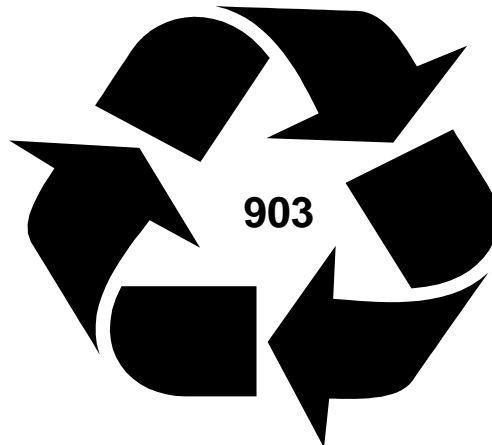




**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

**COUNTY RECYCLING COORDINATOR GRANT**  
UNDER SECTION 903 OF ACT 101  
THE MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT  
OF JULY 1988



**PROGRAM INFORMATION**

**Due Date: April 30 (of the following calendar year)**

**BUREAU OF WASTE MANAGEMENT  
DIVISION OF WASTE MINIMIZATION AND PLANNING**

[www.dep.pa.gov](http://www.dep.pa.gov)

*An Equal Opportunity Employer*

December 11, 2020

**To:** All County Recycling Coordinators

**Re:** Act 101, Section 903 Grant Information

Dear County Recycling Coordinator:

The Department of Environmental Protection hereby announces an invitation to all Pennsylvania counties to apply for county recycling coordinator (CRC) grant assistance pursuant to the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988, Act 101, P.L. 556. The Department is authorized under Act 101, Section 903, to provide 50% reimbursement grants for the cost of employing a CRC. *Only county entities are eligible to apply for recycling coordinator grants.* Grant awards will be predicated on the receipt of recycling fees required by Sections 701 and 702 of Act 101 and the availability of monies in the Recycling Fund.

**NOTE:** The county must specify only *ONE (1)* individual to perform the CRC position for the purpose of reimbursement under Act 101, Section 903. Two (2) individuals (i.e. county employee and contractor or contractor's employee) cannot share the same position.

The information contained in this packet is provided to assist in preparing and submitting your application. This instruction packet includes the following:

1. A letter to the County Recycling Coordinators
2. Pennsylvania County Recycling Coordinator Responsibilities
3. A list of the County Recycling Coordinator Activities Eligible for Reimbursement
4. The County Recycling Coordinator Grant Program Fact Sheet
5. Instructions for completing the Recycling Coordinator Reimbursement forms
6. The Military Leave Policy

The following documents are required to complete this grant application. All the documents can be found at <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Pages/default.aspx> on the DEP website under "Act 101, Section 903." Only the latest version of these forms will be accepted, unless otherwise directed. Please do not submit any additional documentation with your application materials unless they are specifically requested.

1. The 903 Application Spreadsheet (an Excel spreadsheet with three tabs – an *Activities & Expenses Log*, a *Wages & Benefits Log*, and a *County Expenses & Reimbursement Log (DEP Use Only)*).
2. The Application for Reimbursement for a County Recycling Coordinator (Section A – F Form).
3. Expense Documentation, such as any receipts/invoices and proof of payments necessary for requested reimbursements. Proof of payment (PoP) can be in the form of an invoice showing a zero balance, paid receipt, cleared check (both sides) or bank/credit card statement showing that the County paid the fees for the requested reimbursement.

**NOTE:** Please black out any account / personal information as these documents will be placed in the Department's filing system.

4. If the designated CRC is an outside contractor\*, the county *MUST INCLUDE* with the grant application submission an Agreement or Memorandum of Understanding (MOU) between the county and the person designated as the CRC. (Further requirements for this documentation are listed below. \*\*)

**\*NOTE:** An outside contractor is any individual who does not work as an employee for the represented county, such as an employee of a private or public organization, an employee of a Solid Waste Authority, or a private individual. Any organization that contracts with the county must assign one individual to conduct the CRC responsibilities.

\*\*The agreement must include the following:

- a. Name of the organization and/or person who will perform the duties of the CRC;
- b. Details of the duties of the organization and/or person;
- c. Percentage of salary, benefits, expenses, etc., the organization and/or person incurs that the county will reimburse that organization and/or person;
- d. Detailed expectations (goals) the county has of the organization and/or person performing the recycling duties.
- e. Must be signed and dated by all parties of the Agreement and include effective date(s).

It is expected the designated recycling coordinator will perform duties in addition to completing grant applications. These duties include, but are not limited to, improving collection methods, increasing the tonnages of recyclables collected, educating county residents about recycling, assisting municipalities with recycling and other recycling related activities. A more detailed list of these responsibilities is found in this packet entitled "Pennsylvania County Recycling Coordinator Responsibilities." These responsibilities become effective for CY2019.

The annual application deadline for the County Recycling Coordinator Program Grant is April 30 for the duties performed during the previous calendar year, January 1 through December 31. The completed application documents (Excel Spreadsheet, Section A-F Form, Expense Documentation, and County-Contractor Agreement, if applicable) must be downloaded electronically through the Department of Community and Economic Development's (DCED) Electronic Single Application website found at <https://www.esa.dced.state.pa.us/Login.aspx> . Completed applications must be received on or before the designated deadline to be considered for funding. Applications electronically transmitted or received after the April 30 deadline will not be considered.

In order to have out-of-state travel reimbursed, at least one month prior to the actual travel, a current DEP Bureau of Waste Management Travel Request Form, along with an itinerary, must be submitted for approval to the designated Regional Recycling Coordinator and 903 County Recycling Program Grant Coordinator. Another copy of this form need not be submitted with the applicable 903 Grant application. This form, entitled "Approval of Out of State Travel Associated with Work Included Under Act 101 Grant Programs Form," along with the Instructions for its' completion and submission, is available on the DEP website under "Act 101, Section 903" at <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Pages/default.aspx> .

