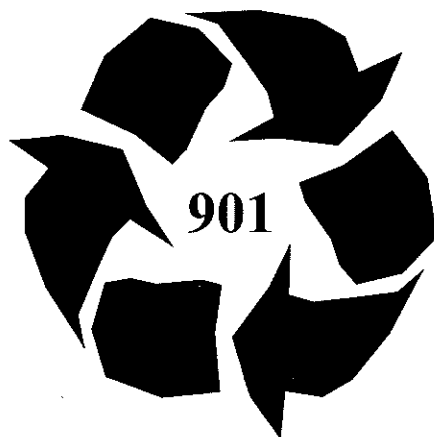




**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

**PRE-APPLICATION DOCUMENT  
MUNICIPAL WASTE PLANNING & 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 January 1, 2018

## ACT 101, Section 901 Pre-Application Document

### The 901 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 grants are available to all Pennsylvania counties for the following:
  - (1) The cost of preparing municipal waste management plans in accordance with Chapter 272 Subchapter C (relating to municipal waste planning);
  - (2) The cost of carrying out related studies, surveys, investigations, inquiries, research and analyses, including those relating to siting;
  - (3) Environmental mediation;
  - (4) Feasibility studies and project development for municipal waste processing, disposal or composting facilities, except for facilities for the combustion of municipal waste that are not proposed to be operated for the recovery of energy;
  - (5) Educational programs or pollution prevention, other technical assistance to small business for pollution prevention and educational programs on household hazardous waste (HHW).

### Costs:

- The grant to a county cannot exceed 80% of approved project costs. No county may request or receive more than \$75,000 per calendar year for planning (utilize Application A). In addition, a county may also request up to \$75,000 every two years for costs associated with HHW educational programs (utilize Application B). 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, consultant's time, subcontractor's time, HHW education, administration of the HHW education program, in-kind services, travel and supplies required, 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;
  - (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 those that can be identified specifically with a particular cost objective. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged. 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

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- Printing and copying expenses
- Postage
- Hourly rate of employees for hours worked on grant project (includes secretary's time also)
- 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 those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. The term applies to costs of this type originating in the grantee department as well as those incurred by other departments in supplying goods, services, and facilities to the grantee.

"Indirect Costs" is often used synonymously with "overhead" or "hidden" costs as comprising all costs that are not accounted for as the direct costs of a particular service, product, process, system, or facility. The underlying distinction is between (1) costs that are either pooled and allocated on the basis of some formula, or not allocated at all, and (2) costs that an accounting system treats as belonging (directly) to a service, product, process, system, or facility (i.e. a cost center, in accounting terminology).

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
- 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.

## **PRE-APPLICATION DOCUMENT**

### **Act 101, Section 901 Grant Planning**

#### **PART I – PROJECT SUMMARY AND JUSTIFICATION**

Please provide a summary of the municipal waste management or pollution prevention or household hazardous waste problems confronting the county and how the proposed project will meet Act 101 planning and plan implementation requirements and, if applicable, the requirements of Act 190, in solving the described problems. Indicate what other sources of funding have been evaluated/applied for and what could occur should this §901 grant application not be approved. Please keep this summary to one page, if possible.

#### **PART III – PROJECT SCOPE OF WORK**

Divide the work tasks necessary to complete the project into the appropriate cost categories (1. County Personnel Costs; 2. Benefits; 3. Supplies/Printing; 4. Travel; 5. Consultants & Subcontractors; 6. In-Kind Services). On the appropriate Scope of Work Cost Category page, describe the work to be performed under that 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, delineating work items rather than making broad generalizations.

Describe what end products will be produced (reports, plans, materials, etc.) as a result of the work performed. A paper copy and one copy on CD of any end product must be submitted to the appropriate DEP Regional Office and one copy on CD must be submitted to the Division of Waste Minimization and Planning in Harrisburg. The CD version may be used for all other distribution at the county's discretion. Expenses for this may be included in the "Supplies/Printing" budget category.

#### **PART III – PROJECT FINANCIAL DATA**

##### **A. BUDGET CATEGORY DATA**

1. County Personnel Costs refer to those costs of time incurred by county staff to complete work tasks associated with the project.
2. Benefits refer to those costs incurred by county staff, exclusive of direct salaries, associated with the time spent on completing work tasks associated with the project.
3. Supplies/Printing refers to those costs associated with the production of reports, plans, materials, etc.
4. Travel refers to lodging, subsistence, mileage, etc., costs incurred by county personnel or those under contract to the county in the performance of work tasks associated with the project. All travel occurring outside of the Commonwealth and exceeding \$300 or exceeding 300 miles from the Applicant's place of business must be pre-approved by the Department.
5. Consultants & Subcontractors refer to costs associated with the hiring of professional services to perform work tasks associated with the project. Indirect costs are not eligible.
6. In-Kind Services refer to work performed on the project for which no outlay of cash occurred. The value of these services may be claimed as part of the applicant's match. Volunteer and pro-bono services are considered in-kind. A maximum of 10% of the total project cost may consist of in-kind service costs.
7. Total Project Costs: Indicate the total project cost 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.

##### **B. RELATED FINANCIAL INFORMATION**

Please answer questions 1 and 2.

#### **PART IV – SUPPORTING DOCUMENTS**

Please attach any supporting documents (bids, quotes, drafts, etc.) to your application as needed.

