

**Notice for Funding Opportunity (NOFO)
County Solid Waste Planning
Summary Information**

	Data Field	
1.	Awarding Agency Name:	Illinois Environmental Protection Agency
2.	Agency Contact:	Agency contact information for the application process: James Jennings James.M.Jennings@illinois.gov 217-524-1852
3.	Announcement Type:	Initial
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	#1
6.	Funding Opportunity Title:	County Solid Waste Planning
7.	CSFA Number:	532-30-2881
8.	CSFA Popular Name:	County Solid Waste Planning
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	Up to \$500,000.00
12.	Award Range	\$5,000.00
13.	Source of Funding	State
14.	Cost Sharing or Matching Requirement	No
15.	Indirect Costs Allowed	Yes
	Restrictions on Indirect Costs	No
16.	Posted Date:	05/02/2022
17.	Application Range	05/02/2022 to 06/02/2022 5:00 PM (CST)

County Solid Waste Planning NOFO Supplemental

A. Program Description

Program Background Information and Objectives: This Notice of Funding Opportunity (NOFO) announces the availability of funds from the Illinois Solid Waste Management Fund (SWMF), administered by the Illinois Environmental Protection Agency (Illinois EPA or Agency) Waste Reduction and Compliance Section (WRCS). The SWMF provides funding for grants to counties and other units of local government to assist in implementing their solid waste planning obligations under the Illinois Solid Waste Planning and Recycling Act (SWPRA). See 415 ILCS 15/7(c). The Illinois EPA WRCS is responsible for reviewing county solid waste management plans submitted pursuant to the SWPRA. See 415 ILCS 15/4(b) and (c).

Illinois EPA WRCS intends to provide interested counties, and other units of local government required to develop a county solid waste management plan, financial assistance to help prepare their next plan update, as required by the SWPRA. Eligible projects include, but are not limited to, conducting a local solid waste and materials management needs assessment, surveying local solid waste and materials management stakeholders to determine programmatic expansion viability, internally authoring solid waste management plan updates, or procuring consulting services to prepare solid waste management plan updates. Each county or unit of local government required to develop a solid waste management plan is eligible for \$5,000.00 of funding. Eligibility criteria are provided in detail below.

B. Funding Information

This award is funded through the SWMF. The projects to be funded are:

County solid waste management planning projects undertaken by counties or other units of local government required to develop a solid waste management plan. Each such county or unit of local government is eligible for \$5,000.00 of funding per county served.

The number of awards will depend on the number of applications received. The performance period is anticipated to begin May 1, 2022. Grantees will be provided a single lump sum payment of \$5,000.00 on or before June 30, 2022. Grantees must demonstrate to the Agency the use of grant funds for qualifying costs incurred after the execution of the grant agreement through December 29, 2023.

Eligible costs include: equipment, labor, service, contractual, and administrative costs.

Applicants are required to submit a comprehensive narrative project plan that includes all aspects of the project(s). The plan should identify the following, at minimum:

- 1) A description of the applicant, the project, and the eligible project activities, including:
 - a. Applicant name;
 - b. Applicant organization governance/type (e.g., municipality, county, etc.);
 - c. Applicant address;
 - d. Scope of applicant organization's geographical reach (e.g., municipalities and counties served);
 - e. Physical address of principal office of the unit of government to benefit from the proposed project;
 - f. Applicant county (and county for which the solid waste management plan will be prepared, if different);

- g. Type of project(s) (e.g., conducting a local solid waste and materials management needs assessment, surveying local solid waste and materials management stakeholders to determine programmatic expansion viability, authoring a solid waste management plan update, procuring consulting services to prepare a solid waste management plan update, etc.);
 - h. Narrative justification for the proposed project; and
 - i. Communication plan for sharing project information and benefits with constituents.
- 2) A project implementation timeline with key milestones. The anticipated timeline and milestones should be determined to the best of the applicant's ability and include the following relative to the proposed solid waste management planning activities.
- a. Date of the county or unit of local government's most recent solid waste management plan;
 - b. Date for procuring any necessary professional or artistic services necessary to undertake the project;
 - c. Date for executing any necessary professional or artistic services agreements necessary to undertake the project;
 - d. Date for beginning project work; and
 - e. Project completion date.
- 3) A project budget that itemizes any/all equipment, service, labor, and contractual costs, as well as identifies eligible and ineligible costs separately.

Successful applicants will enter into a grant agreement with the Agency and will be awarded from the Agency a one-time payment of \$5,000.00 upon execution of the grant agreement. The start date for the performance of the award is as soon as the grant agreement is executed between the grantee and the Illinois EPA. Projects should be planned for completion with all documentation reflecting the use of grant funds submitted no later than December 29, 2023.