Please be advised that prior to release of the grant reimbursement the following requirements will be expected:

1. Act 101 compliance for all mandated municipalities evidenced by the entry into the Re-TRAC system of the required tonnages for Residential (includes Residential Yard & Leaf Waste) and Commercial Surveys.
2. Completed entry into the Re-TRAC system of Contact Information and Recycling Program Information for ALL municipalities under the represented county.

Verification of compliance will be conducted as part of the grant application process. For any mandated municipalities not in Act 101 compliance, correspondence sent by the designated CRC in an effort to bring said municipality back into compliance will be requested before the application is reviewed. More information on this can be found in the "Re-TRAC Connect User Guide."

Any county that fails to meet the provisions set forth in this Act will not be considered for funding. Please see the County Recycling Coordinator Program Fact Sheet in this application for further details on the programs' components.

Each year, the Department conducts a review of documentation from a certain number of applicants. If selected, your county will be given at least a 30-day notice to provide the documentation necessary to support your application. Your grant award will be determined based on the documentation evaluated at the time of the review. Failure to submit a complete and accurate application may result in a reduction or denial of your grant request.

Your application is also subject to audit by the Office of Auditor General, Office of the Treasurer, or agents of those offices. For this reason, you are required to maintain the documentation supporting this grant application for up to four (4) years from the date the application is submitted. *You are required to submit proper documentation for travel expenses when you submit your application. You may also be requested to provide additional documentation at a later date.*

For specific questions and/or concerns regarding the application process, please contact me via email at [jyurcaba@pa.gov](mailto: jyurcaba@pa.gov) or telephone at 717.329.2646. The Department looks forward to receiving your application and thanks you for your interest in recycling and the Act 101 County Recycling Coordinator Program Grant.

Respectfully,

JoAnne M. Yurcaba  
903 County Recycling Program Grant Coordinator  
Division of Waste Minimization and Planning

## **Pennsylvania County Recycling Coordinator Responsibilities**

1. Provide municipal refuse/recycling program technical assistance:
  - a. Work with mandated municipalities to help them achieve Act 101 compliance and understand municipal demographics.
  - b. Provide models of ordinances, contracts, rules and regulations, and procedures to municipalities.
  - c. Provide support to municipal coordinators for annual report data collection, Section 902 recycling program implementation grants, and Section 904 recycling program performance grants.
  - d. Provide relevant, concise, and timely public information on county-wide recycling programs and markets to coordinators to share with residents.
  - e. Assist and encourage municipal coordinators to learn about Act 101 requirements, recycling markets, best practices, public education, etc.
  - f. Conduct an education/training program for municipal officials or municipal recycling coordinators within the county and submit documentation of the program.
  - g. Assist municipalities within the county with finding markets for their recycled materials.
  - h. Facilitate municipal special collection events.
2. Provide commercial, institutional, and community event refuse/recycling program technical assistance:
  - a. Work with municipal coordinators to ensure the non-residential entities and community events organizers are knowledgeable about recycling requirements and how to set up programs.
  - b. Provide instructions and templates for conducting waste audits, measuring program efficiencies, and improving recycling and record-keeping.
3. Complete the Annual Report process as required:
  - a. Submit Annual Report for county and municipal recycling programs to DEP by April 1<sup>st</sup> each year for the prior year as required by Act 101:
    - 1) Provide a list of recycled materials that was procured for county operations.
    - 2) Maintain a list of existing recycling markets within the county.
    - 3) Demonstrate participation in the development of the recycling section of the county Solid Waste Plan in years when the plan is being developed.
    - 4) Provide summaries of each meeting with County Commissioners showing recycling progress within the county.
  - b. Assist municipal coordinators in getting annual recycling data from commercial entities and self-haulers.
  - c. Review and analyze the reports submitted by each municipality for errors and anomalies.
  - d. Distribute to municipal coordinators the statewide Annual Reports collected and disseminated by the PROP Data Management Committee.

- e. Update and maintain the following surveys in Re-TRAC Connect with county-wide and municipal recycling data:
  - 1) Recycling & Compost Facility Directory for county
  - 2) Municipal Contact Information
  - 3) Recycling Program Information
  - 4) Residential Data
  - 5) Commercial Data
  - 6) Financial Data [voluntary]
  - 7) Haulers/Vendors [voluntary]
- 4. Review and report county and municipal recycling program analytics to elected officials/municipal coordinators to include:
  - a. program and material trend reports for each municipality and the county;
  - b. environmental equivalencies for the greenhouse gases diverted by recycling;
  - c. residential tons recycled per capita and per household;
  - d. effects from public education, program changes, and/or enhancements on diversion by recycling or waste minimization efforts.
- 5. Collaborate and communicate with haulers:
  - a. Work to establish standard and accurate documentation practices that can be utilized by all haulers operating within the county.
  - b. Respond to questions or needs that may arise regarding municipal contracts, routes, and/or recycling markets.

