**Section 870.204 Required Content of Applications for MWP Grants**

a) MWP Grants will not be awarded unless complete, acceptable applications are filed in accordance with the requirements of this Section.

b) A complete, acceptable application for a MWP Grant for a Phase I – Municipal Waste Needs Assessment shall address and provide information for the following:

1) The geographic area to be encompassed by the grant, including demographic data.

2) The methods to be used in assessing municipal waste needs and obtaining the information required under subsection (b)(3) below. These may include, but are not limited to, surveys, literature reviews, waste characterization studies, and weighing and sorting projects. The statistical methodology that will be used to ensure that the data to be collected is accurate shall be included.

3) Methods and procedures by which the following information will be acquired:

A) Origin, content, and weight or volume of municipal waste currently generated;

B) Origin, content, and weight or volume of municipal waste annually disposed in landfills;

C) Origin, content, and weight or volume of municipal waste annually recycled, reclaimed, or reused;

D) Origin, content, and weight or volume of municipal waste annually combusted for energy recovery;

E) Origin, content, and weight or volume of municipal waste annually combusted for volume reduction;

F) Weight or volume of municipal waste annually transported into (imported) and out of (exported) the study area;

G) Average distance municipal waste is transported before final handling;

H) Weight or volume and handling methods used for municipal waste managed on-site; and

I) *A description of the facilities where municipal waste is currently being processed or disposed of and the remaining available permitted capacity of such facilities.* (Section 4 of the SWPRA)

4) Projections of information required under subsection (b)(3) above for twenty years from the study date as required by the SWPRA.

5) The work program to be carried out under the grant. The work program must specify:

A) Number of months and/or work years needed for each program element;

B) The outputs committed to under each program element, including outputs required under subsections (b)(3) and (b)(4) above;

C) A schedule for accomplishment of outputs and the tasks to be accomplished to meet the outputs;

D) Identification of the unit of local government responsible for each of the elements and outputs; and

E) Identification of the public involvement process to be used in developing the program. At a minimum, such process shall provide for at least one public meeting to be held, after reasonable notice to the public, for the purpose of receiving public comment.

6) 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.

7) 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 source of funds for the local share.

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

i) Direct personnel;

ii) In-kind contributions;

iii) Fringe benefits.

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

D) Other direct costs 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.

c) Applicants for a MWP Grant for Phase II – Municipal Waste Planning must submit applications that reflect the final plan adopted by the county as required by Section 4(b) of the Solid Waste Planning and Recycling Act on or before September 1, 1995. Such an application shall address and provide information for the following:

1) The geographic area to be encompassed by the grant, including demographic data.

2) An assessment of the municipal waste needs for the planning area which includes the information required under subsections (b)(3) and (b)(4) above.

3) The outputs to be developed by the applicant in planning for the *effective and efficient management of solid* or municipal *waste in a manner that promotes economic development, protects the environment and public health and safety and allows the most practical and beneficial use of the material and energy values of solid* or municipal *waste*. (Section 2(a)(4) of the Illinois Solid Waste Management Act)

4) The outputs to be developed by the applicant to assure that, with respect to all identified municipal waste needs for the planning area, *alternatives to disposal of nonhazardous waste in a sanitary landfill will receive full evaluation and consideration in the planning process* *or in plans prepared pursuant to the Local Solid Waste Disposal Act or the Solid Waste Planning and Recycling Act*. (Section 22.15(g) of the Act) The applicant must demonstrate the environmental, economic, and technical feasibility aspects of each alternative in accordance with *the following management hierarchy, in* *descending* *order of preference:*

A) *Volume reduction at the source.*

B) *Recycling and reuse.*

C) *Combustion with energy recovery.*

D) *Combustion for volume reduction.*

E) *Disposal in landfill facilities.*

(Section 2(b) of the Illinois Solid Waste Management Act)

5) The methods to be used by the applicant to ensure development of a municipal waste management plan in accordance with the Solid Waste Planning and Recycling Act or the Local Solid Waste Disposal Act. These methods shall provide, at a minimum, the following:

A) *A description of the origin, content, and weight or volume of municipal waste currently generated within* the planning area's *boundaries, and the origin, content, and weight or volume of municipal waste that will be generated during the next 20 years, including an assessment of the primary variables affecting this estimate and the extent to which they can reasonably be expected to occur;*

B) *A description of the facilities where municipal waste is currently being processed or disposed of and the remaining available permitted capacity of such facilities;*

C) *A description of the facilities and programs that are proposed for the management of municipal waste generated within the* planning area's *boundaries during the next 20 years, including, but not limited to, their size, expected cost and financing method;*