C. Eligibility Information

The Illinois EPA WRCS will accept applications from counties and units of local government in the State of Illinois that are required to prepare solid waste management plans in accordance with the SWPRA.

An entity may not apply for a grant until registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) website, www.grant.illinois.gov, Grantee Links tab. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal Debarred and Suspended and Illinois Stop Payment List status. An automated email notification to the entity alerts them of "qualified" status and informs how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

1. Eligible Applicants.

An applicant eligibility checklist is provided below. **If the answer to any of the following questions is no, the proposed project will not be considered for funding.**

Criteria	Yes	No
Is the project located in Illinois?		
Is the applicant required to prepare a solid waste management plan in accordance with the SWPRA?		
Is it necessary for the applicant to prepare a solid waste management plan?		

Has the applicant provided a narrative explanation of how the project will assist in preparing its solid waste management plan with its application?		
Can the project(s) be completed by December 29, 2023?		
Can the applicant submit its records reflecting the use of all grant funds by December 29, 2023?		
Additional GATA Criteria	Yes	No
Can the applicant meet all of the following pre-qualification requirements through the Grant Accountability and Transparent Act (“GATA”) grantee portal, www.grants.illinois.gov , at the time of award?		
Does applicant have a valid DUNS number?		
Does applicant have a current SAM.gov account?		
Can the applicant prove it is not on the Federal Excluded Parties List?		
Is the applicant in good standing with the Illinois Secretary of State?		
Can the applicant prove it is not on the Illinois Stop Payment List?		
Can the applicant prove it is not on the Dept. of Healthcare and Family Services Provider Sanctions List?		
Applicant either: (a) has a current Internal Controls Questionnaire (ICQ); OR (b) is willing to complete an ICQ before Illinois EPA issues a Notice of State Award (NOSA) resulting from this NOFO?		
Does the applicant meet all eligibility requirements outlined in Section C?		

2. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

- a. **Federally Negotiated Rate.** Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. The State of Illinois will accept the federally negotiated rate. The applicant must provide a copy of the federal NICRA.
- b. **State Negotiated Rate:** The applicant must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the *De Minimis* rate.
- c. ***De Minimis* Rate.** An organization that has never received a Federally Negotiated Rate may elect a *de minimis* rate of 10% of modified total direct costs (MTDC). Once established, the *de minimis* rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the Notice of State Award. An applicant has the discretion not to claim payment for indirect costs. Applicants that elect not to claim indirect costs cannot be reimbursed for indirect costs.

D. Application and Submission Information

1. Address to Request Application Package.

The entire application package may be downloaded at <https://www2.illinois.gov/epa/topics/waste-management/materials-management/Pages/County-Solid-Waste-Planning-.aspx>. Potential applicants may address any problems with accessing the application package by contacting James Jennings at james.m.jennings@illinois.gov.

2. Content and Form of Application Submission.

Applicants must use the application forms provided along with the GATA Uniform Application and the GATA Uniform Budget. These forms are designed to allow the Illinois EPA and the review committee to obtain sufficient information to properly evaluate each proposed project. All project descriptions, proposals, charts, tables, and cost estimates must be included with the application. All documents that are signed must be signed by a person authorized by their organization to enter into formal contractual agreements.

A complete application package consists of:

- a. Uniform Application for State Grant Assistance;
- b. Narrative Project Plan(s); and
- c. Uniform Budget Template.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).

Each applicant is required to: 1). Be registered with the System for Award Management (“SAM”) before submitting an application (www.sam.gov); 2). Provide a valid Dun and Bradstreet Universal Numbering System (“DUNS”) number in its application; and 3). Maintain an active SAM registration with current information at all times during which it has an active State award or an application under consideration with Illinois EPA.

The Illinois EPA may not make a State award to an applicant unless the applicant has complied with all applicable DUNS and SAM requirements, and if an application has not fully complied with these requirements by the application deadline, the Illinois EPA may determine that the applicant is not qualified to receive a State award.

4. Submission Dates and Times.

The applicant must provide all information requested in the application package. Applications must be submitted electronically to epa.recycling@illinois.gov with the subject line “[Applicant Name] SWMP Application Materials”.

The application must be received by **5:00pm Central Time on May 31, 2022**. Applications submitted after 5:00pm on May 31, 2022, will not be considered for funding. The Illinois EPA will use the date and time of the submittal email to determine whether an application has been timely submitted.

5. Funding Restrictions.

The award will not allow for reimbursement of costs incurred prior to the effective date of the grant agreement or after the project period in the grant agreement ends. Applicants will be prohibited from combining funding from this program with other funding such that they receive in excess of 100% funding for any project.

For purposes of this NOFO, the terms “Allowable Costs” and “Unallowable Costs” have the same meaning as provided in 44 Ill. Admin. Code Part 7000.