# **Activities Eligible for Reimbursement for County Recycling Coordinator Grant Applications**

## **Under Act 101, § 903**

### **The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988**

Upon application from a county, the Department will award grants for authorized salary and expenses for county recycling coordinators. Grant funds may not exceed 50% of the approved cost of the county recycling coordinator's salary and expenses incurred on or after January 1 through December 31 for each calendar year. The following duties / activities of county recycling coordinators will be eligible for reimbursement:

1. Assisting the County in developing and implementing the waste reduction, recycling, leaf and yard waste and household hazardous waste components of its solid waste management plan.
2. Identifying and encouraging opportunities for intermunicipal cooperation and cooperative efforts with other organizations to further waste reduction, recycling, leaf and yard waste composting and household hazardous waste programs.
3. Providing technical assistance to municipalities on developing and implementing waste reduction, recycling, leaf and yard waste composting and household hazardous waste programs.
4. Developing educational programs and materials on waste reduction, recycling, leaf and yard waste composting, household hazardous waste programs and litter control.
5. Serving as a contact for waste reduction, recycling, leaf and yard waste composting and household hazardous waste program questions from within the county.
6. Participating in, and coordinating when appropriate, waste reduction, recycling, leaf and yard waste composting and household hazardous waste meetings, training programs, workshops and conferences.
7. Speaking to schools and community, business and government organizations about waste reduction, recycling, leaf and yard waste composting and household hazardous waste programs.
8. Assisting municipalities in identifying recyclable materials capable of being marketed and locating markets.
9. Assisting municipalities with developing and coordinating leaf and yard waste collection and composting programs and identifying markets for composting.
10. Assisting municipalities in preparing recycling and household hazardous waste program grant applications.
11. Collecting data on municipal recycling programs within the county on commercial, institutional and municipal establishment recycling and recycling at community activities; then reporting the collected data annually to the Department (via the Pennsylvania Re-TRAC database system) **on or before April 1st.**
12. Identifying sources of recyclable products and products made of recycled materials and encouraging the use of those items to support county and municipal recycling programs.
13. Developing recycling programs for special materials such as automotive waste oil, tires, household hazardous waste, white goods, batteries, electronic equipment, computers and devices that contain cathode ray tubes (i.e. televisions and computer monitors).
14. Administration and management of county recycling programs.
15. Assessing the implementation of recycling programs within the county.

## COUNTY RECYCLING COORDINATOR GRANT PROGRAM

The Department of Environmental Protection (DEP) awards Section 903 grant funds to eligible counties of Pennsylvania for 50 percent reimbursement of the approved cost of their county recycling coordinator's salary and expenses. Applications are submitted annually by April 30 for the previous calendar year. The following information is provided to assist county officials in the determination of their eligibility for this grant.

### Statutory Authority:

- Grants are authorized under Section 903 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of 1988, P.L. 556).
- All funds are allocated annually from the Recycling Fund authorized under Act 101.

### Basic Provisions:

- Grants from the fund are available to counties only.
- Upon application from any county located in Pennsylvania, DEP shall award grants annually toward reimbursement for authorized costs incurred for the salary and expenses of recycling coordinators.
- Typical duties of the county recycling coordinator include, but are not limited to:
  - Development of recycling public education programs.
  - Assistance to municipalities in development of recycling programs.
  - Assistance to municipalities in the preparation of recycling grant applications.
  - Assistance in selection of materials to be recycled and market identification.
  - Identification of opportunities for intermunicipal cooperation.
  - Collecting recycling program data and reporting the information, via the Pennsylvania ReTRAC database system, to DEP by April 1 for the previous year.
- The grant shall not exceed 50 percent of the approved costs of the recycling coordinator's salary and expenses for a designated year.
- DEP may withhold reimbursement of the requested grant for omission or falsification of information required to be submitted with or in support of the application.
- Expenses claimed in this application are subject to audit by DEP or its authorized representative.

### Application Procedures:

- The application requires the submittal of the recycling coordinator's job description, which explains the duties, responsibilities, activities and any achievements accomplished for the position in the year for which the grant is sought.
- Proof of payment of expenses must be retained in the county's official recycling office and must be presented at the request of DEP. It must include at a minimum:
  - Payroll records or copies of both sides of cancelled checks stating the gross amounts paid.
  - Copies of monthly activities and travel logs.
  - Receipted itemized invoices.
  - Proof of attendance at training courses, meetings or functions.
  - Proof that the county recycling coordinator has met all requirements of the grant program.



## Eligible Costs for Recycling Coordinator Grants:

- Wages or salaries.
- Employer costs for social security, workers compensation, unemployment compensation and other benefits paid for by the county.
- Travel expenses and other costs associated with attending DEP or other training courses, related meetings and functions including:
  - Registration fees.
  - Rate of pay for the actual hours of attendance.
  - Travel costs directly related to the recycling program occurring within Pennsylvania.

**NOTE:** *Travel costs are to be in accordance with and are not to exceed the maximums prescribed in Department Travel Regulations, as set forth in Management Directive 230.10 of Jan. 1, 2012, as revised. This includes mileage reimbursement for job-related use of county or personal vehicle, lodging and subsistence for events occurring outside a 50-mile radius of both the recycling coordinator's place of employment and residence.*

- Travel occurring outside of Pennsylvania, which is greater than 300 miles from the county's official business address or which includes expenses greater than \$300, must be pre-approved by the appropriate DEP regional office.

Items specifically **excluded** as eligible costs for a recycling program include, but are not limited to the following:

- Permit application activities not related to recycling.
- Consulting fees for technical consultation on specific permits.
- Clerical activities to include, for example, the dropping off or picking up of mail, timesheets, paychecks, etc.
- Office equipment, office maintenance, cell phones and internet subscription and access fees.
- Office supplies, duplicating and postage.
- Clothing allowances.
- Mileage driven to collect recyclables.
- Other operational expenses (i.e., driving vehicles for inspection, repair, etc.).

## Grant Limitations:

- A county may receive no more than 10 percent of the funds available under this grant in any fiscal year.
- A grant may not be awarded to any county that has failed to comply with the conditions set forth in previously awarded grants, the grant requirements of Act 101 or the regulations of the act.
- DEP's ability to award grants is contingent upon the availability of monies in the Recycling Fund.

For additional information regarding this grant, visit

[www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?/Grants/GrantLoans](http://www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?/Grants/GrantLoans).

