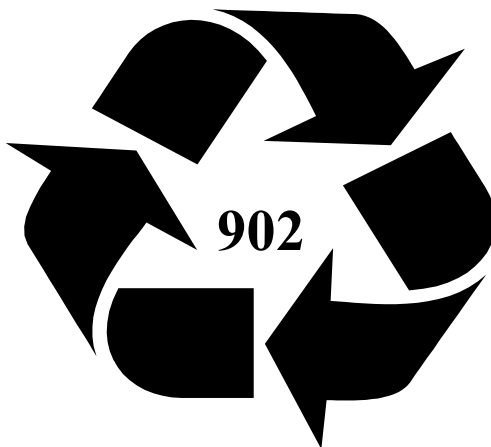




pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

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



Recycling Grant Application

Filing Deadline: May 31, 2013

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

www.dep.state.pa.us

GRANTS FOR DEVELOPMENT AND IMPLEMENTATION OF MUNICIPAL RECYCLING PROGRAMS FACT SHEET

1. The 902 Grant Program:

Grants are authorized under Section 902 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 902 grants are available to all municipalities including counties, cities, boroughs, incorporated towns, townships, home rule municipalities, councils of governments, consortiums, Solid Waste Authorities, or similar entities established by two or more municipalities under 53 PA. C.S. Chapter 23 Subchapter A (relating to intergovernmental cooperation). Municipalities are eligible for up to 90% funding of approved program costs. Municipalities designated by the Department of Community and Economic Development as financially distressed are eligible to receive 100% funding of approved program costs.

Projects eligible for grant funding are those that divert the following recyclable materials from municipal solid waste: source separated recyclable materials (clear glass, colored glass, aluminum, steel and bimetallic cans, highgrade office paper, newsprint, corrugated paper, plastics and other marketable grades of paper), source separated food scraps and leaf waste.

Municipalities may sponsor recycling projects involving not-for-profit agencies acting on a municipality's behalf to implement projects that benefit the municipality. Private enterprises cannot be funded. These grants are limited to funding for the processing of source separated recyclable materials and yard waste or the manufacturing of products made from those materials.

The recycling program to be funded may not duplicate or interfere with other operating recycling programs as determined by the Department of Environmental Protection. To ensure this, municipalities may need to advertise their intent to establish collection and/or processing programs.

Municipalities mandated to recycle under Act 101 must have enacted an ordinance that includes, but is not limited to, the following:

- a. a requirement for the separation of at least three materials from municipal solid waste ("MSW") by residents of homes and apartments;
- b. a requirement for the separation of leaf waste (as defined by the Act) from MSW by residents of homes and apartments;
- c. a requirement for the separation of at least high-grade office paper, corrugated paper, aluminum cans and leaf waste from MSW by commercial, municipal and institutional establishments;
- d. a curbside collection system for recyclable materials operating at least once per month;
- e. provisions to ensure compliance with the ordinance; and,
- f. provisions for the recycling of collected materials.

Projects that involve municipalities lacking a mandatory trash collection program, or projects seeking support for a residential recycling program where a corresponding commercial recycling program does not exist, will not be considered for funding. Additionally, mandated municipalities that allow the burning of recyclables including leaf and yard waste will also not be considered for funding. Applicants seeking funds to replace curbside collection containers and/or collection vehicles will need to demonstrate that the new equipment will increase collection efficiencies and tonnage of materials.

In addition, mandated municipalities must conduct a recycling education program that notifies all persons occupying every residential, commercial, municipal and institutional establishment within its borders of the requirements of the ordinance. This must be conducted at least once every six months. **Mandated municipalities that fail to meet the above requirements or that fail to enforce the provisions of their recycling ordinance will not be considered for a recycling grant. Any municipality that has failed to submit its Annual Recycling Report for calendar year 2012 will not be considered for a recycling grant. Municipalities that were a grant recipient from the last 902 grant award round will not be considered for funding this solicitation period.**

2. Terms Used in this Fact Sheet:

The definitions provided below are intended to aid the reader in understanding this fact sheet and grant application. They are not intended to substitute for, replace, or modify statutory or regulatory definitions.

Administrative costs – Executive, organizational, and clerical costs associated with the general management of an organization rather than with a specific program or project. Under this grant program, postage is considered an administrative cost.

Date of encumbrance – The date a grant agreement is signed by the Comptroller's Office when grant funds become available.

Direct salaries – Salaries of employees involved in the recycling program or its components.

In-kind services – Services that are donated to the project. There are no actual cash outlays for in-kind services. Volunteer and pro-bono services are considered in-kind.

Match – The portion of project costs provided by the applicant.

Source separated recyclable materials – Materials that are separated from municipal waste at the point of origin for the purpose of recycling, including: clear glass, colored glass, aluminum cans, steel and bimetallic cans, highgrade office paper, newsprint, corrugated paper, other marketable grades of paper, plastics, yard waste and food scraps.

