



pennsylvania

**DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**PRE-APPLICATION DOCUMENT
HOUSEHOLD HAZARDOUS WASTE (HHW)
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 July 1, 2024

ACT 101, Section 901 HHW Education Pre- Application Document

The 901 HHW 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 HHW Education grants are available to all Pennsylvania counties for the following:
 - (1) Educational programs on household hazardous waste (HHW) or pollution prevention
 - (2) Other technical assistance to small business for pollution prevention

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 HHW educational programs. HHW educational costs incurred on January 1, 2016 or beyond will be eligible for grant funding.
- Approved costs are "Direct Costs" consisting of staff time, HHW education, administration of the HHW 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 [Office of Management and Budget Circular A-87, as amended, entitled "Cost Principles for State, Local and Indian Tribal Governments," 60 FR 266.484 \(1995\)](#).
 - (6) Costs reimbursed under any other Department grant.
- Definition of Direct and Indirect Costs:
- "Direct Costs" is an accounting term for costs that are clearly and exclusively associated with a service or product. and treated as such in cost accounting systems.

Direct costs are clearly and exclusively associated with a particular service or project and can be directly assigned to such services or projects easily and with a high degree of accuracy and can be identified specifically with a particular cost objective.

Typical direct costs chargeable to grant programs are:

1. Compensation of employees for the time and efforts devoted exclusively to the execution of grant programs.
2. Cost of materials acquired, consumed, or expended specifically for the purpose of the grant.
3. Other items of expense incurred specifically to carry out the grant agreement.

Examples of Direct Costs:

- Long distance and conference telephone charges
- Printing and copying expenses
- Postage
- Hourly rate of employees for hours worked on grant project (includes administrative time)
- Benefit rate of employees for hours worked on grant project
- Profit
- Legal advertising and services
- Travel related costs ([Commonwealth Management Directive 230.10](#))

Indirect costs are often used synonymously with “overhead” or “hidden” costs, and represent the expenses of doing business that are not readily identified with a particular grant, project function, or activity, but are necessary for the general operation of the organization and the activities it performs. Indirect costs are costs not accounted for as the direct costs of a particular service, product, process, system, or facility. Indirect costs are those incurred for a common or joint purpose unrelated to any specific project or activity and may originate in the grantee department as well as other departments supplying goods, services, and facilities to the grantee.

Major identifying characteristics of indirect costs are:

- They apply to more than one project
- They represent an "overhead" or general cost of doing business, for a company or a government
- They do not include profit

Examples of Indirect Costs (General Company Overhead):

- Utilities
- Building and equipment maintenance and repair
- Administrative and accounting costs not directly related to the grant
- Depreciation
- Office space rental and equipment rental
- General telephone service
- Office supplies and materials
- Professional registrations and technical seminars
- Auditing professional services
- Proposal and pre-contract costs
- Training and professional development costs
- Corporate insurances
- Corporate taxes

Indirect costs may be identified on an invoice or disbursement request as indirect costs but, more often, they may appear as an administrative, contingency, or general costs. They are generally expressed as a percent of the billable total or of the project total but are ineligible for grant funding or as match.

APPLICANT INFORMATION

PLEASE FOLLOW ALL INSTRUCTIONS AS PROVIDED

1. COUNTY NAME _____

2. OFFICIAL COUNTY ADDRESS _____

ADDRESS BOX _____

STREET _____

CITY _____

PA _____ ZIP _____

3. COUNTY _____

4. CONTACT PERSON: _____

TITLE: _____

5. CONTACT PERSON TELEPHONE NUMBER: _____

6. CONTACT PERSON EMAIL ADDRESS: _____

7. COUNTY WEBSITE ADDRESS: _____

PRE-APPLICATION DOCUMENT

Act 101, Section 901 Grant HHW Education

PART I - PROJECT NARRATIVE

Project Summary and Justification - Please provide a summary of the pollution prevention or household hazardous waste problems confronting the county 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 HHW collection event dates or publication dates for advertisements related to HHW collection events.

Consulting Firms and/or Subcontractors Selection Justification - If utilized for the project, indicate the names of the consulting firms and/or subcontractors, if known, and the manner in which they were chosen. Indicate how the costs for these services were established. If a consulting firm or 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. HHW Education – These are costs associated to plan, conduct, and advertise registered HHW collection events and HHW public education. Describe HHW educational items by purpose and types of media used, such as flyers, posters, online advertising, radio, television, or newspaper. Cost associated with County Recycling Coordinators who apply for a section 903 grant are not eligible.
2. HHW 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 or volunteer time for HHW educational events. 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 HHW 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 administration costs. County Recycling Coordinators who apply for a section 903 grant are not eligible.

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	901 HHW DEP SHARE	APPLICANT MATCH	TOTAL
1. EDUCATION			
2. HHW 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 at registered collection events and the hours anticipated to complete each task.

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PART III A – SCOPE OF WORK

1. HHW EDUCATION

These are costs associated to plan, conduct, and advertise registered HHW collection events and HHW public education. Describe HHW educational items by purpose and types of media used, such as flyers, posters, online advertising, radio, television, or newspaper. Costs associated with County Recycling Coordinators who apply for a section 903 grant are not eligible.

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PART III A – SCOPE OF WORK

2. HHW 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 or volunteer time for HHW educational events. 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 HHW 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.

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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
- HHW Educational Items