# Instructions for Filing the Reimbursement Application for Act 101, Section 903 County Recycling Coordinator Grant Program

## A. GENERAL INSTRUCTIONS:

1. Please read all instructions carefully before completing your application. Failure to submit the required information and supporting documents will delay reimbursement, as the application will be returned for proper submittal. If questions remain after reviewing these instructions, please contact the 903 Program Manager.
2. The application consists of the Application for Reimbursement for a County Recycling Coordinator (Section A – F Form), the 903 Application Spreadsheet plus any Expense Documentation if requesting reimbursement(s), and any agreement between the county and the organization and/or person designated as the CRC.
3. Please see the “letter to the County Recycling Coordinators” included in this packet for further information on the due date and how / where to submit the required forms for your completed grant application.
4. All documents (The Section A-F Form and the 903 Spreadsheet) required for this grant and the 903 Grant Instructions are available on the DEP website under “Act 101, Section 903” at <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/FinancialAssistance/Pages/default.aspx> .

## B. INSTRUCTIONS FOR SECTION A – F Form:

1. SECTION A – APPLICANT INFORMATION – page 1 (no attachments to this form is permitted):
  - a. Item 1 – Enter the name of the county applying for the grant.
  - b. Item 2 – Enter the county’s official business address.
  - c. Item 3 – Enter the county’s Federal ID Number.
  - d. Item 4 – Complete the calendar year for which the grant application is submitted.
  - e. Item 5 – Select whether the Payment Method for the grant reimbursement should be via check or Electronic (ACH). If Electronic, complete the ACH information (If you do not know the Partner Bank Type, leave space blank.)
  - f. DO NOT enter information into the block titled DEPARTMENT USE ONLY.
2. SECTION B – COUNTY RECYCLING COORDINATOR JOB DESCRIPTION – page 2:
  - a. Provide a job description for the CRC in the position at the end of the application year. Be specific and include the CRC job duties and responsibilities. Any activities and achievements are encouraged to be included. Page 2 will expand if more space is needed.
  - b. This form will be returned if a copy of a job description is simply attached; the information must be added into the blank space provided in the form (may be copied and pasted).
3. SECTION C – COUNTY RECYCLING COORDINATOR INFORMATION – page 3:
  - a. Enter the current CRC’S name, title and place of employment’s mailing address, email address, telephone number, and fax number (enter N/A if not applicable).
  - b. Enter the web address of the recycling homepage.
  - c. Place a “check mark” or “X” in the box for each certification held by the current CRC.

4. SECTION D – COUNTY RECYCLING COORDINATOR POSITION INFORMATION – page 3:  
Fill out Items 1 through 10 for the CRC in the position at the end of the Application Year.
- a. Item 1 – Employment Status: Place a “check mark” or “X” in the box for the applicable selection (County Employee, Solid Waste Authority Employee, or Other).
  - b. Item 2 – Regular Days Worked in Week: Place a “check mark” or “X” for each day(s) CRC is normally scheduled in position.
  - c. Item 3 – Regular Hours Worked per Day: Enter the daily “starting” and “ending” times CRC is normally scheduled in position and check the appropriate “am” or “pm” for both.
  - d. Item 4 – Total Weeks Paid per Year: Enter the number of weeks in a year the CRC worked for the employer to include non-recycling (includes hours worked in another position) and vacation hours. If employee began the CRC position after the beginning of the Application Year, enter the total number of weeks the CRC normally works in the position during the year.
  - e. Item 4 – Total Hours Paid per Week: Enter the hours the CRC normally works each week to include non-recycling (includes hours worked in another position) and vacation hours. If hours vary, enter hours normally scheduled or average the hours worked per week.
  - f. Item 4 – Total Hours Paid per Year: This will automatically calculate based on data entered in “d” and “f” above.
  - g. Item 5 – Do your hours include a paid lunch period? Place a “check mark” or “X” for “No” or “Yes.” If the answer is “Yes,” enter the usual lunch period in minutes as, for example, “30 minutes,” “60 minutes,” “90 minutes,” etc.
  - h. Item 6 – Dates Employed as CRC during Application Year: Enter the dates CRC was employed for the Application Year “from” (date employment started as up to two digits for month/day/year) and “to” (date employment ended as two digits for month/day/year).
  - i. Item 7 – Recycling Hours Paid during Application Year: Enter total recycling hours CRC was paid for the Application Year. This is found on the Activities & Expenses tab of the spreadsheet for “Total Eligible Hours” (column E, row 7).
  - j. Item 7 – Recycling Hours Paid per Week (average if variable): Enter usual hours CRC was paid per week for the Application Year.
    - *If weekly recycling hours vary, calculate average by dividing total recycling hours paid in the Application Year by the number of weeks paid in the Application Year.*
    - *If CRC was employed for a partial year, include in the calculation only the recycling hours and weeks paid to the CRC last employed during the Application Year.*
  - k. Item 8 – CRC Pay Rate / Salary / Other Rate during Application Year (select one): Enter a check mark in the box for whether CRC is paid as “Hourly Rate,” “Salaried,” or “Other Rate.” The answer must be before taxes.
    - The annual wage/salary/other should be from the CRC’s W-2 form, box 3. This number must be consistent with the amount entered into the 903 Application Spreadsheet.
      - If CRC was employed in the CRC position for the entire year, enter the amount earned with the employer during the entire year.
      - If CRC worked concurrently in a different position, or positions, other than the CRC position, but both positions were with the same employer, enter the total amount earned that year with that employer.
      - If CRC was only employed part of the Applicant Year but was the CRC at the end of the year, enter the entire amount earned with the employer during the partial year.