D) *An evaluation of the environmental, energy, life cycle cost and economic advantages and disadvantages of the proposed waste management facilities and programs;*

E) *A description of the time schedule for the development and operation of each proposed facility or program;*

F) *The identity of potential sites within the* planning area *where each proposed waste processing, disposal, and recycling program will be located or an explanation of how the sites will be chosen. For any facility outside the* planning area *that is proposed to be used, the plan shall explain the reasons for selecting such facility* (Section 4 of the SWPRA);

G) *If the plan concludes that waste stream control measures are necessary to implement the plan, the identification of those measures* (Section 3 of the Local Solid Waste Disposal Act);

H) *The identity of the governmental entity responsible for implementing the plan and an explanation of the legal basis for the entity's authority to do so* (Section 6 of the SWPRA);

I) *Adequate provision for the present and reasonably anticipated future needs of the recycling and resource recovery interests within the area* (Section 3 of the Local Solid Waste Disposal Act); and

J) A description of the planning area's recycling program. Such recycling program:

i) *Shall be* designed to be *implemented throughout the* planning area's *boundaries and* shall *include a time schedule for implementation.*

ii) *Shall provide for the designation of a recycling coordinator to administer the program.*

iii) *Shall be designed to recycle, by the end of the third and fifth years of the program respectively, 15% and 25% of the municipal waste generated* in the planning area, *subject to the existence of a viable market for the recycled material, based on measurements of recycling and waste generated in terms of weight. The determination of recycling rate shall not include: discarded motor vehicles, wastes used for clean fill or erosion control, or commercial, institutional, or industrial machinery or equipment.*

iv) *May provide for the construction and operation of one or more recycling centers by a unit of local government, or for contracting with other public or private entities for the operation of recycling centers.*

v) *May* be designed to *require residents to separate recyclable materials at the time of disposal or trash pick-up.*

vi) *May* be designed to *make special provision for commercial and institutional establishments that implement their own specialized recycling programs, provided that such establishments annually provide written documentation of the total number of tons of material recycled* in the planning area.

vii) *Shall* be designed to *provide for separate collection and composting of leaves.*

viii) *Shall include public education and notification programs to foster understanding of and encourage compliance with the recycling program.*

ix) *Shall* be designed to *include provisions for compliance, including incentives and penalties.*

x) *Shall include provisions for recycling the collected materials, identifying potential markets for at least 3 recyclable materials, and promoting the use of products made from recovered or recycled materials among businesses, newspapers, and local governments in the* planning area.

xi) *May* be designed to *provide for the payment of recycling diversion credits to public and private parties engaged in recycling activities.* (Section 6 of the SWPRA)

K) *Any other information that the Agency may require.* (Section 4 of the SWPRA)

6) The work program to be carried out under the grant. The work program shall specify:

A) The number of months and/or work years needed for each program element;

B) The outputs committed to under each program element including outputs required under subsections 870.204(c)(3) and (c)(4) above;

C) A schedule for accomplishment of outputs and the tasks to be accomplished to meet the outputs;

D) The unit of local government responsible for each of the elements and outputs; and

E) The public involvement process to be used in developing the program. At a minimum, such process shall comply with the public involvement process included in the Solid Waste Planning and Recycling Act, and provide for at least one public hearing to be held, after reasonable notice to the public, for the purpose of receiving public comment.

7) 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.

8) 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.

d) A complete, acceptable application for a MWP grant for Phase III – Municipal Waste Implementation Planning shall address and provide information for the following:

1) The geographic area to be encompassed by the grant, including demographic data.

2) A municipal waste management plan adopted in accordance with the provisions of the Solid Waste Planning and Recycling Act. Such plan shall include an ordinance or resolution by the applicant certifying that a municipal waste management plan has been adopted in accordance with the provisions of the Solid Waste Planning and Recycling Act. If the plan has been revised after initial adoption, a resolution or ordinance which designates the revisions as part of the plan must be submitted. The municipal waste management plan shall address, at a minimum, the following:

A) *A description of the origin, content, and weight or volume of municipal waste currently generated within the county's* or municipal joint action agency's *boundaries, and the origin, content, and weight or volume of municipal waste that will be generated within the county's* or municipal joint action agency's *boundaries during the next 20 years, including an assessment of the primary variables affecting this estimate and the extent to which they can reasonably be expected to occur;*

B) *A description of the facilities where municipal waste is currently being processed or disposed of and the remaining available permitted capacity of such facilities;*

C) *A description of the facilities and programs that are proposed for the management of municipal waste generated within the county's* or municipal joint action agency's *boundaries during the next 20 years, including, but not limited to, their size, expected cost and financing method;*

D) *An evaluation of the environmental, energy, life cycle cost and economic advantages and disadvantages of the proposed waste management facilities and programs;*

