbers can be audited;
- It presents regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards;
- It has filed timely reports and complied with requirements for previous grant awards;
- It can provide matching funds of the following amounts:
  - $2 matching funds for each $1 of State money for a public museum with an attendance of 600,000 or more during the preceding calendar year; or
  - $1 of match funds for each $1 of State money for a public museum with an attendance of over 300,000 but less than 600,000 during the preceding calendar year; or
  - No matching funds are required for a public museum with an attendance of 300,000 or less during the preceding calendar year.

* Please note: Universities and other schools are NOT eligible for 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, 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 award as a result of the pre-qualification process. The entity will be informed of corrective action needed to become eligible for a grant award.

Cost Sharing or Matching

Public Museum will reimburse up to 100% based on the attendance figures presented above.

Indirect Cost Rate

Indirect Costs are not allowable in this program due to the use of capital development bonds as a funding source. This funding source limits the use of in-house labor and operational and administrative expenses.

Other
One of the goals of the Museum Capital program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with Museum Capital 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 recreation use requirements of the Museum Capital program.

If the project 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 Museum Capital 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 Museum Capital 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 Museum Capital 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 Museum Capital 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. 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. Use of the application forms provided in the manual is recommended.

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).


Supplemental Documents to be Submitted

The Public Museum Grant Program Information Manual can be found at: [https://www.dnr.illinois.gov/grants/Pages/Museum-Capital-Grants.aspx](https://www.dnr.illinois.gov/grants/Pages/Museum-Capital-Grants.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:

- MC/DOC-1 - General Project Information
- MC/DOC-2 – Statement by the Public Museum CEO
- MC/DOC-3 – Project Narrative
- MC/DOC-4 - Development Data
- Attachment A-1 – Application Fee
- Attachment A-2 – Copy of Not-for Profit Documentation
- Attachment A-3 – Documentation the Facility Open to Public Longer Than Two Years
- Attachment A-4 – Accreditation of Facility (or Proof Standards have Been Met)
- Attachment A-5 – Documentation of Land Ownership and Lease Agreement
- Attachment A-6 – Annual Report (annual publication about public museum activities)
- Attachment A-7 – Documentation of Attendance Calculations
- Attachment A-8 – Comprehensive and/or Master Plan
- Attachment A-9a - Location Map
- Attachment A-9b – Conceptional Development Plans
- Attachment A-9c - Current Floor Plans and/or Photos of Existing Component/Exhibit
- Attachment A-10 – Construction Schedule
- Attachment A-11 - Environmental Assessment Statement & CERP (3 copies of CERP with maps)

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  
Public Museum Capital Grants Program  
One Natural Resources Way  
Springfield, IL 62702-1271

By e-mail:  DNR.grants@illinois.gov

By telephone:  (217) 782-7481

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 electronically to the IDNR at DNR.RecGrantApps@illinois.gov. Applications submitted in any other format will be considered ineligible. Only one application including all supporting documentation and legally authorizing signature needs to be submitted. Applications must have handwritten signatures on all required pages and the electronic document must be received by the application deadline. The application deadline is 5:00 p.m. June 30, 2021.

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.

**Applicant Pre-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 applicant will be notified if they are ineligible for grant award. And they will be informed if corrective action is needed to become eligible for award.

**Intent to Award**

Following a decision of intent to award, IDNR is required to conduct a financial and administrative risk assessment of the applicant. Additional information may be required at that time from the successful applicant. For the applicant to remain eligible for the 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 will be used by the Department for evaluating and ranking grant applications. Each criterion indicates the weighting that will be given to that criterion.

Department staff will review the project application for:

- Completeness of application.
- Evidence that the public museum meets all eligibility criteria, as defined in Section 3200.20.
- Evidence that the capital project meets the eligibility criteria as defined in Section 3200.20.
- Evidence that the public museum has long term future occupancy rights for the property.
- Evidence that the project is part of a capital planning process.
- Project’s feasibility with regard to operational capacities of the public museum.
- Evidence of the public museum's ability to complete the project successfully, including the availability of adequate financial resources.
- Adequacy of cost estimates and construction schedule estimates.
- Evidence of community support and meeting community needs.
• Effectively enhancing the public museum’s ability to meet its mission.
• Expanding audiences, including reaching underserved groups.
• Compliance with requirements of previous grant awards.

Review and Selection Process

All applications received on time and containing the information required by the application packet will be reviewed by IDNR staff. All complete, eligible and timely applications will be reviewed for evaluation and recommendation to the IDNR Director, who makes the final decision on awards.

Notification of Award

The Director of the Department of Natural Resources, with OGMA staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning Museum Capital 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:


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 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.

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

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
Public Museum Capital Grant Program
One Natural Resources Way
Springfield, IL 62702-1271

By e-mail: 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 award of the Public Museum Capital Grant Program because 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.