Act 101 Section 901 Municipal Planning Grant Disbursement Workshop

Part A Planning & Part B HHW Education

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT



ACT 101, SECTION 901
MUNICIPAL WASTE PLANNNING GRANT
DISBURSEMENT REQUEST FORM

(2500-FM-BWM0034 Rev. 4/2017)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
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ACT 101, SECTION 901
MUNICIPAL WASTE PLANNNING GRANT
DISBURSEMENT REQUEST FORM

[HOUSEHOLD HAZARDOUS WASTE (HHW)]

(2500-FM-BWM0034 Rev. 4/2017)



Data Management Committee July 26, 2017

Welcome and Introductions

Moderator:

Amy Mazzella di Bosco – PROP Data Management Chair

Workshop Panel:

Stacey Dill - PA DEP

John Lundsted – PA DEP

Mark Vottero – PA DEP

Our goal for today is to provide you with helpful tips and valuable troubleshooting information so that your disbursement requests are processed as efficiently as possible to avoid any returns or delays!

We encourage participation and welcome any questions!

Thank you for attending today's workshop!

Act 101 Section 901 Municipal Planning Grant Disbursement Workshop

Part B Household Hazardous Waste Education

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT



ACT 101, SECTION 901
MUNICIPAL WASTE PLANNNING GRANT
DISBURSEMENT REQUEST FORM

[HOUSEHOLD HAZARDOUS WASTE (HHW)]

(2500-FM-BWM0034 Rev. 4/2017)



Data Management Committee July 26, 2017

COMMONWEALTH OF PENNSYLVANIA
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ACT 101, SECTION 901

MUNICIPAL WASTE PLANNING GRANT

DISBURSEMENT REQUEST FORM

[HOUSEHOLD HAZARDOUS WASTE (HHW)]

(2500-FM-BWM0035 10/2016)

1. Introduction

- 2. Cover Page
- 3. Part A: Itemized Expenditure Pages
 - Budget Category A <u>HHW Education</u>
 - Budget Category B <u>HHW Administration</u>
- 4. Part B: Fiscal Summary
- 5. Part C: Progress Report

1. Introduction

First and foremost, read the directions included with the disbursement forms. There is a lot of helpful information included to help you put together a seamless disbursement request.

INSTRUCTIONS FOR COMPLETING THE DISBURSEMENT REQUEST FORM FOR ACT 101, SECTION 901 MUNICIPAL WASTE PLANNING GRANTS [HOUSEHOLD HAZARDOUS WASTE (HHW)]

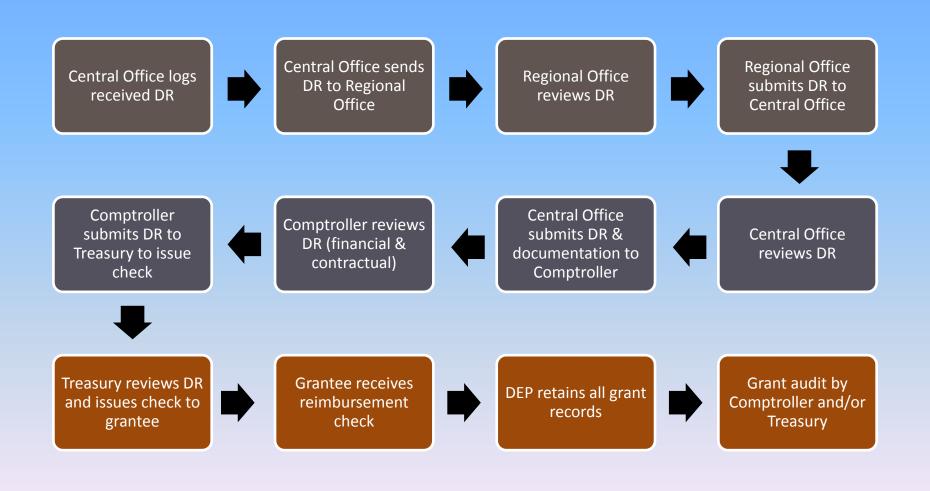
Please read all instructions carefully before completing this form. Failure to provide the required information and supporting documentation will delay reimbursement.

1. Introduction

- Act 101 Section 901 Municipal Waste Planning Grant Part B HHW Education
- Educational programs or pollution prevention, other technical assistance to small business for pollution prevention and educational programs on household hazardous waste (HHW).
- County may request up to \$75,000 every two calendar years for costs associated with HHW educational program costs incurred on January 1, 2016, or beyond are eligible.
- Grant cannot exceed 80% of the total approved project cost

1. Introduction

What happens to my **Disbursement Request (DR)** after submission?