- If CRC was in a different position for the same employer in the first part of the year and then worked as CRC for the remainder of the year, enter the total amount earned that year.
  - If “Hourly” is checked, enter after “Rate?” the amount paid per recycling hour at the end of the year. Also enter the annual wages after “Annual Wage?” in the space provided.
  - If “Salaried” is checked, enter after “Annual Salary?” (includes non-recycling and vacation hours). Choose one of the following to enter your information.
  - If “Other” is checked, enter after “Rate?” the amount paid in box directly after AND/OR space provided after “Other Amount?” depending on what is appropriate.
- l. Item 8 – Pay Raise(s) during Application Year: Enter a check mark in the “Yes” or “No” box for whether CRC received a pay raise or multiple pay raises during the Application Year.
- If “No” is checked, continue to Item 9.
  - If “Yes” is checked, enter the hourly rate, salary, or other amount for each pay raise received during the Application Year. A pay raise should be entered whether employee was in the CRC position at the time or became the CRC at a later period in the year.
  - Enter the date the raise was enacted for each raise received.
- m. Item 9 – Overtime Hours Paid during Application Year: Enter the number of recycling hours CRC was paid for overtime during the Application Year.
- n. Item 10 – Do the wages above (in Item 8) include any retirement lump sums or compensation for other benefits such as education, mileage, etc.? List any amounts along with a description of the sum/compensation included in the annual wage/salary/other amount for the Application Year. Lump sums or compensation is not limited to the examples provided.

**NOTE:** Any amounts included here must be subtracted from the amount listed as your annual wages/salary/other listed on your W2 and recorded on the 903 Application Spreadsheet. Any questions? Please call the current 903 County Recycling Program Grant Coordinator.

5. SECTION E – COUNTY/SWA/OTHER CONTACT (County Recycling Coordinator’s Supervisor): Enter the CRC’s supervisor’s name, title, telephone number, and email address in the space provided.
6. SECTION F – AFFIDAVIT
- a. Enter the name of the county applying for the 903 County Recycling Coordinator Grant Program.
  - b. The individual designated as the Official Applicant for the grant application should read the statement and enter his/her name and title in the spaces provided.
- NOTE:** The Official Applicant may be the designated County Recycling Coordinator or a higher level official, who has been designated by the County: 1) to sign the information in the submitted grant is correct and 2) can accept the terms as described in the Affidavit.
- c. Enter the date, month, and year the application is submitted.
  - d. Place an “X” in the box at the bottom of the form to *accept the terms as described*.

**C. INSTRUCTIONS FOR THE 903 APPLICATION SPREADSHEET:**

- This spreadsheet will be returned if all information is not entered appropriately.
- Some cells have a *NOTE* with detailed instructions on completing specific cells. If a *NOTE* is present in a cell, a *RED ARROW* will be displayed in the upper right corner of the cell. To access, place your cursor over the *RED ARROW* and the *NOTE* will pop up with specific instructions for completing that cell.

- Please complete the Activities & Expenses Log and the Wages & Benefits Log. Do not enter data/information into any of the shaded/colored areas of these logs. *Entry is restricted in these cells.* These cells will calculate automatically.
- The County Expenses and Reimbursement Log (DEP USE ONLY) will automatically calculate from data obtained in the other two (2) spreadsheets' logs. *Entry is restricted to this log.*
- In the event you do gain access to restricted fields, *do not change any of the formulas contained in the cell(s).* Changes to the formulas will have a cascade effect that will affect your reimbursement and cause delays until the error is found. The spreadsheet has been set-up to reveal any inconsistencies. If problems are discovered, you may need to resubmit your spreadsheet. All applications **MUST** calculate in the exact same manner!

**NOTE:** Documentation must be retained as county financial records for a period of four (4) years and, if requested, must be made available to the Department or its representatives. This includes receipts for all subsistence, lodging, conferences, and various other expenses.

## 1. ACTIVITIES & EXPENSES LOG

### a. General Instructions:

- At the top of the log after "COUNTY NAME:" add the name of the COUNTY applying for the grant and after "COORDINATOR NAME:" add the name of the county's CRC who was in the position at the end of the grant application year. *Once the county and coordinator names are entered at the top of this log, the information is entered automatically at the top of the other two (2) logs.*
- Only expenses incurred by the CRC may be requested for reimbursement. Expenses for the CRC's employer or any other employees are not eligible for this grant. CRC reimbursements are calculated taking this into account.
- Keep in mind that reimbursement is based on the date the expense is PAID, not the invoice date or year of membership, and must correspond with the application year.
- This spreadsheet has been set up so that each month can be printed out separately.
- The text columns will expand for the addition of information. Information entered can be reviewed/corrected in the Formula Bar, which can be expanded.

**NOTE:** When requesting reimbursement for travel that occurred outside of the Commonwealth and: 1) was greater than 300 miles from your workplace or residence or 2) included expenses totaling \$300 or greater, the DEP Bureau of Waste Management Travel Request Form, along with an itinerary, must be submitted for approval at least one month prior to the actual travel.

### b. Total Annual Hours (first five (5) entry columns of the spreadsheet (B through F):

- **RECYCLING HOURS-PAID (column B):** Enter all recycling related hours on the date(s) they were performed. Refer to Item 1 of the "Daily Activity Categories" for a complete description of what can be included in this category.
- **LEAVE / HOLIDAYS (column C):** Enter hours on the date(s) they were used. Refer to Item 2 of the "Daily Activity Categories" for more information relevant to this category.
- **MILITARY LEAVE (column D):** Enter military leave hours, if applicable. More information regarding this category can be found in the "Military Leave Policy" found later in these instructions.

