**Section 870.207 Grantee Responsibilities**

The recipient of a Phase I, Phase II, or a Phase I and II grant shall develop draft and final documents in accordance with the approved grant agreement's budget, scope of work, and schedule. Grantees shall submit draft sections of their documents and reports to the Agency for review and comment. Agency input shall be provided in response to these draft sections in a timely manner, not to exceed 90 days from receipt of outputs. The Agency shall make recommendations on the draft and final documents to ensure compliance with provisions of the grant award and to ensure production of an acceptable document. Grantees shall make revisions in response to Agency recommendations in a timely manner, not to exceed 90 days from receipt of Agency comments. Failure to develop and submit draft and final documents in accordance with the approved grant agreement's budget, scope of work, and schedule may subject the grantee to the noncompliance provisions in Section 870.210 of this Part.

a) Grantees shall collect and compile data as required by Section 870.204(b)(3) of this Part. Data collection methods shall be the most statistically accurate and economical within the scope of the grant award, and may include, but not be limited to, surveys, literature reviews, waste characterization studies, and weighing and sorting projects. Grantees shall make good faith efforts to collect and compile the most accurate and comprehensive data possible. Grantees are responsible for the reliability and verification of data presented in their documents.

b) Grantees shall develop projections for data as required by Section 870.204(b)(4) of this Part. Information used to develop these projections shall include municipal waste generation data on a per capita basis and population and employment data. Any assumptions used to develop these projections shall be included and a single projection shall be selected for the required information.

c) Grantees shall develop final documents for Phase I, Phase II, Phase I and II or Phase III MWP grants. These shall adequately address the applicable requirements of Section 870.204(b), (c) or (d) of this Part, the Solid Waste Planning and Recycling Act, the Local Solid Waste Disposal Act, and any other applicable legislation. The Agency will approve final documents and make final payments only after the requirements of Section 870.204(b), (c) or (d) of this Part, as applicable, have been addressed to the Agency's satisfaction and revisions have been made in response to the Agency's comments.

d) Upon receipt of the grant, grantees shall identify a project manager to oversee the administration of the grant. The project manager shall be an employee of the grantee and shall not be a contractor hired by the grantee. The project manager shall act as the primary contact between the grantee and the Agency and shall have direct responsibility for project administration and completion. In the case of a multi-county regional planning grant, the counties shall designate a project manager to administer the grant on their behalf. This project manager shall maintain regular correspondence with each county and act as the liaison between the grantee and the Agency. The grantee shall notify the Agency in a timely manner of any changes in the project manager's status relative to the project.

Project managers shall oversee contractors hired by the grantee to complete the project. Project managers shall submit correspondence, reports and drafts, and requests for payment and subcontractor progress reports to the Agency on behalf of the grantee as well as any other materials required by the Agency, during the course of the project.

e) Grantees shall submit outputs committed to under each program element in accordance with the schedule presented in the grant agreement. The Agency may issue no-cost time extensions to grantees to allow for further time to complete the requirements of the grant agreement. Extensions shall not exceed one calendar year from the scheduled completion date in the original grant agreement. These shall be approved only if each of the following is met:

1) Agency evaluation of the grantee's performance and progress toward completing the outputs in the approved work program indicates that a good faith effort has been made;

2) The grantee has submitted outputs on a quarterly basis, or in accordance with the schedule in the approved grant agreement;

3) The grantee has submitted requests for payment and progress reports in accordance with the schedule included in the grant agreement; and

4) The grantee submits a revised schedule for completing the remaining requirements of the grant agreement.

f) The Agency will oversee each grantee's performance under the grant agreement. The Agency will evaluate grantee performance and progress toward completing the outputs in the approved work program according to the schedule in the grant agreement. The grantee shall submit outputs to the Agency on a quarterly basis or in accordance with the schedule in the approved grant agreement. The Agency will review grantee outputs for compliance with the grant agreement and provide comments to the grantee in a timely manner, not to exceed 90 days from receipt of the outputs. Grantees shall make revisions to draft documents in accordance with Agency comments before preparation of the final documents. If the evaluation reveals that the recipient is not achieving the conditions of the grant agreement to the Agency's satisfaction, the Agency will attempt to resolve the situation through negotiations. If agreement is not reached, the Agency may impose sanctions as set forth in Section 870.210 of this Part.

g) Each Phase I, Phase II, Phase I and II or Phase III MWP grantee shall notify the Agency in writing when it has completed 50 percent of the work to be performed under the grant agreement. Upon receipt of the notification, the Agency shall schedule a meeting with the grantee to discuss the progress in meeting the requirements of the grant agreement and to determine whether the grantee will meet the requirements of the grant agreement in a timely manner.

h) Under Phase I, Phase II, or Phase I and II MWP Grants final documents shall be sent to the Agency in a finished and printed form, with five copies, by the date set forth in the grant agreement. Each Phase I final report shall provide the information obtained, as specified in Section 870.204(b) of this Part. Each Phase II final report shall provide the information required as specified in Section 870.204(c) of this Part, including all conclusions, recommendations and demonstrations called for under the approved application. The Agency will review Phase I and Phase II documents and make appropriate recommendations to ensure these meet the requirements of the grant agreement.

i) Appropriate and relevant Phase III outputs, as defined in the grant agreement, shall be submitted to the Agency in accordance with the schedule in the grant agreement. The Agency will review Phase III documents and make appropriate recommendations to ensure these meet the requirements of the grant agreement. All design work related to facilities needing permits shall be prepared by, or under the supervision of, a Licensed Professional Engineer. The Licensed Professional Engineer shall affix the engineer's name, date of preparation, registration number, a statement attesting to the accuracy of the information and design, and a professional seal to all designs.

(Source: Section repealed, new Section added at 19 Ill. Reg. 11861, effective August 3, 1995)