**Section 1538.40 General Procedures**

a) Necessary application forms are available from the Department of Natural Resource, Division of Resources Protection and Stewardship, One Natural Resource Way, Springfield IL 62702-1271. Urban and Community Forestry grant applications shall consist of the following basic requirements:

1) A completed application form with a complete narration of the proposed project.

2) A copy of the unit of local government's urban and community forestry ordinance, or equivalent.

3) A map of the municipality showing the location of the proposed project, if applicable.

4) A copy of the unit of local government's Department or Tree Board approved Urban and Community Forestry Management Plan.

5) A document showing how the unit of local government has budgeted for the Urban and Community Forestry Project Proposal.

6) Other supportive documentation.

b) Applications for grant assistance must be received on or before the date posted by the Department. Applicants will be notified as to the qualification or non-qualification of their application within 90 days after its receipt. Units of local government whose applications meet the qualifications specified in the Urban and Community Forestry Assistance Act and this Part will be ranked according to the priorities in Section 1538.70. When grant funds are available, funds will be obligated to qualified units of local government based on their geographic location and ranking.

c) Approved projects as specified in the Urban and Community Forestry Project Proposals must be implemented and completed by a date mutually agreed upon by the Department and the local government.

d) During the implementation of an Urban and Community Forestry Project Proposal, if it is necessary to make changes in scope, plans and/or specifications, the unit of local government shall obtain the Department's approval prior to any change. Changes shall be made a part of the project file and kept available for audit.

e) After a completed Urban and Community Forestry Project has been accepted by the Department and all subcontractors and bills have been paid, the unit of local government will prepare and submit a billing request to the Department for reimbursement of up to 50% of the actual approved project costs. Approved project costs are based on those that were budgeted for in the grant recipient's budget and included in the Department-approved Urban and Community Forestry Project Proposal. Only actual expenditures will be considered for reimbursement.

f) The Department may make on-site inspections, as deemed necessary in relation to the scope of the Urban and Community Forestry Grant Project, to check progress and compliance.

g) When applicable, the Department will contact the grant recipient to arrange the final on-site inspection prior to distribution of grant funds. This contact will be made after the grant recipient submits the required forms for reimbursement.

h) Grant recipients that do not meet the objectives or provide adequate documentation will not receive reimbursement.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)