Leaf Waste - leaves, garden residues, shrubbery and tree trimmings, and other vegetative materials.

3. The Application Process:

Grant application periods and funding priorities are published in the **Pennsylvania Bulletin**. You may also contact your DEP or County Recycling Coordinator for this information.

Pre-application conferences are **required**. The Department's Regional Planning and Recycling Coordinators (see attached list) should be contacted for application forms and the scheduling of pre-application conferences. Your County Recycling Coordinator should also be able to assist you with completing the application. At a minimum, you should have a draft of your project's proposed expenditures available for the pre-application conference.

All applications submitted in compliance with the application deadline will be evaluated in accordance with a grant application review and evaluation procedure. This procedure is outlined under Section 8 of this fact sheet.

Successful applicants will be notified and a grant agreement (contract) developed for signature by the applicant, DEP, the Attorney General and the Comptroller's Office. The grant agreement is considered fully executed after signature by the Comptroller.

4. Grant Limitations:

- Grant awards are contingent upon the availability of monies in the Recycling Fund.
- Grant contracts must be fully executed within one year of a grant offering.
- Funds must be spent within two years after full execution of a contract.
- Only one extension of a contract's termination date is permissible, and may not exceed three months. A request for a contract extension must be made no later than 90 days prior to the contract termination date.

- A county (or authority representing a county or a combination of the two) may receive no more than 10% of the money available under this grant program in any fiscal year. No municipality (including a county and/or an authority representing that county, or a combination of the two) may request or be awarded more than \$250,000 in this funding period.
- A grant may not be awarded to any county or municipality that has failed to comply with the conditions set forth in previously awarded grants, the grant requirements of Act 101, the regulations of the Act, or the reporting requirements of the Act. A county or municipality that encourages or allows the destruction and/or burning of materials included in its recycling program will not be awarded a grant.
- The funding of equipment available under the Department of General Services' COSTARS program will be limited to the amount identified in the current state contract for that equipment. Contact the COSTARS www.dgs.state.pa.us/costars/ program (866) 768-7827 for a list of available equipment.
- The cost of educational materials, equipment or facilities purchased for the recycling program that are also used for purposes other than recycling will be pro-rated to reflect their recycling use.
- Funding for wood chipping equipment will be approved only when the equipment is part of a comprehensive leaf waste collection program and where the material is collected curbside from residents and where the wood chips produced are put to a beneficial use as determined by the Department.
- A municipality must retain sole ownership of equipment or facilities funded by a grant for the useful life of said equipment or facility. Grant funded property may be transferred to another municipality through written approval by the Department.
- If collection or processing vehicles are to be purchased as part of this grant, you should be aware of the restrictions governing such purchases under the Motor Vehicle Procurement Act, Act 40 of 1984.
- If construction costs are part of this grant, you should be aware of the provisions contained in the Prevailing Wage Act, Act 442 of 1961.
- **Equipment and property purchased with funds from this grant and with a purchase price of \$1,000 or greater shall be clearly identified by the grantee, through a sign or lettering permanently affixed to the equipment or property, as being funded by a Department of Environmental Protection Act 101, Section 902 Recycling Grant.**
- Each grantee must provide for an independent performance audit to be completed within six months after all reimbursable work under the grant has been completed. Grant funds cannot be used to complete this requirement.
- The Department may withhold 10% of the grant award until all conditions of the grant agreement are completed and verified.

5. Fundable Costs For Municipal Recycling Program Grants:

- The costs of developing a recycling program, including recycling program design costs, recycling market investigations, development of recycling market commitments, development of recycling program ordinances, development of the recycling public education program, and costs for developing contracts for procuring equipment or services necessary for the operation of the program. The grants may also be used toward the cost of developing a leaf waste collection and composting program. Examples of project development costs include consultant fees, advertising associated with equipment purchases or ordinance reviews, and conference fees.