- **NON-RECYCLING HOURS (column E):** Be sure to enter all non-recycling hours. Additional information regarding this category can be found under Item 4 of the “Daily Activity Categories.”
  - **DAILY TOTALS (column F):** This column will automatically populate according to data entered in columns B through E. *Entry is restricted.*
- c. **Expense Reimbursements** (expenses related to recycling in columns G through AL):
- **REASON FOR TRAVEL (column G):** Describe the reason for travel / mileage in the corresponding month and date the travel occurred.
    - If trip is for multiple days, be sure to list a reason for EACH day of the trip.
    - Abbreviations should be typed out for at least the first instance of use with the abbreviation in parenthesis. For example: Professional Recyclers of PA (PROP). The abbreviation, PROP, can be used thereafter. *Keep in mind that some abbreviations may not be easily understood, and your spreadsheet could be returned for clarification.*
    - If multiple trips were conducted on the same day, label first and subsequent trips as 1., 2., etc.
    - Include information necessary for determination of whether travel and corresponding mileage meet requirements for an authorized recycling venue, as follows:
      - 1) **Conference** – include the name of the conference for ALL days traveling and attending the conference. An itinerary should have been included when the TRAVEL Form was submitted stating what meals are included at the Conference and what recycling venues are held during the Conference. Be sure to mention whether you are attending the conference or presenting at the conference.
      - 2) **Virtual Conference** – include the name of the conference and include an itinerary along with the TRAVEL Form stating what recycling venues are to be held. Be sure to mention whether you are attending or presenting for the conference. Submission of the TRAVEL Form is to pre-approve the reimbursement of the registration and/or conference fees.
      - 3) **Meeting** – include the reason (subject matter) for the meeting, name of the meeting place, and with whom you are meeting, such as “Conducted 902 Grant meeting at DEP, SERO” with DEP Regional Recycling Coordinator.” Be sure to mention whether you are attending or holding the meeting.
      - 4) **Presentation** – include the subject / type of presentation, the audience you presented to, and name of presentation’s location, such as “Plastic Recycling information presented to 5<sup>th</sup> grade students at XXXXXXXX Elementary School.” Mention whether you are presenting or attending the presentation.
      - 5) **Enforcement** – include the reason for enforcement, type of enforcement, where the meeting is conducted, and any other information that may be shared. Mention your attendance regarding the enforcement.
      - 6) **Events** – include the name and location of the event, the recycling materials collected, and purpose attending the event, such as “Oversight at the “Take Back the XXXXXXXX” Event at the XXXXXXXX Recycling Center.”
      - 7) **Drop-offs** – include purpose for drop-off check. Mileage reimbursement for visiting drop-offs is not reimbursable if:
        - a) any waste/recycled materials are transported in the same vehicle.
        - b) travel is in a vehicle designated for hauling solid waste and/or recyclables.

- **TRIP BEGAN AT (column H):** Enter the name (i.e.: town, borough, city) of where the travel started on the appropriate date. Do not designate a state unless the trip was outside of Pennsylvania (PA); postal abbreviations are acceptable.

**NOTE:** *Be sure to identify whether a location is the CRC's workplace (office) or residence (home) the first time each is referenced as "(HOME)" or "(WORK);" it is not necessary to identify again after the first incidence.*

- **TRIP DESTINATION(S) (column I):** Enter the name (i.e.: town, borough, city) of the trip destination(s). Do not designate a state unless the trip was outside of Pennsylvania (PA); postal abbreviations are acceptable.

- If there is more than one destination, list the names separated with commas on the appropriate date.

- If the "TRIP DESTINATION" location is the same location as entered for the "TRIP BEGAN AT" or the "RETURNED TO" columns, include the street address for any duplicate city/town locations.

- **RETURNED TO (column J):** Enter the location (i.e.: town, borough, city) where the trip ends (workplace, residence, other). Do not designate a state unless the trip was outside of Pennsylvania (PA); postal abbreviations are acceptable.

- If the travel was more than one day, only enter location "RETURNED TO" on the last day of the trip. Leave intervening day(s) blank unless travel was necessary, such as from hotel to conference location.

- **TRAVEL TIME / DEPART (column K):** For both one day or overnight trips, enter time of day you left from the trip's starting location (workplace, residence, or other location such as hotel) and indicate whether AM or PM.

- **TRAVEL TIME / RETURN (column L):** For both one day and overnight trips, enter time of day you returned (residence, workplace, or other location such as a hotel) and indicate whether it was AM or PM.

- **TRAVEL TIME / TOTAL HOURS (column M):** This column is necessary when considering any SUBSISTENCE reimbursement.

- For one day trips, enter the number of hours from the time you left the office or home to the time you returned to the office or home.

- For overnight trips, enter the time you left the office or home to the time arrived at your destination (hotel) OR from the time you left your hotel to the time you arrived at your office or home.

- **TOTAL MILEAGE / DAY (column N):** List the miles traveled per day under the appropriate date(s). If trip was multiple days, list mileage driven for each day of the trip.

- If sharing a ride to a conference and the other participant claims the mileage, enter a "0" in this column. Otherwise, it will not be known whether it was inadvertently missed. This will avoid the spreadsheet returned for correction.

- Receipts are not required for mileage reimbursement; the Activities & Expenses Log of the 903 Application is considered a mileage log. *However, your mileage log kept for your employer may need to be presented during a DEP audit.*

**NOTE:** *Travel between CRC's workplaces (i.e.: from one county or SWA work location to another), residence and workplace, or operational miles (mileage incurred to pick up or collect recyclables), and clerical activities are NOT reimbursable under this grant. Please see the County Recycling Coordinator Grant Program Fact Sheet for further information on exclusions.*

