**Section 610.210 Application**

a) A board of health may apply to the Department for a Local Health Department Development Grant.

1) The application shall be made by letter, memorandum, or similar document, signed by an authorized representative, and shall include:

A) For local health departments established by resolution of the county board, a copy of the resolution creating the local health department;

B) For local health departments established by a citizen referendum, a copy of the county clerk's verification that the proposition to levy an annual tax for community health facilities and services was approved; and

C) A list of board of health members that indicates compliance with the statutory board composition requirements set forth in Section 5-25012 of the Counties Code (Ill. Rev. Stat. 1991, ch. 34, par. 5-25012) [55 ILCS 5/5-25012].

2) The Department shall review the application within 30 days after submission of a complete application. The Department shall approve the grant application if it meets the requirements of subsection (a) (1) of this Section, the local health department is Provisionally Certified by the Department, and the Department has adequate funds available at the time of application. The Department shall notify the board of health of its decision in writing.

b) A board of health that is a current recipient of a Local Health Department Development Grant may apply for a subsequent State fiscal year grant.

1) Such application shall be made by letter, memorandum, or similar document, signed by an authorized representative, and submitted to the Department prior to the beginning of the State fiscal year for which the board of health is applying for funding.

2) The Department shall review the application within 15 days after submission of a complete application. The Department shall approve the grant application if it meets the requirements of subsections (b) and (b)(1) of this Section and the Department has adequate funds available at the time of application. The Department shall notify the board of health of its decision in writing.

c) When the Department is reviewing grant applications for the subsequent State fiscal year, the Department shall give preference to grant applications from boards of health that have previously been awarded a Local Health Department Development Grant.

d) Complete applications submitted after the beginning of the State fiscal year shall be considered by the Department in the order that the applications are received by the Department, subject to availability of funds.