



# ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

## RESIDENTIAL SHARPS COLLECTION NOTICE OF FUNDING OPPORTUNITY: NARRATIVE

A Narrative Project plan will need to be submitted with the proposal. It should be completed in Microsoft Word and include the following:

- a. Applicant name;
- b. Scope of applicant organization’s geographical reach (e.g., municipalities and counties served);
- c. A description of the procedures that will be used to ensure the sharps collection station operates in accordance with Section 56.7 of the Illinois Environmental Protection Act;
- d. Acknowledgment of responsibility for the performance of any subrecipients or other external partners
- e. Identifying a designee to oversee and prepare performance reporting. Outline designated staff familiarity with the program requirements, deliverables, and outcomes and if there is any segregation of duties.
- f. Acknowledgement of project dates established in the NOFO (Upon execution of Agreement through June 30, 2025)
- g. Acknowledgement of the IEPA monthly invoicing process for reimbursement, submitted by the 10<sup>th</sup> of each month, including the following information:
  - Grantee Name/Address
  - Date Submitted
  - Service Dates
  - Invoice Amount
  - Provide Backup Documentation
- h. Acknowledgement of the following timeline:

Activity	Due Date
Submit Monthly Invoice (if applicable)	August 10 <sup>th</sup> , 2024
Submit Monthly Invoice	September 10 <sup>th</sup> , 2024
Submit First Year Final Report	September 30 <sup>th</sup> , 2024
Submit Monthly Invoice	October 10 <sup>th</sup> , 2024
Submit Quarterly Report (Q3 24)	October 30 <sup>th</sup> , 2024
Submit Monthly Invoice	November 10 <sup>th</sup> , 2024
Submit Monthly Invoice	December 10 <sup>th</sup> , 2024
Submit Monthly Invoice	January 10 <sup>th</sup> , 2025
Submit Quarterly Report (Q4 24)	January 30 <sup>th</sup> , 2025
Submit Monthly Invoice	February 10 <sup>th</sup> , 2025
Submit Monthly Invoice	March 10 <sup>th</sup> , 2025
Submit Monthly Invoice	April 10 <sup>th</sup> , 2025
Submit Quarterly Report (Q1 25)	April 30 <sup>th</sup> , 2025
Submit Monthly Invoice	May 10 <sup>th</sup> , 2025
Submit Monthly Invoice	June 10 <sup>th</sup> , 2025
Second Year Project Work End Date	July 30 <sup>th</sup> , 2025
Final Report Due	July 31 <sup>st</sup> , 2025

2125 S. First Street, Champaign, IL 61820 (217) 278-5800  
 115 S. LaSalle Street, Suite 2203, Chicago, IL 60603  
 1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346-5120  
 9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000

595 S. State Street, Elgin, IL 60123 (847) 608-3131  
 2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200  
 412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022  
 4302 N. Main Street, Rockford, IL 61103 (815) 987-7760

- i. Description of Need (1-2 paragraphs): Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose.
- j. Description of Capacity (1-2 paragraphs): The ability of your entity to execute the grant project according to the project requirements.
- k. Description of Quality (1-2 paragraphs): The totality of features and characteristics of a service, project, or product that indicate your entity's ability to satisfy the requirements of the grant program.
- l. 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 activities.
  - Date by which the unit of local government will procure a permitted PIMW transporter to utilize or the name of the PIMW transporter under contract with the unit of government;
  - Date for executing any agreements necessary to undertake the project; and
  - Date for beginning collections.