



Pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

**PRE-APPLICATION DOCUMENT
HOUSEHOLD BATTERY MANAGEMENT EDUCATION GRANT**

UNDER SECTION 901 OF ACT 101

THE MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT
OF JULY 1988



**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
DIVISION OF WASTE MINIMIZATION AND PLANNING**

Effective January 24, 2025

ACT 101, Section 901 Household Battery Management Education Pre-Application Document

The 901 Household Battery Management Education Grant Program:

- Grants are authorized under Section 901 of the Municipal Waste Planning, Recycling and Waste Reduction Act ([Act 101 of July 1988](#)).
- All grants are allocated from the Recycling Fund authorized under Act 101.
- Section 901 Household Battery Management Education grants are available to all Pennsylvania counties for educational materials for pollution prevention, programs to increase public awareness of the dangers associated with improper disposal of lithium-ion and other batteries, and to encourage disposal methods that minimize the risk of fires in the collection, transportation, and processing of waste that can damage property and pose a danger to people and the environment.

Costs:

- The grant to a county cannot exceed 80% of approved project costs. A county may request up to \$75,000 every two years for costs associated with battery management educational programs. Battery Management educational costs incurred on January 1, 2025, or beyond will be eligible for grant funding.
- Approved costs are "Direct Costs" consisting of staff time, Household Battery Management Education, administration of the Household Battery Management Education program, in-kind services, and other miscellaneous costs, to satisfactorily complete the Scope of Work. In-kind services may only be claimed as match. All other approved costs may be utilized toward the applicant's match requirement. Indirect costs are ineligible for grant funding or as match.
- Costs not approved for a grant under this program include, but are not limited to:
 - (1) County Recycling Coordinators who apply for a section 903 grant.
 - (2) Capital costs such as equipment and construction.
 - (3) Direct salaries (outside of the hourly direct cost associated with the project).
 - (4) Costs incurred in preparing a grant application.
 - (5) Indirect costs as defined in [2 CFR 200](#).
 - (6) Costs reimbursed under any other Department grant.

APPLICANT INFORMATION

PLEASE FOLLOW ALL INSTRUCTIONS AS PROVIDED

1. COUNTY NAME _____

2. OFFICIAL COUNTY ADDRESS _____

PO BOX _____

STREET _____

CITY _____

PA ZIP _____

3. CONTACT PERSON _____

TITLE _____

4. CONTACT PERSON TELEPHONE NUMBER _____

5. CONTACT PERSON EMAIL ADDRESS _____

6. COUNTY WEBSITE ADDRESS _____

PRE-APPLICATION DOCUMENT

Act 101, Section 901 Grant Household Battery Management Education

PART I - PROJECT NARRATIVE

Project Summary and Justification – Please provide a summary of problems confronting the county from lithium-ion or other batteries in the waste stream, and how the proposed project will address Act 190 in solving the described problems. Indicate what other sources of funding have been evaluated/applied for and what could occur should this section 901 grant application not be approved.

Project Schedule – Please provide a detailed schedule of activities, including dates, if applicable to this project. Examples of dates relevant to the project schedule may be publication or broadcast dates for advertisements associated with the county's household battery management efforts of lithium-ion or other batteries.

Subcontractor Selection Justification - If utilized for the project, indicate the name(s) of the subcontractor(s) and how they were chosen. If a subcontractor will not be utilized for the project, please note this below.

PART II AND PART III INSTRUCTIONS - BUDGET CATEGORIES

Divide the work tasks necessary to complete the project into the appropriate budget categories. The budget categories below will be used to complete the Budget Spreadsheet and Addenda.