- Costs associated with educating the public on recycling program requirements, including the development and publication of printed and audio-visual educational materials, advertisements, the development of Internet “Recycling Home Pages,” and school or special event programs. No part of the administrative costs associated with conducting an education program shall be considered as a fundable cost.
- The costs of purchasing or leasing vehicles used to collect recyclables, transport recyclables to processing facilities or markets, and vehicles used in the operation of a materials recovery facility, as well as the cost of reusable containers for collection or storage of recyclable materials. Examples of collection equipment costs include leaf boxes and vacuums, drop-off boxes, and household or office recycling collection containers.
- The costs of acquiring equipment used to process or manufacture recyclable materials into usable products. Examples of processing equipment costs include balers, shredders, windrow turners and grinders. See Section 7 regarding advertising requirements for mechanical processing equipment.
- The costs of acquiring and/or renovating buildings for processing and storage of recovered materials. Examples of building costs include construction, utility installation and repairs to existing structures.
- Improvements to land needed to operate a recycling facility or leaf waste composting facility. Examples of land association costs include fencing, grading, paving and site work in preparation of construction.
- Applicants requesting support for the following (and demonstrating how the request will lead toward greater program self-sufficiency) will receive additional consideration:
 - Newly mandated municipalities based on the 2010 decennial census by the Bureau of the Census of the U. S. Dept. of Commerce.
 - An incentive based pricing and collection program designed to increase the quantities and types of recyclable materials and reduce the quantity of waste collected.
 - Multi-municipal collection, processing and/or materials marketing programs where capital costs are reduced and/or recycling marketability is enhanced due to intergovernmental cooperation.
 - New or expanded collection, education and outreach for commercial establishments, including school recycling programs.
 - In addition, communities whose existing recycling programs contain the following components will receive additional consideration:
 - Public provided or municipal contracted waste and recycling services.
 - The collection of six(6) or more Act 101 materials.

Items specifically excluded as eligible for grant funds:

- Land.
- Postage.
- Salaries and administrative costs associated with the implementation of the recycling program.
- In-kind services and activities not related to the program.
- Travel-related costs.
- Vehicles used to collect solid waste (other than recyclables) from generators.
- Operation and maintenance of projects.
- Any work or equipment funded under previous Department grants.
- Street sweepers.
- Plastic lumber for benches or tables.
- Sales tax.
- Garages (buildings for the storage or maintenance of equipment).

- Computers, related hardware, and other office equipment.
- Billboard advertising.
- Backyard composting containers.
- Public recycling containers for parks and streetscapes.
- Pick-up trucks.
- Glass crushing equipment (unless specific marketing arrangements have been identified).
- Vehicles equipped with compaction units (except for the sole collections of yard waste, paper fiber and/or single-stream collection where a facility equipped to process such material has been identified).
- Promotional items not containing program specific information (materials collected, collection frequency, material preparation, etc.).
- Awards or incentives.
- Costs associated with the preparation of the grant application.

6. Eligible Match For Municipal Recycling Program Grants:

- Any funds expended on grant eligible costs.
- The lease value of land or existing buildings utilized for project purposes during the life of the grant agreement. Construction costs of new equipment storage facilities may also be considered for match. Justification will be required by the Department.
- The lease value of municipal equipment dedicated to the operation of the recycling program during the life of the grant agreement. Justification will be required by the Department.
- Postage related to a municipality's recycling education program.
- The cost of bio-degradable yard waste collection bags.
- The administrative costs associated with the recycling public education program, including travel costs directly related to the recycling program occurring within the Commonwealth and 300 miles of the agency's official business address unless otherwise approved by the Department. Travel costs are to be in accordance with and are not to exceed maximums prescribed in Department Travel Regulations, as set forth in Management Directive 230.10 of February 15, 2007, as revised.
- In-kind services for which no cash outlay occurs that are directly related to the recycling program.
- Interest paid to financial institutions on eligible expenditures.
- Containers, education and development of the waste collection portion of a "Pay As You Throw" or other incentive-based recycling program.

Items specifically excluded as eligible match toward a program:

- Direct salaries.
- Vehicles which are used to collect solid waste from generators.
- Operation and maintenance of projects.
- Administrative costs associated with the implementation of the recycling program other than the recycling public education program.
- In-kind services and activities not related to the program.
- Any work or equipment funded under previous Department grants.

7. Public Notice Requirements For Purchase of Mechanical Processing Equipment

If a municipality proposes to use some or all of recycling grant funds to purchase mechanical processing equipment, it must demonstrate that the equipment is not available from the public or private sector for use in the program. Before submitting a recycling grant application seeking funding for the purchase of mechanical processing equipment with a retail value of \$200 or greater, a municipality must publish a public notice.

The notice can be in the form of a display advertisement or legal notice. The notice must:

- Include a description in reasonable detail of the equipment the municipality proposes to purchase or cause to be purchased.
- Include a description of the intended uses of the equipment.
- Include a statement that the equipment is proposed to be funded by an Act 101, Section 902 grant.
- State that interested persons may submit comments to the municipality within 30 days of the publication of the notice.
- Be published once a week for at least two consecutive weeks in a newspaper of general circulation in the area where the proposed equipment will be maintained. An additional two-week advertising period may be required. Please consult your DEP Regional Planning and Recycling Coordinator.

The Recycling Grant application must include:

- Proof of compliance with the notification requirements including dated copies of the public notice.
- A description of the responses received to the public notice.
- An explanation of why the municipality has concluded the equipment is not available from the private sector.