- **COUNTY MILEAGE RATE (column O):** Enter the amount the COUNTY reimburses for each mile in decimal form (i.e. “0.30”). Mileage is always reimbursed at the GSA rate – not the county rate.
- **SUBSISTENCE (column U):** List the total amount spent for meals for each day traveled. Rates for reimbursement vary according to length of trip. *An itemized receipt is required for reimbursement; a credit card receipt or statement is not sufficient.*
  - The rate for a one-day trip equals \$8.00; approval depends on the length of the trip and miles traveled (must be at least 50 miles one-way from office or residence).
  - If a CRC purchases his/her own meal, but a meal was provided at, for example, a conference, that meal cannot be reimbursed.
  - A tip may be reimbursed up to 20% of the meal’s cost if proof is included on a copy of the receipt or credit card receipt. The cost of the meal cannot go over the total amount allowed according to GSA rates.
    - NOTE:** *A cash tip added as a handwritten note on the itemized and/or credit card receipt, which is not included in the total paid for the meal, is not reimbursable.*
  - If dining with a group, it is best to request an individual check/receipt. However, if that is not possible, please clearly designate which is YOUR part of the meal and/or tip.
  - This grant only covers meals during travel by the CRC. Meals / snacks / beverages are not permitted for meeting / training participants.
- **TOLLS (column X):** Enter the amount paid for tolls on that day. If your return trip is the next day, for example, enter the amount for tolls paid on your return trip in the row for the next day. *A receipt is required for reimbursement.*
- **PARKING (column AA):** Enter amount paid on that day. *A receipt is required for reimbursement. A hotel receipt with parking listed on the invoice is acceptable.*
- **LODGING (column AD):** Enter the name of the lodging in which CRC stayed in the “Lodging / Hotel Name” column on the first day of travel. In the same row, enter the amount paid for that day of your stay in the “Amount” column. Repeat for each additional day.
  - Lodging expenses are only permitted if you are more than 50 miles one-way or a total of 100 miles or more from office or residence location, whichever is closer to the lodging destination.
  - If applicable, tax exempt forms must be presented to the lodging’s front desk upon check-in.
    - NOTE:** *An invoice and proof of payment is required for reimbursement. If the invoice balance is zero, no further proof is required.*
- **CONFERENCES / MEETINGS / WORKSHOPS / TRAINING (column AH):** Enter the name of the conference in the “Name” column. Enter the registration fee paid in the “AMOUNT” column. If no fee was charged, enter a zero (0).
  - NOTE:** *An invoice and proof of payment is required for reimbursement. If the invoice balance is zero, no further proof is required.*
- **Publications, Memberships & Miscellaneous EXPENSES (column AL):** Enter the titles of each eligible publication, video, and/or book in the “Name / Explanation” column and the corresponding subscription amount in the “Amount” column, according to when the expense was paid.



- Membership fees paid to organizations related to recycling, such as PROP, PRC, NRC, SWANA, etc., are listed here, according to when expense was paid, unless the cost was included with a conference, for example. If the membership fee is included in the cost of a conference, the fee should be included with the conference information on the date travel to the conference took place.
- List any other miscellaneous travel expenses incurred that were not listed in any other column, such as fare for plane, bus, or train travel, and any baggage fees. Travel expenses should be entered on the date of the trip the expense occurred.
- Examples NOT ELIGIBLE for reimbursement under this grant are:
  - 1) books, videos, pamphlets, and other publications or educational materials intended for public use.
  - 2) postage, telephone calls, printing, gasoline, vehicle maintenance, rental car fees (use mileage).
  - 3) internet subscription(s) and access fees.

**NOTE:** *An invoice, dated for the current application year, and proof of payment is required for reimbursement. If the invoice balance is zero, no further proof is required.*

## 2. WAGES & BENEFITS LOG

- a. **RECYCLING COORDINATOR NAME (columns E through H, row 12):** Replace each applicable "RECYCLING COORDINATOR'S NAME" with the CRC's name. Continue to enter data for each CRC in the corresponding column(s) and rows below.
  - If more than one CRC was employed during the Application Year, add each CRC's name, one per column.
  - If the CRC worked concurrently in position(s) that paid different wages and/or benefits during the Application Year, list each in separate columns.
- b. **DATES EMPLOYED DURING (columns E through H, row 13):** Enter the starting and ending employment dates for each corresponding CRC employed during the Application Year, using one (1) or two (2) digits, as appropriate, for month/date/year.
- c. **WAGES (columns E through H, row 15):** Enter into row 15, labeled "WAGES FROM W-2, BOX 3," the pre-tax wages from Federal W-2 Form, box 3. A copy of the W-2 Form is not required, unless requested. Be sure to subtract any lump sum payments included in your Wages/Salary, if applicable.
  - If the CRC at the end of the Application Year worked for the applicable employer before working as the CRC and another individual, or individuals, worked as the CRC during that previous period, request from employer a complete list of wages and benefits paid by the County for each CRC for the relevant time period(s). List each CRC in separate columns.
  - If the CRC at the end of the Application Year worked for the applicable employer before working as the CRC, and the CRC position was vacant during that period, request from employer a complete list of wages and benefits paid by the County for each position for the relevant time period(s).
    - Enter the wages and benefits paid by the County for the first position the CRC worked for that employer in the first column.
    - Enter the wages and benefits paid by the County for the CRC position in the next column.
  - The program will calculate the appropriate percentage based on the hours entered in the Activities & Expenses Log.

**NOTE:** *Dates of employment for multiple CRCs cannot be concurrent, except when Military Leave applies or when the CRC worked part-time and an additional one or more part-time positions concurrently for the same employer.*

- d. **HOURLY RATE (columns E through H, row 19):** In the row labeled “HOURLY RATE,” enter the hourly pay rate for each CRC listed, if applicable. If the pay rate changed during the year, enter the hourly pay rate which applies at the end of the calendar year.
- e. **BENEFITS (columns E through H, rows 21 through 48):**
  - Enter the amount for each of the benefits listed that are PAID ONLY by the COUNTY for each applicable column.
  - If the county did not pay for any of the listed benefits, enter “0” in that row.
  - If the county paid benefits that are not listed, after “OTHER” replace “ENTER BENEFIT TYPE BETWEEN THESE PARENTHESIS” with the name of the benefit, then enter the amount paid by the county for each CRC during the year in the corresponding row and column.

