**Section 870.303 Required Content of Applications for SMWE Grants**

a) SMWE Grants will not be awarded unless complete, acceptable applications are submitted in accordance with the requirements of this Section. Forms and instructions for applying for grant funding will be made available to all eligible units of local government by the Agency.

b) A complete, acceptable application for a SMWE Grant shall address the following:

1) The geographic area to be encompassed by the grant.

2) The status of a written delegation agreement pursuant to Section 4(r) of the Act.

A) Applicants with a current delegation agreement shall provide the following:

i) The level of resources to which the applicant is currently committed;

ii) The current annual number of inspections being conducted; and

iii) A description of the applicant's capabilities to conduct the local enforcement program, along with a discussion of the process to be used to implement administrative citation authority.

B) Applicants with no delegation agreement shall initiate a discussion of negotiation for a delegation agreement with the Agency.

3) The work program to be carried out under the grant. The work program shall include:

A) A brief narrative on the local nonhazardous solid or municipal waste management system to be subject to the enforcement program. This shall encompass information based on the Agency's Division of Land Pollution Control, Field Operations Section data on the current annual number of inspections being conducted by the Agency or the applicant;

B) The number of currently permitted nonhazardous solid or municipal waste disposal sites to be subject to local inspection;

C) An inspection schedule including the number and frequency of activities for:

i) Permitted nonhazardous solid or municipal waste landfills and transfer stations;

ii) Permitted landscape waste composting facilities;

iii) Closed and covered nonhazardous solid or municipal waste landfills; and

iv) Open dump investigations, including follow-up investigations;

D) A description of a training program for assigned staff, developed in conjunction with Agency staff;

E) A description of equipment requirements needed to implement the local nonhazardous solid waste or municipal waste enforcement program;

F) Coordination procedures to be used between the applicant and Agency staff related to inspection protocol and response times;

G) Establishment of open dump investigation procedures and response times;

H) Methods for assessing compliance with recordkeeping and payment procedures related to the solid waste tipping fee at permitted landfills; and

I) A description of the total number of activities to be conducted under the grant. At least 100 activities should be conducted by each full-time inspector on an annual basis. Agency staff will provide assistance in developing the local enforcement program schedule, scope of work, and budget.

4) Cost justifications for the amount requested including a budget, submitted on forms prescribed and provided by the Agency, for the expenses to be incurred. With the exception of indirect costs (as defined in 35 Ill. Adm. Code 871.Appendix B), all costs must be directly identified as grant-related. To be directly identifiable and eligible for grant reimbursement, expenses must be documentable and traceable to the grant. The budget, which shall be submitted to the Agency on forms prescribed and provided by the Agency, shall include at a minimum:

A) Demonstration through an ordinance or resolution of the source of funds for the local share.

B) Direct labor costs, which shall be itemized as follows:

i) Direct personnel;

ii) In-kind contributions; and

iii) Fringe benefits.

C) Indirect costs, as defined and described in 35 Ill. Adm. Code 871.Appendix B.

D) Other direct costs, which shall include:

i) Travel;

ii) Equipment;

iii) Supplies;

iv) Postage;

v) Advertising;

vi) Computer charges;

vii) Telecommunications;

viii) Office lease and utility costs;

ix) Vehicle charges;

x) Printing; and

xi) Training and conference registration.

E) Subagreements.

F) Total estimated cost.

G) Source of funds by budget category.

H) Allocation of funds by State fiscal year.

I) Local contributions.

(Source: Amended at 19 Ill. Reg. 11861, effective August 3, 1995)