8. Grant Application Review and Evaluation Procedure:

All applications submitted to the Department by the announced deadline are reviewed by the appropriate DEP Regional Planning and Recycling Coordinator.

The DEP Regional Coordinator conducts an administrative review to determine that all pages and requirements have been completed by the applicant. Once deemed administratively complete, the DEP Coordinator reviews the application to determine the feasibility of the proposed project; the relation of the proposed project to other existing or proposed projects in the area, and the need for this project in relation to the municipality's, county's and/or Commonwealth's recycling goals, efforts and mandates. Applicants will be notified by their Regional Office of any deficiencies found.

Recommendations for funding are submitted to the DEP Central Office by each Regional Office. DEP Central Office reviews grant recommendations for consistency with funding priorities, confirms eligibility and compares programs across regional boundaries. A final list of recommendations is developed that does not exceed the total of funds budgeted for the grant awards. Approximately six months may be required to complete the application review and approval process. Successful applicants are officially notified of a grant award (offering) by letter.

9. Grant Contract:

Included with the grant offering letter will be a copy of the draft grant contract for the project. No grant funds can be released until the grant contract has been fully executed.

A fully executed grant contract for the project *must* be developed between the applicant and the Department within one year of the date of the offering letter, otherwise the grant will be returned to the Recycling Fund. A minimum of two months may be needed for processing of the grant contract after it is signed by the applicant and forwarded to the Department.

10. Disbursement of Funds:

The applicant will be sent a copy of the fully executed contract along with a copy of the Disbursement Request Form associated with this contract. Requests for disbursement (reimbursement) must be made to the Department in order to receive funds. Disbursement requests are reviewed/approved by the appropriate DEP Regional Coordinator, ***who must verify that items or services claimed for reimbursement have been delivered to the grantee.***

The approved disbursement request is forwarded to DEP Central Office for coding and to ensure that adequate funds are available to cover payment. Generally within two weeks of receipt by Central Office, the disbursement request is forwarded to the Department's Comptroller's Office for processing, and then to the Department of Treasury for payment. It takes approximately two to six weeks from the date the disbursement request was forwarded to the Comptroller's Office to receive payment. Please allow a total of 12 to 16 weeks for the complete processing of any disbursement request.

All grant funds covered under the grant contract must be expended within the specified length of the contract. The termination date of the contract is determined by the length of the contract beginning from the date grant funds are encumbered by the Comptroller. The date of encumbrance will be listed in the grant contract. All grant accounts will be closed by the Department six months after the grant contract terminates. Any remaining funds will be returned to the Recycling Fund.

INSTRUCTIONS TO COMPLETE THE 902 GRANT APPLICATION

GENERAL INSTRUCTIONS

1. Two copies of the application must be submitted to the Department's Central Office, (Pennsylvania Department of Environmental Protection, Bureau of Waste Management, Division of Waste Minimization and Planning, P.O. Box 8472, Harrisburg, PA 17105-8472) in accordance with the application deadline established by the Department and published in the *Pennsylvania Bulletin*. A copy of each application must also be submitted to your County Recycling Coordinator (see attached list).
A completed application consists of:
 - a. Part I - Applicant Information
 - b. Part II - Executive Summary
 - c. Part III - Project Narrative
 - d. Part IV - Project Sustainability Plan
 - e. Part V - The Proposal: Scope of Work and Financial/Work Completion Data
 - f. Part VI - Land Use Planning Form
 - g. Part VII - Form W-9, Request for Taxpayer Identification No. and Certification
 - h. Part VIII - Supporting Documents
2. Applications should only be bound with a staple at the upper left corner. Other bindings, covers, tabbed pages, etc., are not to be used. **Please use recycled paper. Detach these instructions prior to submittal.**
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

Complete Part I - Applicant Information form as follows:

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 your email address.

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

Statement Verification. The application **must** be signed by an authorized official of the municipality or county applying for the grant.

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 concise 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 www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/recycle.htm. **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. 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. Attach documentation to the application forms as Part VIII.

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 Cost" column. Subdivide each cost, as necessary, into the portion to be reimbursed by DEP and the share that will be financed by the municipality (match). The DEP share for the TOTAL program 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. 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.
4. When completing the Project Expenditure Schedule, estimate the percentage of the total program costs to be incurred in six-month intervals from the time you receive the agreement for this grant (if awarded). You will have an opportunity to adjust this schedule when the grant agreement is drafted. Not every quarter must show an expenditure, but the total for all four quarters must equal 100%. Please use whole numbers.

PART VI – LAND USE PLANNING FORM

Complete this form by answering the appropriate questions provided. 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 – FORM W9

Complete and sign this form. Grant agreements cannot be finalized without this form.

