



Park Enhancement Program

2015

MADISON COUNTY
PARK ENHANCEMENT PROGRAM

Agenda

- **Introductions**
- **Environmental Grant – Leah Dettmers**
- **Park Enhancement Program – James Arnold**
- **ADA**
- **Park Enhancement Loan Program – John Herzog**
- **Questions, Comments**

Submittal Instructions, pg. 1

1. Please submit **ONE** original, **UNBOUND** copy. Grant applications should be stapled in the upper left hand corner.
2. Read and sign the Grant agreement (page 7)
3. Complete and sign the Applicant Information Page (page 8-9)
4. Complete the Budget and Scope of Project Page (page 10). Please make sure to provide detailed locations of the project(s).
5. Include copies of bids or quotes for all proposed project activities. Applications that have no bids or quotes will not be funded.
6. Include copies of information pertaining to projects to be completed with grant funds, including but not limited to photos, equipment specifications.
7. Please indicate what provisions will be made for people with disabilities in compliance with the Americans with Disabilities Act and the Illinois Accessibility Code. All projects applications that include construction **MUST** include a sign-off from IMPACT, an engineer or architect. Applications missing the provisions for persons with disabilities will not be funded.
8. Resolution approving submission of the 2015 PEP Grant (Page 11). Applications that are missing the Resolution signed by their governing board will not be funded.

***The application must be submitted no later than by 4:30 P.M., on March 6, 2015, to the Madison County Community Development office, 130 Hillsboro Ave., Edwardsville, IL 62025.**

Application Checklist, pg. 2

- ONE** original, **UNBOUND** copy. Grant applications should be stapled in the upper left hand corner.
- Signed Grant agreement
- Completed and signed Applicant Information
- Completed Budget and Scope of Project Page
- Copies of bids or quotes for all proposed funding
- Copies of information pertaining to projects to be completed with grant funds, including but not limited to photos, equipment specifications.
- Provisions for people with disabilities.
- Resolution approving submission of the 2015 PEP Grant.

Maximum Grant Amount, pg. 4

- For the 2015 PEP grant, the maximum grant amount shall be determined based upon the population of the Municipality that has a Park Department or the Park District generally serving the Municipality.
- The maximum grant amount shall be five dollars/per person based upon the 2010 census.
- Special census' that were conducted prior to the 2010 census are no longer valid.
- Population figures shall not be duplicated in cases of City/Township. Residents will only be counted in one population area.
- For our smaller communities a grant minimum of \$15,000 will be awarded if the four dollar per person total is less than the \$15,000 amount.

Eligible Expenditures, pg. 4

- Playground equipment
- Plants, shrubs, trees, flowers, etc.
- Fencing
- Recreation equipment – basketballs, softballs, bleachers, etc.
- Land acquisition to expand existing park
- Benches, fountains, picnic tables, grill, etc.
- Facility improvements such as athletic fields and courts
- Park restrooms that are ADA Accessible/compliant
- Park walking paths
- Lake/pond improvements
- Gazebos
- Pet Parks
- Greenhouses
- AED's
- First time construction of concession stand
- Park signage*
- Major Recreation Facilities*

Ineligible Expenditures, pg. 4-5

- Architect or Engineering design fees
- Staff Salaries, benefits
- Transportation & mileage
- Maintenance supplies
- Digital cameras or other electronic office equipment such as LCD monitors, gaming systems and games and projection screens
- Weight or fitness equipment, unless there is free membership
- General office equipment/supplies
- Improvements made to staff or office spaces such as adding carpeting, adding a drop ceiling, air conditioning a break room
- Pop-up tents/tents
- **Road/Parking improvements***
- **Maintenance sheds/other areas not open to the public***
- **Wheeled equipment***
- **Concession stand equipment***

*Maintenance Sheds, Signage, Wheeled Vehicles, Concession stand equipment and Major Recreation Facilities will be considered for PEP grant funds on a case by case basis. Additional support documentation shall be submitted demonstrating the benefit of the project to the community's residents and to the park and recreation program the governmental entity provides. The Commission will accept written requests for these projects no later than February 3, 2015. A determination will be made at the February 6, 2015 Park Commission meeting of the projects selection. If the project is not awarded, an alternative project may be submitted.

Purchasing Requirements, pg. 5

- Purchases should follow your City or Park District bid ordinances. If the park district does not have bid process, a minimum of three (3) competitive bids or quotes must be included with the grant application. Failure to provide bids, quotes or estimates with your grant application will result in your grant not being funded.
- **Any construction/labor job that is bid out must use the State Prevailing Wage Rate. The community will be required obtain time sheets from the contractor and then submit them to the county.**

Public Relations, pg. 6

- Madison County Community Development will coordinate public relations support on the respective projects funded by the park and recreation PEP grants. Based on the scope of the grant and project, the support will include news and photo releases. Additional information on the public relations support can be obtained by contact Jeff Wehling, Madison County's Communications Coordinator, at 296-4316.

Payment Schedule, pg. 6

- **Payment Option 1:** Funds may be distributed directly to the vendors. To accomplish this, the community/park district should submit to MCCD, the original invoice accompanied by a cover letter from the community requesting the direct vendor payment and W-9 for the vendor. All bid documentations as well as a copy of the letter of award to that vendor, must be on file at MCCD before payment will be made. ***Passed due invoices will only be paid on a reimbursement basis***
- **Payment Option 2:** The entire grant amount can be reimbursed to the community after the project is completed. In order for a payment to be released, we will need a letter from the community requesting reimbursement, as well as a copy of all invoices and receipts, and all cancelled checks for the item(s) purchased. All bid documentations as well as a copy of the letter of award to that vendor, must be on file at MCCD before reimbursement will be made.

ADA

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- Please discuss your project and what is needed for ADA Compliance

Questions, Comments

- I can be reached at 618-296-4247 or jparnold@co.madison.il.us

Special Dates:

- Special Request Date: February 3rd, 2015
- Special Request Meeting: February 6th, 2015
- Deadline Date: March 6th, 2015