1. Household Battery Management Education – These are costs associated to produce and distribute targeted educational materials to promote the safe handling, storage, disposal, and recycling of lithium-ion and other batteries to prevent fires in waste transportation and processing facilities. Describe Battery Management educational items by purpose and types of media used, such as flyers, websites, billboards, posters, online advertising, radio, television, or newspaper.
2. Household Battery Management Education Administration – These are costs that include County staff administrative time to work directly on the project and/or in-kind services, such as match for volunteer time, donated advertisements, materials, or services. Describe how these costs were projected, the administrative work performed directly on the project by county staff and/or in-kind services used as match and/or volunteer hours for educational events on household battery management. The current value of volunteer hours can be found [here](#). Choose “Download State-by-State Data” to find the value specific to Pennsylvania. A maximum of 10% of the total project cost may consist of administrative costs.

PART II – PROGRAM BUDGET

A. BUDGET SPREADSHEET

On the spreadsheet provided, the first column (DEP Share) indicates the amount of funding being requested from DEP. The second column (Applicant Match) indicates the amount of applicant match. The third column (Total) is the total cost for the project. Additional details for each category will be identified in Part III – Addenda and Scope of Work.

Total Project Costs: Indicate the Total Project Costs and the amount to be paid by the county and by DEP. Total Project Cost is equal to all project costs required to complete the Scope of Work. DEP Share cannot exceed 80% of the Total Project Costs. Applicant Match cannot be less than 20% of the total project cost.

Using the Project Scope of Work and the application instructions, complete the following table:

BUDGET ITEM	DEP SHARE	APPLICANT MATCH	TOTAL
1. HOUSEHOLD BATTERY MANAGEMENT EDUCATION			
2. HOUSEHOLD BATTERY MANAGEMENT EDUCATION ADMINISTRATION*			
3. TOTAL PROJECT COSTS			

*Maximum of 10% of Total Project Costs

B. BASIS OF COST

Provide the basis for calculating the costs that are identified in the Program Budget.

- | | | |
|---|---|---|
| <input type="checkbox"/> Appraisals | <input type="checkbox"/> Bids/Quotations | <input type="checkbox"/> Budget Justification |
| <input type="checkbox"/> Contractor Estimates | <input type="checkbox"/> Engineer Estimates | <input type="checkbox"/> Sales Agreements |

PART III – ADDENDA

A. SCOPE OF WORK

On the appropriate Scope of Work Budget Category pages, list and describe the work to be performed under each category for which funds will be requested or utilized as match. Describe in detail how this work relates to the overall project completion. Be specific, identifying specific work items rather than making broad generalizations. Any match costs should be included in the appropriate budget category, with the nature of the match described in each. A page is provided for each budget category.

B. PROJECT DETAIL AND RELATED FINANCIAL INFORMATION.

Using the information provided in the Scope of Work section, describe the nature of the match including administration and in-kind services and provide a detailed description of the tasks to be performed by volunteers and the hours anticipated to complete each task, and/or a description of donated advertisements, materials, or services.

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PART III A – SCOPE OF WORK

1. HOUSEHOLD BATTERY MANAGEMENT EDUCATION

These are costs associated to produce and distribute targeted educational materials that promote the proper handling, storage, disposal, and recycling of lithium-ion and other batteries to prevent fires in waste transportation and processing facilities. Describe battery management educational items by purpose and types of media used, such as flyers, websites, billboards, posters, online advertising, radio, television, or newspaper.

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PART III A – SCOPE OF WORK

2. HOUSEHOLD BATTERY MANAGEMENT EDUCATION ADMINISTRATION

These are costs that include County staff administrative time to work directly on the project and/or in-kind services, such as match for volunteer time, donated advertisements, materials, or services. Describe how these costs were projected, the administrative work performed directly on the project by county staff and/or in-kind services used as match and/or volunteer hours for battery management educational events. The current value of volunteer hours can be found [here](#). Choose “Download State-by-State Data” to find the value specific to Pennsylvania.

A maximum of 10% of the total project cost may consist of administrative costs.

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PART IV – SUPPORTING DOCUMENTS

Please attach any supporting documents to your application as needed. Supporting documents include, but are not limited to:

- Bids
- Quotes
- Drafts
- Battery Management Educational Items