Subcontractors are subject to all provisions of grant agreements that result from this NOFO. Applicants retain sole responsibility for all subcontractors.

E. Application Review Information

All applications will be reviewed for completeness. Applications found to be complete will undergo a review performed in compliance with GATA and 2 CFR 200 Uniform Requirements, as adopted by 44 Ill. Adm. Code Part 7000.

Illinois EPA staff will be responsible for reviewing applications for completeness.

An appeal must be submitted in writing to the following address:

Illinois Environmental Protection Agency
Attn: Waste Reduction and Compliance Section
1021 N. Grand Avenue East,
Springfield, Illinois, 62794-9276.

Appeals must be received within 14 calendar days after the date that the grant award notice has been published by the Illinois EPA to grants.illinois.gov. The written appeal should include at a minimum the following: the name and address of the appealing party, identification of the grant, and a statement of reasons for the appeal. The Agency will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. When an appeal is received, the execution of all grant agreements that the Illinois EPA intends to make under this NOFO shall be stayed until the appeal is resolved, unless the Illinois EPA determines the needs of the State require moving forward with execution of the grant agreements. The State need determination and rationale shall be documented in writing. The Agency will respond within 50 days or supply a written explanation to the appealing party as to why additional time is required. The appealing party must supply any additional information requested by the Illinois EPA within the time period set in the request. The Illinois EPA will resolve the appeal by means of written determination, which shall include, but not be limited to, review of the appeal determination, and rationale for the determination.

Neither the State of Illinois nor Illinois EPA is obligated to make any award as a result of this NOFO. Grant applicants are not authorized to proceed with projects until the Director has signed the Grant Agreement.

Anticipated Announcement and State Award Dates.

Anticipated Date	Illinois EPA Action or Award Deadline
May 1, 2022	Release NOFO
May 31, 2022	Close the Application Period
June 15, 2022	Send a Notice of State Award to selected applicants for signature
June 30, 2022	Provide fully-executed grant agreement to grant recipients
December 29, 2023	Projects must be completed by Grantee
December 29, 2023	Grantee must submit Final Reports to Illinois EPA

F. Award Administration Information

1. State Award Notices.

After the Illinois EPA has selected the projects that will be granted funds, successful applicants will receive a Notice of State Award (NOSA). The NOSA will specify the funding terms and specific conditions resulting from pre-award risk assessments. The NOSA will be distributed through the Grantee Portal, and it must be

accepted through the Grantee Portal. The NOSA must be accepted before a Grant Agreement can be sent to the applicant.

After all prerequisites to the Grant Agreement have been completed, the Grant Agreement between the Illinois EPA and the applicant will be sent for the applicant to sign and return. Once the Grant Agreement is fully executed by the Illinois EPA, a copy will be returned to the applicant.

Only after the Grant Agreement has been signed by the Director of the Illinois EPA can expenses be incurred for grant reimbursement. Any expenses incurred outside of the grant period (before or after) are not eligible either as match or for reimbursement related to the grant.

2. Administrative Requirements.

Following a decision of intent to award, the Illinois EPA is required by GATA to conduct a financial and administrative risk assessment of the applicant. Additional information may be required from all successful applicants. For an applicant to remain eligible for the award, it must provide the requested information within 30 days after notification of intent to award. The Programmatic Risk Assessment Questionnaire evaluates the applicant's ability to successfully carry out the terms of a specific project and assesses four risk categories: 1) quality of management systems and ability to meet the management standards; 2) history of performance; 3) reports and findings from audits performed on prior awards; and 4) the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.

The Grant Funds Recovery Act (30 ILCS 705) also governs all grants resulting from this NOFO.

3. Reporting.

All grantees will be required to submit quarterly reports to the Illinois EPA describing the progress of the projects and costs incurred during the preceding 3-month reporting period. Quarterly reports will be due on October 15, January 15, April 15, and July 15 over the duration of the grant project period. Grantees must report the status of the project, specific tasks completed during the reporting period, tasks that remain to be completed, specific costs incurred and paid by the grantee during the reporting period, and projected date of project completion. A template of the quarterly report will be supplied to all grantees. Quarterly reports will be consistent with the Grant Funds Recovery Act (30 ILCS 705).

G. State Awarding Agency Contact

Any questions about this NOFO should be directed to: James Jennings at james.m.jennings@Illinois.gov or 217-524-1852.

H. Other Information

Neither the State of Illinois nor Illinois EPA is obligated to make any award as a result of this NOFO. Grant applicants who hope to apply grant funds to energy efficiency projects may not proceed with the proposed project until a properly executed Grant Agreement is in place.

Mandatory Forms -- Required for All Agencies

1. Uniform State Grant Application
2. Project Narrative
3. Budget using the Uniform Budget Template
4. Budget Narrative