PART VIII – SUPPORTING DOCUMENTS

Attach such items as mandatory waste, recycling and burning ordinances, proof of publication and responses received, price quotes and/or bids, waste or recycling regulations, examples of educational materials, letters of support, and any other items necessary to support your grant request. Be sure to consider the Department of General Services’ COSTARS program when seeking quotes for equipment.

Complete all sections of the application form as instructed. Be sure to sign and date the form to complete the application.

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
REGIONAL PLANNING & RECYCLING COORDINATORS**

SOUTHEAST REGION Mr. Calvin Ligons
DEP, Bureau of Waste ManagementMs. Ann Ryan
2 E. Main Street.....Ms. Mary Alice Reisse
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Bucks, Chester, Delaware, Montgomery & Philadelphia Counties

NORTHEAST REGIONMr. Berit Case
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2 Public Square
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Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne & Wyoming Counties

SOUTHCENTRAL REGION Mr. John Lundsted
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909 Elmerton Avenue
Harrisburg, PA 17110-8200

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Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry & York Counties

NORTHCENTRAL REGIONMr. Joseph Delgripo
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Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga & Union Counties

SOUTHWEST REGION Ms. Sharon Svitek
DEP, Bureau of Waste Management Mr. Stephen Sales
400 Waterfront Drive Mr. Brad Cunningham
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Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington & Westmoreland Counties

NORTHWEST REGION Mr. Guy McUmber
DEP, Pollution Prevention and Compliance Assistance (814) 332-6848
230 Chestnut Street
Meadville, PA 16335-3481
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gmcumber@pa.gov

Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango & Warren Counties

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
COUNTY RECYCLING COORDINATOR LIST**

Adams County

Ms. Bicky Redman
Solid Waste and Recycling Coordinator
670 Old Harrisburg Rd., Suite 100
Adams County Courthouse
Gettysburg, PA 17325
717-337-9827
717-337-0730 fax
e-mail: bredman@adamscounty.us

Allegheny County

Ms. Joy Smallwood
Recycling Coordinator
Allegheny County Health Dept.
Division of Public Drinking Water and Waste
Management
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412-578-8053 fax
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Armstrong County

Ms. Sally Conklin
Recycling Coordinator
Dept. of Planning and Development
402 Market St.
Kittanning, PA 16201
724-548-3223
724-545-7050 fax
e-mail: sconklin@co.armstrong.pa.us

Beaver County

Ms. Holly Nicely
Director
Dept. of Waste Management
469 Constitution Blvd.
New Brighton, PA 15066
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724-770-2071 fax
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Bedford County

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Recycling Coordinator
Bedford County Conservation District
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814-623-0481 fax
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Berks County

Ms. June Meeks
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610-478-3470 fax
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Blair County

Mr. Terry Stacey
Director
Blair County Dept. Of Solid Waste & Recycling
423 Allegheny St. Suite 036
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814-696-8702 fax
e-mail: tstacey@blairco.org

Bradford County

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Recycling Coordinator
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Bucks County

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215-345-3886 fax
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Butler County

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Cambria County

Mr. Kris Howdyshell
Recycling Coordinator
Cambria County SWMA
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Ebensburg PA 15931
814-472-2109
814-472-2389 fax
e-mail: cambriarecycles@earthlink.net

Cameron County

Ms. Tara Newton
Recycling Coordinator
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814-486-3176 fax
e-mail: camcotreas2@cameroncountypa.com

Carbon County

Mr. Duane A. Dellecker
Director
Carbon County Department of Solid Waste
PO Box 210, 490 Ore St., Suite 2
Bowmanstown, PA 18030-0219
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610-852-5110 fax
e-mail: ccrecycl@ptd.net

Centre County

Ms. Joanne Shafer
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Delaware County
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Westmoreland County

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Application No.

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Dept. use only

APPLICATION FOR RECYCLING PROGRAM GRANT

PART I - APPLICANT INFORMATION

PLEASE FOLLOW ALL INSTRUCTIONS AS PROVIDED

1. MUNICIPALITY _____
2. OFFICIAL BUSINESS ADDRESS _____
 BOX _____
 STREET _____
 CITY _____
 PA ZIP _____
3. COUNTY _____
4. CONTACT PERSON _____
 TITLE _____
5. CONTACT PERSON TELEPHONE NUMBER (_____) _____
6. CONTACT PERSON EMAIL ADDRESS: _____

7. MUNICIPALITY WEBSITE ADDRESS: _____

STATEMENT AND VERIFICATION

The information contained in this grant application is true and accurate to the best of my personal knowledge or information and belief.

This statement and verification is made subject to the penalties of 18 Pa. C.S.A § 4904 relating to unsworn falsification to authorities, which provides that if I make knowingly false averments, I may be subject to criminal penalties.

