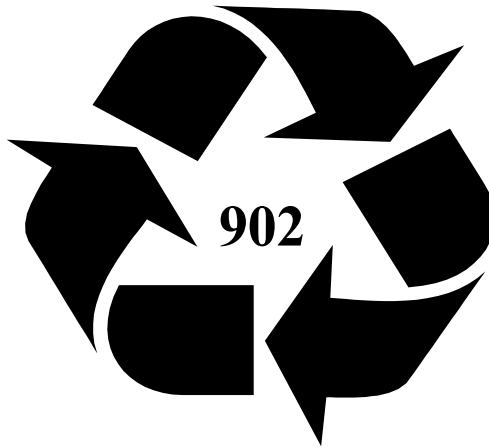




pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

MUNICIPAL RECYCLING PROGRAM GRANTS
UNDER SECTION 902 OF ACT 101
THE MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT OF
JULY 1988



PRE-APPLICATION FORM INSTRUCTIONS

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

www.dep.pa.gov

An Equal Opportunity Employer

INSTRUCTIONS TO COMPLETE THE 902 GRANT PRE-APPLICATION FORM

GENERAL INSTRUCTIONS

1. Grant applications must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application web site, eGrants, at: <https://www.esa.dced.state.pa.us/login.aspx>. Applications must be received by the filing deadline established by the Department and published in the *Pennsylvania Bulletin*, to be eligible for funding. Applications will not be accepted after the deadline. All grant awards are 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. A copy of each pre-application form should also be emailed to your County Recycling Coordinator.
2. A completed application consists of:
 - a. Part I - Applicant Information
 - b. Part II - Executive Summary
 - A. Program Information
 - B. Project Description
 - c. Part III - Project Narrative
 - d. Part IV - Project Sustainability Plan
 - e. Part V - The Proposal
 - A. Scope of Work
 - B. Financial/Work Completion Data
 - f. Part VI - Land Use Planning Form
 - g. Part VII - Supporting Documents
3. The application will be reviewed in accordance with a review and evaluation procedure developed by the Department and described in the fact sheet for this grant program. Further information on this procedure may be obtained from the Department's Regional Planning and Recycling Coordinator serving your area.

PART I – APPLICANT INFORMATION

Please answer all questions listed as applicable. Tips on how to complete certain questions in this section include:

Line #1. The applicant must be a municipality as defined in Act 101 as amended (i.e.: county, city, township, town, borough, home rule municipality, council of governments, consortium, Solid Waste Authority, or similar entity). If the application represents the efforts of more than one municipality, a lead municipality should be designated to act as the applicant and signer of the agreement. Only one municipality may be listed on line #1. COG's, consortiums and similar entities must provide documentation of their establishment under 53 PA C.S. Chapter 23, Subchapter A.

Line #2. Use the municipality's official business address.

Line #4. This is the official local government representative who will be contacted concerning details of the application and grant agreement development.

Line #6. Please enter the grant contact person's email address.

Line #7. If your municipality does not have a web site, please leave this line blank.

PART II – EXECUTIVE SUMMARY

Please answer all questions listed. Attach additional pages if clarification of any answer is necessary. Please provide supporting documents to verify program components as necessary.

PART III – PROJECT NARRATIVE

On the page provided, give a description of the proposed project to be funded.

PART IV – PROJECT SUSTAINABILITY PLAN

All applicants are required to submit a plan as a part of their funding request that includes definitive actions and strategies for optimizing program self-sufficiency. The plan shall include, at a minimum, strategies for reducing costs and generating revenues, provisions for establishing incentives associated with waste reduction and recycling, mechanisms for public outreach and stakeholder input, and tracking mechanisms to document progress toward sustainability milestones until optimum sustainability is realized. The Department's technical report on Building Financially Sustainable Recycling Programs can provide assistance in developing such methods and strategies. The technical report can be found on the DEP's website at: https://files.dep.state.pa.us/Waste/Recycling/RecyclingPortalFiles/Documents/fin_sust_rec.pdf

Applicants failing to complete the Sustainability Plan portion of the application will not be considered for funding.