**NOTE:** *Any pre-tax benefits should be entered under “OTHER.”*

3. **COUNTY EXPENSES & REIMBURSEMENT LOG (DEP USE ONLY)**

*Do not enter any amounts – log will total automatically from amounts entered in the other two (2) logs.*

**D. DAILY ACTIVITY CATEGORIES:**

The following four (4) categories are to be used in conjunction with the Activities & Expenses Log (columns B through E).

1. **RECYCLING HOURS - PAID CATEGORY (column B):**

The following tasks/activities apply to all recycling related services provided to county offices, municipalities, businesses, schools, and other organizations within the county and include eligible and non-eligible 904 materials noted in Act 101 collected in the Commonwealth of PA. Hours spent performing the following tasks/activities are considered eligible recycling hours.

**901A Planning Grant and 901B HHW Education Grant:** Tasks associated with the administration of this grant, such as recordkeeping, gathering documentation, and communicating with and/or assisting parties involved in the grant. A CRC’s hours, mileage, and travel can be reimbursed under a 903 County Recycling Coordinator Program Grant.

**902 Recycling Development and Implementation Grant:** Tasks associated with the administration of this grant application, such as, gathering documentation, recordkeeping, communicating with parties involved in the grant, applications the county is sponsoring, and for assisting municipalities with their recycling projects. A CRC’s hours, mileage, and travel can be reimbursed under a 903 County Recycling Coordinator Program Grant.

**903 County Recycling Coordinator Program Grant:** Tasks associated with the administration and completion of this grant to include gathering documentation, information requests, and maintaining files. Please see the County Recycling Coordinator Grant Program Fact Sheet in this Instruction package for more detailed information. CRCs who apply for a 903 Grant are not eligible for funding provided under the 901 and 902 Grant Programs.

**904 Performance Grant:** Tasks associated with completing performance grant applications, gathering documentation, communicating with municipalities and haulers, and maintaining records and files.

**Recycling Education Activities and Tasks:** Includes all tasks associated with public and school education such as:

- public speaking to civic, environmental, and school groups;
- designing, writing, and publishing written materials such as brochures, pamphlets, and fact sheets;
- telephone conversations with the general public and students;
- designing and inserting information onto websites;
- producing audio visual presentations;
- developing and maintaining display boards.

**Certification Course:** Includes time spent on Certification Committees, attending certification classes, teaching certification classes, and any other time specifically spent on certification courses.

**Technical Assistance:** Activities associated with assisting municipalities, businesses, schools, and other entities in developing and implementing recycling, composting, household hazardous waste projects, and procuring recycled products. Include assistance with completing grant applications, locating equipment, and collection bins. Include meetings for planning activities.

**Market Development:** Tasks associated with researching and locating markets, developing markets, linking municipalities, businesses, schools, and other entities with markets for recyclables, and for compost and household hazardous waste.

**Meetings / Committees / Roundtables:** Tasks related to attending, preparation and follow-up for meetings, committees, and roundtables, such as county / municipal / authority meetings (i.e., PROP, PRC, NRC meetings, and associated committees).

**Training / Professional Development:** Include time at recycling, composting, household hazardous waste, computer, or any other conferences, workshops, and seminars that are related to CRC position.

**Other Duties (Recycling Related Only):** Include time spent on budgets / schedules, annual recycling reports, personnel activities, and purchasing supplies and equipment directly related to recycling activities.

**Compensatory Hours (Recycling Related Only):** Indicate the hours that the county allowed compensatory time in lieu of overtime hours. Use this when you *WORKED* the hours.

**Overtime Hours (Recycling Related Only):** Enter the hours that the county *PAID* you for overtime hours.

2. **LEAVE / HOLIDAYS CATEGORY (column C):** Include all paid leave such as vacation, sick, personal, bereavement, maternity, holiday, paid excused time, weather, and other emergencies, such as early dismissals and fire drills.
3. **MILITARY LEAVE CATEGORY (column D):** Enter the military leave hours and follow the "Military Leave Policy" in this publication.
4. **NON-RECYCLING HOURS CATEGORY (column E):** Include unpaid leave and activities that are *NOT RELATED* to recycling, composting, household hazardous waste, oil, white goods, tires, and litter education. This category includes any hours that the county allowed compensatory or overtime hours that are *NOT* related to the previously listed categories. Use this when you *WORKED* the hours.



## **MILITARY LEAVE POLICY**

The Department ordinarily pays military leave to those who have been deployed, which consists of payment of the difference between an employee's salary and the amount paid by the military.

Therefore, when the County is requesting a County Recycling Grant (903) reimbursement, this will be extended to CRCs who have been deployed. The County will be reimbursed 50% of the approved military hours.

In addition, the Department will reimburse the County for a substitute CRC during the time the permanent CRC is on active duty at a rate of 50% of the approved salary and expenses.

When the deployment or military absence of a CRC occurs, the County must notify the Department in advance of the deployment / absence.

When submitting the 903 Grant application, separate 903 Grant applications for the permanent and substitute CRCs must be completed. Military leave hours for the permanent CRC must be entered in the 'Military Leave' column of the 903 Grant application, Activities & Expenses Log of the 903 Grant Spreadsheet.

The County will be required to submit proof of deployment of military absence with the 903 Grant application for approval. This proof is to be in the form of a letter, which includes the following information:

1. The dates the CRC left for and returned from military duty, the location deployed, and the branch of the military in which the CRC served.
2. The amount of reimbursement the County paid the CRC for military leave only.
3. The dates the substitute CRC carried out the duties of the permanent CRC.