Signature of Elected/Appointed Municipal Official

Title

Date

PART II – EXECUTIVE SUMMARY
A. Program Information

1. What is the population of your municipality? _____
2. Is your municipality mandated to recycle per Act 101? YES NO
3. Does your municipality have an ordinance (rules/regulations) that requires residents to participate in a curbside recycling program? YES NO
Ordinance # _____ Date Enacted: _____
4. Will this ordinance (rules/regulations) be updated? YES NO
If YES, please list projected date(s): _____
5. Does your municipality have an ordinance that requires residents to participate in a waste collection service? YES NO
Ordinance # _____ Date Enacted: _____
6. Who collects the waste?
 Municipal Employees Contracted Hauler Private Subscription Other: _____

7. Please list the haulers who collect waste in your municipality: _____

8. What is the yearly cost to residents: _____
9. Does your municipality have an ordinance that requires commercial establishments to participate in a recycling program? YES NO
Ordinance # _____ Date Enacted: _____
10. Does your municipality have an ordinance that regulates the burning of waste? YES NO
Ordinance # _____ Date Enacted: _____
If YES, what items, if any, can be burned in your municipality? _____
11. Will the burning ordinance be updated? YES NO
If YES, please list projected date(s): _____
12. What materials are currently being collected curbside from residents within your municipality(ies)? Check all that apply:

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Aluminum Cans	<input type="checkbox"/> Clear Glass
<input type="checkbox"/> Office Paper	<input type="checkbox"/> Steel Cans	<input type="checkbox"/> Green Glass
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Appliances/Scrap Metal	<input type="checkbox"/> Brown Glass
<input type="checkbox"/> Magazines	<input type="checkbox"/> Used Motor Oil	<input type="checkbox"/> Grass
<input type="checkbox"/> Mixed Paper		<input type="checkbox"/> Food Waste
<input type="checkbox"/> Other Paper Fiber: _____		<input type="checkbox"/> Tree Trimmings/Christmas Trees
<input type="checkbox"/> PET Plastic		<input type="checkbox"/> Electronics
<input type="checkbox"/> HDPE Plastic		
<input type="checkbox"/> Other Plastics: _____		

13. How often are the residential curbside materials collected per month?
 1X 2X 3X 4X Other: _____

14. How are the recyclable materials collected?
 Municipal Employees Contracted Hauler Private Subscription Other: _____

15. What is the yearly cost to residents? _____

16. Please list the haulers who collect recyclables in your municipality: _____

17. What materials are currently being collected at any drop-off facilities operating within or on behalf of your municipality(ies)? Check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Aluminum Cans | <input type="checkbox"/> Clear Glass |
| <input type="checkbox"/> Office Paper | <input type="checkbox"/> Steel Cans | <input type="checkbox"/> Green Glass |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Appliances/Scrap Metal | <input type="checkbox"/> Brown Glass |
| <input type="checkbox"/> Magazines | <input type="checkbox"/> Used Motor Oil | <input type="checkbox"/> Grass |
| <input type="checkbox"/> Mixed Paper | | <input type="checkbox"/> Food Waste |
| <input type="checkbox"/> Other Paper Fiber: _____ | | <input type="checkbox"/> Tree Trimmings/Christmas Trees |
| <input type="checkbox"/> PET Plastic | | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> HDPE Plastic | Operating Hours: _____ | |
| <input type="checkbox"/> Other Plastics: _____ | | |

18. What materials are currently being collected from (or recycled by) your commercial, institutional and municipal facilities within your municipality(ies)? Check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Aluminum Cans | <input type="checkbox"/> Clear Glass |
| <input type="checkbox"/> Office Paper | <input type="checkbox"/> Steel Cans | <input type="checkbox"/> Green Glass |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Appliances/Scrap Metal | <input type="checkbox"/> Brown Glass |
| <input type="checkbox"/> Magazines | <input type="checkbox"/> Used Motor Oil | <input type="checkbox"/> Grass |
| <input type="checkbox"/> Mixed Paper | | <input type="checkbox"/> Food Waste |
| <input type="checkbox"/> Other Paper Fiber: _____ | | <input type="checkbox"/> Tree Trimmings/Christmas Trees |
| <input type="checkbox"/> PET Plastic | | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> HDPE Plastic | | |
| <input type="checkbox"/> Other Plastics: _____ | | |

19. How are the commercial establishments' recyclable materials collected?
 Municipal Employees Contracted Hauler Private Subscription Other: _____

20. Please list the haulers who collect recyclables from commercial establishments in your municipality: _____

21. Is there a residential curbside program in your municipality for the collection of leaves?
 YES NO

If YES, what is the collection frequency and who provides the service? _____

Where is this material processed? _____

22. Is there a residential curbside program in your municipality for the collection of garden residues, shrubbery, tree trimmings and similar materials? YES NO