E) *A description of the time schedule for the development and operation of each proposed facility or program;*

F) *The identity of potential sites within the county* or municipal joint action agency *where each proposed waste processing, disposal, and recycling program will be located, or an explanation of how the sites will be chosen. For any facility outside the county* or municipal joint action agency *that is proposed to be used. The plan shall explain the reasons for selecting such facility* (Section 4 of the SWPRA);

G) *The identity of the governmental entity responsible for implementing the plan on behalf of the county* or municipal joint action agency *and explanation of the legal basis for the entity's authority to do so* (Section 6 of the SWPRA);

H) A description of the county's or municipal joint action agency's recycling program. Such recycling program:

i) *Shall be implemented throughout the county's* or municipal joint action agency's *boundaries, and* shall *include a time schedule for implementation;*

ii) *Shall provide for the designation of a recycling coordinator to administer the program;*

iii) *Shall be designed to recycle, by the end of the third and fifth years of the program respectively, 15% and 25% of the municipal waste generated in the county* or municipal joint action agency, *subject to the existence of a viable market for the recycled material, based on measurements of recycling and waste generated in terms of weight. The determination of recycling rate shall not include: discarded motor vehicles, wastes used for clean fill or erosion control, or commercial, institutional, or industrial machinery or equipment;*

iv) *May provide for the construction and operation of one or more recycling centers by a unit of local government, or for contracting with other public or private entities for the operation of recycling centers;*

v) *May require residents of the county* or municipal joint action agency *to separate recyclable materials at the time of disposal or trash pick-up;*

vi) *May make special provision for commercial and institutional establishments that implement their own specialized recycling programs, provided that such establishments annually provide written documentation to the county* or municipal joint action agency *of the total number of tons of material recycled;*

vii) *Shall provide for separate collection and composting of leaves;*

viii) *Shall include public education and notification programs to foster understanding of and encourage compliance with the recycling program;*

ix) *Shall include provisions for compliance, including incentives and penalties;*

x) *Shall include provisions for recycling the collected materials, identifying potential markets for at least 3 recyclable materials and promoting the use of products made from recovered or recycled materials among businesses, newspapers, and local governments in the county* or municipal joint action agency; and

xi) *May provide for the payment of recycling diversion credits to public and private parties engaged in recycling activities* (Section 6 of the SWPRA).

I) *Any other information that the Agency may require.* (Section 4 of the SWPRA)

3) The facilities, projects, and programs included in the adopted municipal waste management plan for which funding is requested. These shall include:

A) The facility, project, or program type;

B) The methods to be used to achieve significant increases in waste reduction or recycling;

C) The methods and tasks to be used in facility, project, or program implementation planning;

D) The area to be serviced by the facility, project or program;

E) The responsible unit of local government; and

F) The proposed owner and operator of the facility, project, or program.

4) The tasks to be completed under the grant. This information shall be specific to the selected facility, project or program. Unless it can be demonstrated to the Agency's satisfaction that these activities are not applicable, these categories shall include, but shall not be limited to:

A) For waste reduction (including, but not limited to, source reduction, recycling, composting, and shredding or compaction of municipal waste):

i) Waste characterization studies;

ii) Waste stream audits;

iii) Waste reduction studies;

iv) Environmental assessments; and

v) Economic impact analysis.

B) For transfer station facilities:

i) Waste characterization studies;

ii) Computer modeling or simulations for air and noise emmissions, and waste collection routings;

iii) Economic impact analysis; and

iv) Environmental assessments.

C) For combustion facilities:

i) Computer modeling or simulations for air and noise emissions;

ii) Economic impact analysis;

iii) Environmental assessments; and

iv) Waste characterization studies.

D) For landfill facilities:

i) Soil sampling, including test borings and soil testing;

ii) Computer modeling or simulations for groundwater flow, waste collection routings, air emissions, and surface water impacts;

iii) Engineering and architectural drawings and plans;

iv) Requests for qualifications and requests for proposals;

v) Environmental assessments; and

vi) Economic impact analysis.

5) The work program to be carried out under the grant. The work program must specify:

A) Number of months and/or work years needed for each program element;

B) Total cost for each program element;

C) The outputs committed to under each program element;

D) A schedule for accomplishment of outputs and the tasks to be accomplished to meet the outputs; and

E) Identification of a licensed professional engineer registered in the State of Illinois who will be responsible for reviewing the appropriate outputs.

6) 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.

7) 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.

8) Items that are not eligible for a Municipal Waste Implementation Planning Grant shall include, but not be limited to, land purchase, purchase or lease of construction machinery, building materials or building legal fees, or lawsuit settlements.

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