

## 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).