If YES, what is the collection frequency and who provides the service? _____

Where is this material processed?: _____

23. Is there a residential drop-off program for the collection of leaves, garden residues, shrubbery, tree trimmings and similar materials? YES NO

If YES, how often and when is the drop-off facility available to residents? _____

Please list the drop-off facility(ies) utilized: _____

24. How often are residents reminded about the requirements of the recycling education program?

At least Monthly Quarterly Semiannually Annually Other: _____

25. What is used to remind residents of the program? (must provide documentation):

TV Radio Newsletter Calendar Direct Mailing Hand-outs

Other: _____ website (Address): _____

26. How often are commercial establishments reminded about how they should participate in the recycling program?

At least Monthly Quarterly Semiannually Annually Other: _____

27. What is used to remind commercial establishments of the program? (must provide documentation):

TV Radio Newsletter Calendar Direct Mailing Hand-outs

Other: _____ website (Address): _____

28. Does your municipality have a program of enforcement that periodically monitors participation, receives complaints and issues warnings for required participants and provides fines, penalties, or both?

YES NO

29. Does your municipality currently have any of the following (must provide supporting documentation for credit):

- a. Pay-As-You-Throw program where residents are charged for waste collection/disposal based on the volume (# of bags, etc.) of waste placed at the curb?
- b. Limitation on the amount (# of bags) of waste residents may place at the curb at any one time?
- c. Recycling ordinance in place for community events?
- d. A program to address littering and/or illegal dumping?

30. Describe any revenues or other financial incentives your municipality receives as a result of marketing your recyclable materials: (Do not include 904 monies) _____

PART II – EXECUTIVE SUMMARY
B. Project Description

1. Provide a brief description of the project for which you are seeking financial support:
(Please see part III – Project Narrative to expand your description)

2. If you are applying for funds to support a multi-municipal project, list the other counties or municipalities involved (please explain each municipality's involvement):

Is there an inter-municipal agreement? YES NO

Please explain the agreement: _____

3. What population will be served by the project for which you are seeking financial support?

How many households does this represent? _____

4. What new materials will be collected by the project for which you are seeking financial support?

5. Will there be any changes or additions to the method of collection by the project for which you are seeking financial support? If yes, please explain:

6. How often will the materials be collected (for drop-off programs, when will the drop-off container be available for residents to use it?)

7. Will there be any changes or additions to the collection frequency by the project for which you are seeking financial support? If yes, please explain:

8. Who will be responsible for the collection of recyclable materials included in the project for which you are seeking financial support?

9. Will your municipality be revising any ordinances (rules/regulations) for the project for which you are seeking financial support? YES NO

If yes, please explain:

10. Will your municipality be changing the frequency or methods of residential or commercial establishment education under the project for which you are seeking financial support? YES NO

If yes, please explain:

11. What are the goals of the project for which you are seeking financial support? List specific accomplishments you would like to achieve. How will you measure the project to determine if you are meeting your goals?

PART III – PROJECT NARRATIVE

On the page provided, expand the brief project description given in Part II, question #1. Provide details to give a comprehensive view of your proposed project. This is your opportunity to convey to the Department the purpose and benefits of your project.

ART IV – PROJECT SUSTAINABILITY PLAN

As outlined by Act 175 of 2002, Pennsylvania communities are to make their recycling programs more financially self-sufficient. The following questions are meant to foster an overall Sustainability Plan for your recycling program and are not intended to be the whole of the plan itself. In completing this section of the grant application and your Sustainability Plan, refer to the Department’s technical report on *Building Financially Sustainable Recycling Programs* at:

www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/recycle.htm

The Department will utilize the information given below in evaluating and prioritizing your grant proposal. **Failure to complete this section will result in the denial of your grant request.**

1a. What are the current annual costs of your recycling and waste programs? These costs can include, but are not limited to: personnel; fuel; equipment purchase; maintenance; depreciation; education; and contractual obligations. **Provide an additional itemized statement.**

1b. How have the above recycling and waste program costs been met in the past? Include in your revenues such sources as: fees/taxes; sale of recovered materials; donations/sponsors; grants/loans; and, avoided disposal costs. **Provide an additional itemized statement.**

2. What are the projections for future costs and revenues associated with your recycling and overall waste management program over the next five years? What capital costs for your recycling program do you anticipate procuring over that time period? What is your municipality’s funding plan (excluding Act 101, Section 902 Recycling Program Development Grants and Section 904 Recycling Program Performance Grants) to ensure revenues meet or exceed costs? **Provide an additional itemized statement.**

3. What strategies will your municipality pursue/implement to minimize costs and increase revenue? Include strategies for reducing waste generated/disposed and increasing recyclables collected.

4. What mechanisms will be employed by your municipality to monitor program costs, revenues, performance participation and efficiency?