PART V – THE PROPOSAL

A. SCOPE OF WORK

1. Provide a narrative description of each item to be purchased, acquired or claimed as match, including the function of each, as listed in Part V.B. – Financial/Work Completion Data. Project development items, educational program items, each item of equipment, and each building or land improvement to be funded or claimed as match, must be listed as a separate item. All in-kind costs or services must be identified and the derivation of their value explained.
2. All applicants required to provide public notice of their grant applications must provide documentation of the public notice, the responses received, and an explanation of why the applicant has concluded the equipment is not available from the private sector. See Section #7 of the preceding fact sheet. Attach documentation to the application forms as Part VIII.
3. Documentation must be provided in support of all anticipated capital expenses. Bid quotes, invoices, catalogue prices, and manufacturers' statements are examples of acceptable documentation. Please be sure to consider the Department of General Services' COSTARS program when obtaining price quotes. If COSTARS or a similar program was not used, three separate quotes/bids should be provided. Applicants should also be following their procurement guidelines. Attach documentation to the application forms as Part VII.

B. FINANCIAL/WORK COMPLETION DATA

1. List the items described in Part V.A. – Scope of Work. Enter the total cost expected to be incurred for each item in the "Item Costs" column. Subdivide each cost, as necessary, into the portion to be reimbursed by DEP (DEP Share) and the share that will be financed by the municipality (Applicant Match).

The DEP Share should equal but not exceed 90% of the Total Item Costs unless the Department of Community and Economic Development has designated the applicant as financially distressed. Your DEP Regional Planning and Recycling Coordinator will assist you in defining approved project costs. All costs listed on Part V.B. – Financial/Work Completion Data should be in whole dollars.

2. Project development items, educational program items, each item of equipment, and each building or land improvement to be funded or claimed as match, must be listed as a separate item. All in-kind costs or services must be identified.
3. The Total Item Costs must equal the total DEP share plus the applicant match.

PART VI – LAND USE PLANNING FORM

Complete this form by answering the appropriate questions provided. If your response to Question 1a is 'NO' on the Land Use Planning Form, you do not need to complete or sign the remainder of the Land Use Planning Form. If your response to Question 1a is 'YES' AND your response to Question 1b is 'YES' on the Land Use Planning Form, you do not need to complete or sign the remainder of the Land Use Planning Form.

The Land Use Planning Form must be uploaded with your application.

Additionally, for purposes of completing this form, the following definitions should be utilized:

“Comprehensive plans and zoning ordinances” are county, municipal or multi-municipal comprehensive plans adopted under the Municipal Planning Code (MPC) and zoning ordinances adopted under the MPC.

“Consistency” is an agreement or correspondence between matters being compared which denotes a reasonable, rational, similar connection or relationship.

“De Minimis Proposals” are applications for the development of facilities or infrastructure that are minor in scope; they involve a modification of an existing facility or infrastructure project that does not change the basic nature of the facility or infrastructure and that does not alter the associated land use impacts. For example, a grant to hold a public meeting to determine whether there is support for the creation of a greenway or park, the planting of trees in a park to replace an expanse of grass, or construction of a source separated drop off box at a municipally owned property would be considered a de minimis proposal qualifying for the early-opt provisions in this policy.

“Facilities” are buildings and other structures that involve new land development or result in a change to existing use of land.

“Infrastructure” is permanent structures for transportation, sewer and water facilities, schools, parks, greenways and open space, electric and gas delivery systems, stormwater facilities and telecommunications networks.

PART VII – SUPPORTING DOCUMENTS

Upload such items as waste, recycling, and burning ordinances and/or regulations, proof of publication and responses received, price quotes and/or bids, examples of educational materials, letters of support, inter-municipal agreements, littering or illegal dumping education, incentive-based pricing documentation, special collections programs, monies received from the sale of Act 101-recyclable materials, justification of equipment that is pro-rated to reflect recycling use, and any other items necessary to support your grant request.

Be sure to consider the Department of General Services' Cooperative Purchasing Program (COSTARS) when seeking quotes for equipment. If COSTARS or a similar program was not used, three separate quotes/bids should be provided. Applicants should also be following their procurement guidelines.

***Complete all sections of the pre-application form as instructed.

Pennsylvania DEP Regional Planning & Recycling Coordinators

Pre-application conferences with DEP Regional Planning & Recycling Coordinators are required. A list of DEP Regional Recycling & Planning Coordinators can be found at: <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/Pages/Regional-Planning-and-Recycling-Coordinators.aspx>. Please contact your DEP Regional Recycling Coordinator to schedule your pre-application conference.