**Section 592.120 Application Review Process**

a) The Department will accept applications for grant awards during the period specified in the notification posted pursuant to Section 592.110(a)(1).

b) The Department will perform a technical review to ensure that all required materials (as listed in Section 592.115) are submitted and comply with submission requirements. The review will include whether the application form includes all required information and the applicant's signature and date of signature.

c) An application will be incomplete if the Department's technical review determines that required information and materials are not present or if additional information or documentation is required to clarify a response. If the application is incomplete, the Department will notify the applicant in writing. The applicant shall have 30 calendar days (from the date of the Department's notification) to provide all necessary information to complete the application. Upon receipt of all additional information requested, the Department will review the application for completeness and notify the applicant of its decision. If the Department determines that the application remains incomplete, the application will be null and void.

d) If the amount of grant funds available is insufficient to award to each approved applicant the maximum amount of grant funds requested, the Department shall divide the funds equally among the qualified applicants. In determining how to award grant funds, the Department will consider, but is not limited to, the amount of funds available, the number of approved applicants, and the requirements of the grant program as set forth in the Act and this Part.

e) Applications received after the published deadline for submission in the notification will not be considered in the selection process.

(Source: Added at 38 Ill. Reg. 23080, effective November 21, 2014)