

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

Awarding Agency Name	Commerce & Economic Opportunity
Agency Contact	Tracey Minder
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	20-420-763-33-5
Funding Opportunity Title	Tourism Attraction Grant Program
CSFA Number	420-25-2168
CSFA Popular Name	Tourism Attraction Grant
Anticipated Number of Awards	unknown
Estimated Total Program Funding	\$1,400,000
Award Range	Grants awarded under this program cannot exceed \$1,000,000
Source of Funding	State
Cost Sharing or Matching Requirements	Yes. Grantee must provide dollar-for-dollar match if a unit of local government, not-for-profit organization or local promotion group. If the grantee is a for-profit business, they must provide 75% of the total project cost.
Indirect Costs Allowed	No
Restrictions on Indirect Costs	N/A
Posted Date	06/28/2019
Application Date Range	06/28/2019 – 08/30/2019
Technical Assistance Session	N/A

# Tourism Attraction Grants

NOFO ID: 2168-1185

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

### A. Program Description

Section 510.210-270 of the Civil Administrative Code of Illinois (Tourism Attraction Grant Program) 20 ILCS 665/8a Illinois Promotion Act authorizes the Department of Commerce and Economic Opportunity to award grants from funds transferred into the Tourism Promotion Fund to counties, municipalities, not-for-profit organizations, local promotion groups and for-profit businesses for the development or improvement of tourism attractions in Illinois.

Applicant must identify performance measurements they will use to identify successful outcomes for the development or enhancement of Illinois tourism attractions. Such as: anticipated increase in visitation; new visitation; enhanced length of stay at the destination.

The successful grantee will be required to report on the expenditure of funds and the successful performance measure outcomes using the Periodic Financial and Performance reporting templates.

### B. Funding Information

This grant program is utilizing state funds. \$1,400,000 is available for projects located in any county in Illinois. Expenditures and activities for which grant funds can be utilized by Grantees include, but are not limited to, the following:

- 1) Capital projects – land and building acquisition, construction and renovation of buildings for the purpose of creating or enhancing a Tourism Attraction;
- 2) Equipment – purchase and installation of machinery and equipment designed to create or enhance the Tourism Attraction;
- 3) Training – development and presentation of hospitality, quality service and/or other types of tourism training programs intended to provide a competitive workforce for the tourism industry of Illinois; and,
- 4) Interpretive Programs – creation, implementation and staffing of, and fabrication of exhibits for, interpretive programs located within historic/cultural sites.

Ineligible projects and activities include, but are not limited to, the following:

- 1) Studies (feasibility, research, development, marketing, etc.);
- 2) Debt refinancing;
- 3) Contingency funding;
- 4) Normal operating expenses; and,
- 5) Administrative expenses.

Grants awarded under this program cannot exceed \$1,000,000. These grants may be for entities located in any county in Illinois.

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The release of this NOFO does not obligate the Department to make an award.

## C. Eligibility Information

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity of “qualified” status or informs how to remediate a verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

### 1. Eligible Applicants include:

Counties, municipalities, not-for-profit organizations, local promotion groups and for-profit businesses for the development or improvement of tourism attractions located in Illinois.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

### 2. Cost Sharing or Matching.

The grantee shall provide matching funds to the total project cost that in no case will be less than 50 percent of the total project cost if the grantee is a unit of local government, not-for-profit organization or local promotion group. If the grantee is a for profit business, they must provide no less than 75 percent of the total project cost. If grantee fails to match any portion of the grant award in a given Fiscal Year, that portion of the grant shall be refunded to the Department in accordance with the terms of the Grant Agreement. In-kind contributions necessary to complete the project and for which the cash value is easily documented (i.e., donated labor, equipment, supplies and materials), and that are eligible grant and match line-item expenditures identified in the budget. In-kind contributions may only be used as allowable match by municipalities, counties, not-for-profit organizations, or local promotion groups and cannot exceed 25 percent of the match requirement.

### 3. Indirect Cost Rate.

Not applicable; indirect costs are not allowed.

### 4. Other, if applicable.

Only one application will be accepted per entity.

## D. Application and Submission Information

### 1. Address to Request Application Package.

Grant application forms are available at the web link provided in the “Grant Application Link” field of this announcement or by contacting the Program Manager:

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Tracey Minder  
Tourism Grants Manager  
Department of Commerce & Economic Opportunity  
Illinois Office of Tourism  
500 East Monroe Street  
Springfield, IL 62701  
217/558-1653  
[Tracey.Minder@illinois.gov](mailto:Tracey.Minder@illinois.gov)

## 2. Content and Form of Application Submission.

All grant applications should be submitted in the word and excel formats as provided. The responses to the Program Specific Criteria should be submitted in a word document and fully address each criteria.

The applicant must submit to the Department:

1. Uniform Grant Application
2. Uniform Budget
3. Conflict of Interest Disclosure
4. Mandatory Disclosures
5. Program Application materials

## 3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

- (i) Be registered in SAM before submitting its application. To establish a SAM registration, go to [www.SAM.gov](http://www.SAM.gov) and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#).
- (ii) Provide a valid DUNS number in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

## 4. Submission Dates and Times.

All completed Grant Applications and other required forms must be submitted no later than 5 p.m. on August 30, 2019 to be considered for funding in FY'20. The agency will determine if applicant

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meets the deadline by the date and time of the electronic submittal.