5. What other benefits (environmental, social, etc.) can be attributable to your recycling and waste programs?

- 6. Describe the mechanisms employed by your municipality to solicit input and support from all parties (i.e. citizens, business community, elected officials, schools waste/recycling collectors, etc.) affected by your recycling program.

- 7. List any other programs or factors that affect the sustainability of your municipality's recycling and waste programs.

PART V – THE PROPOSAL
A. Project Scope of Work

List each item for which funding is being requested OR for which you are claiming the value of as match. Briefly describe the function of each item as it relates to your project. Number each item, using the same number and order for PART V.B. – FINANCIAL/WORK COMPLETION DATA. Attach additional pages as necessary.

**PART VI
LAND USE PLANNING FORM (LPF)**

Directions. This form is to be used by applicants submitting grant applications affected by the Department's Policy for Consideration of Comprehensive Plans & Zoning Ordinances in DEP Review of Grants and Funding for Facilities or Infrastructure and meeting the requirements of either §§ 619.2 or 1105 of the Municipal Planning Code (MPC). Please answer the appropriate questions relating to the policy that applies to your grant application on the form provided. If you need additional space, please attach additional page(s) as necessary, identifying the applicant and the question being answered.

MPC Criteria:

DEP has the authority to rely on comprehensive plans and zoning ordinances when evaluating grant or funding applications for projects located in areas of the state meeting the conditions described in any of the following three categories:

1. (a) Are you applying for funds that will be utilized to develop facilities or infrastructure as defined in the grant application instructions (p. 11)?

YES NO

If **Yes**, please proceed to question 1(b). If **No**, this policy does not apply to your application.

- (b) Does your application qualify as a de minimis proposal as defined in the grant application instructions (p. 12)?

YES NO

If **Yes**, this policy does not apply to your application. If **No**, please proceed to question 2.

2. Under § 619.2(a) of the MPC:

- (a) Is the municipality where the proposed project will be located in a county where there is a county comprehensive plan?

YES NO

- (b) Has the municipality where the proposed project will be located adopted a comprehensive plan or is it part of a multi-municipal comprehensive plan?

YES NO

- (c) Has either the county or municipality where the proposed project will be located enacted zoning ordinances?

YES NO

- (d) Are the municipal zoning ordinances, the municipal comprehensive plan and the county comprehensive plan generally consistent?

YES NO

If you answered YES to each of these questions, please proceed to question 5.

If you answered NO to any of these questions, please proceed to question 3.

3. Under § 619.2(c) of the MPC:

Has the municipality where the proposed project will be located adopted a joint zoning ordinance?

YES NO

**If you answered YES to this question, please proceed to question 5.
If you answered NO to this question, please proceed to question 4.**

4. Under § 1105 of the MPC:

Has the municipality where the proposed project will be located entered into an implementing cooperative agreement with the municipalities participating in the multi-municipal plan and adopted generally consistent zoning ordinances?

YES NO

**If you answered YES to this question, please proceed to question 5.
If you answered NO to this question, this policy does not apply to you.**

5. Please provide a brief description and specific citation to each relevant section of the elements of the county, multi-municipal, or municipal comprehensive plan that relate to the proposed project. Citations should include the title and date of the plan, section, subsection or paragraph number, and page number.

6. Are there county, multi-municipal or municipal zoning ordinances that are generally consistent with the comprehensive plan?

YES NO

7. Please describe and explain how the proposed project is consistent with relevant zoning ordinances implementing the comprehensive plan in the space provided below. Identify each relevant zoning ordinance by title and date of enactment and by appropriate section, subsection or paragraph number.

8. Will the proposed project serve more than the local community where the project will be located?

YES NO

9. If YES, please indicate the additional communities that will be served in the space provided below and indicate if you have provided notice of the proposed project to these communities?

10. Will the proposed project be consistent with the requirements of the relevant zoning ordinances, including plans for community facilities and utilities? Please explain in detail. Identify each relevant zoning ordinance by title and date of enactment and by appropriate section, subsection or paragraph number.

11. Verification. Applicants are required to obtain the signature of the Director of the county planning agency, or multi-municipal planning agency, if one has been designated, prior to submitting this form to the Department. County Planning Directors or directors of the relevant multi-municipal planning agency are to verify that the applicant's answers on the MMPF accurately describe and reflect the multi-municipal comprehensive plan and zoning ordinances.

(signature)

(title)

(date)

PART VII – W-9

W-9 Request for Taxpayer Identification Number and Certification

PART VIII – SUPPORTING DOCUMENTS

Attach such items as proof of publication and responses received, price quotes and/or bids, ordinances and/or regulations, examples of educational materials, letters of support, multi-municipal agreement and any other items necessary to support your grant request. Be sure to consider the Department of General Services' COSTARS program when seeking quotes for equipment



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