



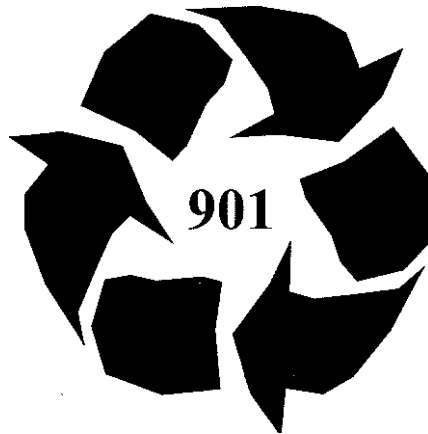
**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

PRE-APPLICATION DOCUMENT  
MUNICIPAL WASTE PLANNING

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 Planning Pre-Application Document

### The 901 Planning 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 Municipal Waste Planning 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.

### 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.
- Approved costs are "Direct Costs" consisting of staff time, consultant's time, subcontractor's time, 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 (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: \_\_\_\_\_  
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 Planning

#### **PART I – PROJECT NARRATIVE**

Please list your most recent solid waste management plan approval date and any subsequent amendments.

Project Summary and Justification - Please provide a summary of the municipal waste management problems confronting the county and how the proposed project will meet Act 101 planning and plan implementation requirements 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 SWAC meetings, public comment periods, municipal ratification, and anticipated completed date.

Consulting Firms and/or Subcontractors Selection Justification – Indicate the names of the 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 the costs for these services were established. If a consulting firm or subcontractor will not be utilized for this 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. County Personnel Costs: Costs of time incurred by county staff to complete work tasks associated with the project. Please include the personnel names, titles, description of tasks, and projected hours to work on proposed project. County Recycling Coordinators who apply for a section 903 grant are not eligible.
2. Benefits: Costs incurred by county staff, exclusive of direct salaries, associated with the time spent on completing work tasks associated with the project. County Recycling Coordinators who apply for a section 903 grant are not eligible.
3. Supplies/Printing: Costs associated with the production of reports, plans, and materials, etc. Describe the end products that will be produced, such as SWAC meeting materials, county plans or other studies.
4. Travel: 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 all travel exceeding \$300 or exceeding 300 miles from the applicant's place of business must be pre-approved by the Department.
5. Consultants & Subcontractors: 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: 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. Volunteer time for attendance of SWAC meetings is common example of in-kind service costs. The current value of a volunteer hourly rate 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 in-kind service 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) indicates 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
A. COUNTY PERSONNEL COSTS			
B. BENEFITS			
C. SUPPLIES/PRINTING			
D. TRAVEL			
E. CONSULTANTS & SUBCONTRACTS			
F. IN KIND SERVICES*			
<b>TOTAL PROJECT COSTS</b>			

\*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.

- Appraisals
- Bids/Quotations
- Budget Justification
- Contractor Estimates
- Engineer Estimates
- 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 DETAILS AND RELATED FINANCIAL INFORMATION**

Using the information provided in the Scope of Work section, describe the nature of the match regarding in-kind services, and provide the number of hours and a detailed description of the tasks to be performed by volunteers.

**Act 101, Section 901 Grant  
Planning**

**PART III A – SCOPE OF WORK**

**1. COUNTY PERSONNEL COSTS**

Costs of time incurred by county staff to complete work tasks associated with the project. Please include the personnel names, titles, description of tasks, and projected hours to work on the proposed project. County Recycling Coordinators who apply for a section 903 grant are not eligible.



**Act 101, Section 901 Grant  
Planning**

**PART III A- SCOPE OF WORK**

**2. BENEFITS**

Costs incurred by county staff, exclusive of direct salaries, associated with the time spent on completing work tasks associated with the project. County Recycling Coordinators who apply for a section 903 grant are not eligible.

**Act 101, Section 901 Grant  
Planning**

**PART III A- SCOPE OF WORK**

**3. SUPPLIES/PRINTING**

Costs associated with the production of reports, plans, and materials, etc. Describe the end products that will be produced, such as SWAC meeting materials, county plans or other studies.

**Act 101, Section 901 Grant  
Planning**

**PART III A- SCOPE OF WORK**

**4. TRAVEL**

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 all travel exceeding \$300 or exceeding 300 miles from the applicant's place of business must be pre-approved by the Department.

**Act 101, Section 901 Grant  
Planning**

**PART III A- SCOPE OF WORK**

**5. CONSULTANTS & SUBCONTRACTS**

Costs associated with the hiring of professional services to perform work tasks associated with the project. Indirect costs are not eligible.

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

**Act 101, Section 901 Grant  
Planning  
PART III A – SCOPE OF WORK**

**6. IN-KIND SERVICES**

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. Volunteer time for attendance of SWAC meetings is common example of in-kind service costs. The current value of a volunteer hourly rate 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 in-kind service costs.

**Act 101, Section 901 Grant  
Planning**

**PART III B – PROJECT DETAILS AND RELATED FINANCIAL INFORMATION**

1. Describe the nature of the match. If any portion of this match is to be in-kind services, indicate the manner in which the value of these services was determined.

2. Describe the tasks to be performed by volunteers and the hours anticipated to complete each task.

**Act 101, Section 901 Grant  
Planning**

**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
- RFP/RFI Packages (or equivalent)