

Multi-municipal Requirements Guidance Document

Eligibility

Multi-municipal applications under the Act 101, Section 904 Recycling Performance Grant Program will only be accepted by the Department from the following:

- A. Council of governments, consortiums or other similar entities established by two or more municipalities under 53 Pa.C.S. Chapter 23 Subchapter A. where the collection of recyclables has been accomplished either through a joint bid for services or a joint municipally operated collection system (curbside or drop-off) accompanied by a joint recycling education program.
- B. Two or more municipalities where the collection of recyclables has been accomplished either through a joint bid for services or a joint municipally operated collection system (curbside or drop-off) accompanied by a joint recycling education program.

Additionally, multi-municipal applicants meeting (A) or (B) must have the following:

1. An inter-municipal or inter-governmental agreement between the participating municipalities.
2. A shared recycling ordinance(s) meeting the provisions of Act 101 and Act 140.
3. A shared recycling ordinance enforcement program including fines and penalties.
4. A shared recycling education program that is uniform in information, preparation, collection, and reporting.
5. A contract for joint bid for recycling services or a joint municipally operated collection system.

The Department will not accept an application submitted by two or more municipalities unless they meet all the previously listed criteria. Submittals from county governments are not considered multi-municipal applications and are therefore not subject to these criteria.

Pre-application Conference Requirement

Potential multi-municipal applicants may contact the Department's Central Office Recycling Program to schedule an optional pre-application conference to discuss application requirements and program guidelines. Multi-municipal applicants that do not meet the above criteria should submit individual applications for each of the participating municipalities.

Pre-application meetings may be scheduled up until December 1st of the current application period.

Scheduling the Pre-application Conference

Please contact Department's Central Office Recycling Program to schedule an optional pre-application conference. The following must be provided to the Department 10 days prior to the scheduled meeting:

1. The inter-municipal or inter-governmental agreement between the participating municipalities.
2. The shared recycling ordinance(s) meeting the provisions of Act 101 and Act 140.
3. The shared recycling ordinance enforcement program including fines and penalties.
4. Examples of the shared recycling education program that is uniform in information, preparation, collection, and reporting.
5. The contract for joint bid for recycling services or a joint municipally operated collection system.

If the potential applicant(s) fail to provide the supporting documents in a timely manner, the preapplication conference will be postponed or cancelled at the Department's discretion.

Pre-application meetings may be scheduled up until December 1st of the current application period. This allows the potential multi-municipal applicant ample time to review and submit their application or submit separate applications for each of the participating municipalities if necessary.

The Pre-application Conference

The pre-application meeting must include a representative from each of the participating municipalities and at least one individual from the Department's Central Office Recycling Program.

The Department will review the documentation provided by the municipality and discuss the materials. The Department will also explain the additional materials multi-municipal applicants must upload in their application.