Late applications will not be reviewed and considered.

## 5. Intergovernmental Review, if applicable.

This funding opportunity is not *subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."*

## 6. Funding Restrictions.

This grant will not allow reimbursement of pre-award costs.

## 7. Other Submission Requirements.

Application materials must be submitted to the Department electronically to the Program Manager, Tracey Minder – Tracey.Minder@illinois.gov.

## E. Application Review Information

### 1. Criteria.

The Department's internal review committee shall conduct an evaluation of each application. Each question will be scored using a rating system of 1 – 10, with 10 being the highest possible score per question, and a maximum possible score of 100. The criteria used in determining whether an Application will be considered for a grant award include, but are not limited to the following:

1. To what extent is the Project a viable tourism attraction located within 30 miles of an area with supporting visitor services (hotels/motels, restaurants, shopping, etc.)?
2. To what extent does the attraction meet the definition of a tourism attraction? Tourism Attraction is identified as fishing and hunting areas, state parks, historical/cultural sites, areas of historic or scenic interest, museums, recreation areas, botanical gardens, theme/amusement parks, interpretive programs and other facilities or businesses that attract or serve visitors. Are open to the public for a minimum of 100 days per year (if the tourism attraction is entirely event driven, then it shall be open for a minimum of 200 hours per year); and, are marketed and promoted to visitors from more than 50 miles away?
3. To what extent are the costs itemized on the budget reasonable and necessary to enhance or develop the tourism attraction?
4. To what extent is the tourism attraction currently marketed or going to be marketed to visitors from outside 50 miles?
5. To what extent does the project demonstrate how it will increase visitation, length of stay and/or tourism expenditures from outside 50 miles?
6. To what extent does the Project include adequate tracking and evaluation measures?
7. To what extent will the development or enhancement of the tourism attraction be completed and open to the public with regular scheduled hours at the end of the grant period?
8. To what extent will the increase in expenditures from additional visitors generate economic benefits to the state and local area?
9. To what extent will the Project have a significant impact on the area's overall tourism efforts?
10. To what extent will the Project demonstrate the potential for sustainable economic growth and job creation and to what extent will it have a significant impact on the state's overall tourism efforts?

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## 2. Review and Selection Process.

The scores of the Department's internal review committees are averaged to obtain the Application's total score. An Application must receive a minimum of 60 of 100 possible points to be considered eligible for funding. The internal review committee shall forward all eligible Applications, together with its recommendations, to the Director for final review and determination. During the final review process, the Director will determine whether an eligible Application is awarded a grant.

The Merit Based Review process is subject to appeal. However, evaluation scores cannot be appealed. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. Appeals can be submitted to [CEO.Accountability@illinois.gov](mailto:CEO.Accountability@illinois.gov).

## 3. Anticipated Announcement and State Award Dates, if applicable.

Applicants will be notified upon completion and approval of the funding plan, contingent on the availability of funds. The Department reserves the right to issue a reduced award, or not to issue any award.

## F. Award Administration Information

### 1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments. The NOSA must be approved in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

### 2. Administrative and National Policy Requirements. Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01194

The NOSA will specify the terms and conditions of the award.

### 3. Reporting.

#### Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees funded under this program through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR, the expense tracking spreadsheet and any other supporting documents or forms required by the program electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.207, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.328, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements as a result of the risk assessments and merit review will be disclosed in the Notice of State Award (NOSA).

Grantees are required within 60 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor. See 2 CFR 200.343.

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## Monitoring

Grantees funded under this program through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.336. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program and fiscal staff will also maintain contact with the participating businesses and monitor progress and performance under the terms of the agreement(s). The Department may modify grants based on performance.

## Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply. (See 30 ILCS 708/65(c))

## G. State Awarding Agency Contact(s)

Tracey Minder  
Tourism Grants Manager  
Department of Commerce & Economic Opportunity  
Illinois Office of Tourism  
500 East Monroe Street  
Springfield, IL 62701  
217/558-1653  
[Tracey.Minder@illinois.gov](mailto:Tracey.Minder@illinois.gov)

## H. Other Information, if applicable

**“Competitive Bids”** - If total costs or services provided by **any one vendor** equal or exceed \$20,000 for services and \$5,000 for goods/materials, the applicant must solicit a minimum of two competitive detailed bids using identical project specifications. One copy of the required detailed bids (on official vendor letterhead must accompany the Application, and the Application budget must reflect the lower bid cost.

**“Vendor’s Project Specification & Price Estimate/Quote”** – For projects which do not require two or more competitive bids, the Applicant must attach one copy of the official vendor project specifications (on your selected vendor’s letterhead) showing a breakdown of the project’s components and an itemization of the vendor’s pricing estimate and/or quote for each of the project components and the services provided by that vendor. This documentation must clearly detail the project specifications (i.e., design costs, materials, labor, related work/services provided by the vendor, etc.), and must support/document the proposed project costs as reflected in the application budget.

Labor Costs must adhere to Prevailing Wage Rates. Prevailing Wage Rate information can be found at: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

If you have questions related to the project having any possible effects on cultural resources (both structural and archaeological) for purposes of the National Historic Preservation Act or the Illinois State Agency Historic Resources Protection Act; please contact:

LaDonna Young  
Illinois State Historic Preservation Office  
Illinois Department of Natural Resources  
217/785-0313