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Planning**

**PART I – PROJECT SUMMARY AND JUSTIFICATION**

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Planning**

**PART II – SCOPE OF WORK**

**1. COUNTY PERSONNEL COSTS**

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**PART II – SCOPE OF WORK**

**2. BENEFITS**

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**PART II – SCOPE OF WORK**

**3. SUPPLIES/PRINTING**



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**PART II – SCOPE OF WORK**

**4. TRAVEL**

**Travel costs occurring outside of the Commonwealth and exceeding \$300 or exceeding 300 miles from the Applicant's place of business must be pre-approved by the Department.**

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Planning**

**PART II – SCOPE OF WORK**

**5. CONSULTANTS & SUBCONTRACTS**

**Please include your consultant's bid package, and any related subcontracts, under Part IV - Supporting Documents of this Application.**

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**PART II – SCOPE OF WORK**

**6. IN-KIND SERVICES**

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**PART III – PROJECT FINANCIAL DATA**

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

A. BUDGET CATEGORY DATA

BUDGET ITEM	TOTAL ITEM COST	DEP SHARE	APPLICANT MATCH
1. COUNTY PERSONNEL COSTS			
2. BENEFITS			
3. SUPPLIES/PRINTING			
4. TRAVEL			
5. CONSULTANTS & SUBCONTRACTS			
6. IN KIND SERVICES*			
TOTAL PROJECT COSTS			

\*Maximum of 10% of Total Project Costs

**Act 101, Section 901 Grant  
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**PART III – PROJECT FINANCIAL DATA**

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

A. BUDGET CATEGORY DATA

BUDGET ITEM	TOTAL ITEM COST	DEP SHARE	APPLICANT MATCH
1. COUNTY PERSONNEL COSTS			
2. BENEFITS			
3. SUPPLIES/PRINTING			
4. TRAVEL			
5. CONSULTANTS & SUBCONTRACTS			
6. IN KIND SERVICES*			
<b>TOTAL PROJECT COSTS</b>			

\*Maximum of 10% of Total Project Costs

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**PART III – PROJECT FINANCIAL DATA (CONTINUED)**

B. RELATED FINANCIAL INFORMATION

1. Describe the nature of the match indicated in Part IV A. If any portion of this match is to be in-kind services, indicate the manner in which the value of these services were determined:

N/A

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2. Indicate the names of consulting firms and/or subcontractors, if known, that will be utilized in the completion of the project and the manner in which they were chosen. Indicate how costs for their services were established:

N/A

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**Act 101, Section 901 Grant  
Planning**

**PART IV – SUPPORTING DOCUMENTS**

## **PRE-APPLICATION DOCUMENT**

### **Act 101, Section 901 Grant HHW Education**

#### **PART I – PROJECT SUMMARY AND JUSTIFICATION**

Please provide a summary of the pollution prevention or household hazardous waste problems confronting the county in the past 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 §901 grant application not be approved. Please keep this summary to one page, if possible.

#### **PART II – PROJECT SCOPE OF WORK**

Divide the work tasks necessary to complete the project into the appropriate cost categories (1. HHW Educational Costs; 2. HHW Education Administration). On the appropriate Scope of Work Cost Category page, describe the work to be performed under that 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, delineating work items rather than making broad generalizations.

Describe what end products will be produced (reports, plans, materials, education, etc.) as a result of the work performed. A paper copy and one copy on CD of any end product must be submitted to the appropriate DEP Regional Office and one copy on CD must be submitted to the Division of Waste Minimization and Planning in Harrisburg. The CD version may be used for all other distribution at the county's discretion. Expenses for this may be included in the "Supplies/Printing" budget category.

#### **PART III – PROJECT FINANCIAL DATA**

##### **A. BUDGET CATEGORY DATA**

1. HHW Educational Costs associated with public education and/or advertising collection events. These are costs associated to administration of HHW collection events.
2. HHW Education Administration.  
A maximum of 10% of the total project cost may consist of administration costs.
3. Total Project Costs: Indicate the total project cost 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 costs.

##### **B. RELATED FINANCIAL INFORMATION**

Please answer questions 1, 2 and 3.

#### **PART IV – SUPPORTING DOCUMENTS**

Please attach any supporting documents (bids, quotes, drafts, HHW educational items, etc.) to your application as needed.



**Act 101, Section 901 Grant  
HHW EDUCATION**

**PART I – PROJECT SUMMARY AND JUSTIFICATION**

**Act 101, Section 901 Grant  
HHW EDUCATION**

**PART II – SCOPE OF WORK**

**1. HHW EDUCATION**

**Act 101, Section 901 Grant  
HHW EDUCATION**

**PART II – SCOPE OF WORK**

**1. HHW EDUCATION ADMINISTRATION**

**Act 101, Section 901 Grant  
HHW EDUCATION**

**PART III – PROJECT FINANCIAL DATA**

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

**BUDGET CATEGORY DATA**

<b>BUDGET ITEM</b>	<b>TOTAL ITEM COST</b>	<b>DEP SHARE</b>	<b>APPLICANT MATCH</b>
1. EDUCATION			
2. HHW EDUCATION ADMINISTRATION*			
3. TOTAL PROJECT COSTS			

\*Maximum of 10% of Total Project Costs





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HHW EDUCATION**

**PART IV – SUPPORTING DOCUMENTS**