1. Introduction

2. Cover Page

- 3. Part A: Itemized Expenditure Pages
 - Budget Category A <u>HHW Education</u>
 - Budget Category B <u>HHW Administration</u>
- 4. Part B: Fiscal Summary
- 5. Part C: Progress Report

2. COVER PAGE

- No action needed.
- Do not write on this page.



COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WASTE MANAGEMENT

ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

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- 1. Introduction
- 2. Cover Page
- 3. Part A: Itemized Expenditure Pages
 - Budget Category A <u>HHW Education</u>
 - Budget Category B <u>HHW Education Administration</u>
 Administrative Costs CANNOT exceed 10% of Total Project Costs
- 4. Part B: Fiscal Summary
- 5. Part C: Progress Report

Documentation Requirements 3. Part A: Itemized Expenditure Pages

Budget Category A <u>HHW Education</u>

- A dated/paid invoice that shows the expenditures and costs associated with the creation, distribution and production of the HHW education program.
- A dated invoice that shows the DEP pre-approved expenditures incurred and tasks performed by the consultant/subcontractor with the rate of each employee and their job title. The invoice also needs to include a detailed breakout of tasks performed by each employee.
- Time sheets for each county employee claimed must include the dates, tasks performed in detail, number of hours, pay rate of each employee and a signature of a county official verifying time sheets are accurate.
- Any costs associated with a County Recycling Coordinator applying for a 903
 Grant is NOT eligible under the 901 Grant Program.

Documentation Requirements 3. Part A: Itemized Expenditure Pages

• Budget Category B HHW Education Administration

- Volunteer hours for participating in HHW collection events and educational efforts, must have a copy of the dated sign-in sheet of the events; a signed list of attendees, start and end time; and, the reimbursement rate for volunteers.
- The benefit rate for each county employee creating HHW educational materials; along with the hours worked must be provided. The documentation for benefits must include the signature of the county official verifying the information.
- A dated invoice that shows the DEP pre-approved expenditures incurred and tasks performed by the consultant/subcontractor with the rate of each employee and their job title. The invoice also needs to include a detailed breakout of tasks performed by each employee.
- Time sheets for each county employee claimed must include the dates, tasks performed in detail, number of hours, pay rate of each employee and a signature of a county official verifying time sheets are accurate.
- Any costs associated with a County Recycling Coordinator applying for a 903 Grant is NOT eligible under the 901 Grant Program.



Eligible invoices contain the following information:

- Vendor Name, Address, and Phone Number
- Invoice date
- Work Completion Date(s)
- Cost Breakdown (item unit price and total)
- Quantity Ordered
- Item/Work Description
- Freight/Shipping costs
- Applied Discounts
- Proof of Payment



Ineligible documentation:

- Price Quotes or Bid Documents
- Internal/External Purchase Orders
- Estimates
- Proposals
- Statements
- Invoice without Proof of Payment



PRICE QUOTE



LEBANON BROADCASTING COMPANY 440 Rebecca St., LEBANON, PA 17046							(717) 272-7651 FAX: (717) 274-0161					
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GOOD EXAMPLE

PAID INVOICE PAGE 1



LEBANON BROADCASTING COMPANY, INC WLBR/WQIC 440 REBECCA ST. LEBANON, PA 17046

GREATER LEBANON REFUSE AUTHORITY

Advertiser ID: 514 Amount Paid

5	14-00017-0001	5/29/2016	1
(Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

O 5/29/2016

GREATER LEBANON REFUSE AUTHORITY ATTN: AMY

610 RUSSELL ROAD EBANON, PA. 17046

urchase Order Number: Est. Number:

514-00017-0001

Co-Op: H.H.W. PROGRAM Description: HHW-PROGRAM alesperson: COPENHAVER, PAUL

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5/9/2016 Mon 1:00 WLBR-AM 06:3130 AM 1 539.30 53 5/10/2016 Tue 1:00 WLBR-AM 06:3130 AM 1 539.30 53 5/11/2016 Wed 1:00 WLBR-AM 09:3130 AM 1 539.30 53 5/12/2016 Thu 1:00 WLBR-AM 08:3130 AM PAID 1 539.30 53 5/12/2016 Sat 1:00 WLBR-AM 05:3230 AM	5/6/2016	Fri	1:0	0 WLBR-AM	06:31:30 AM	P A L D	1	\$39.30	\$39.3
5/10/2016 Tue 1:00 WLBR-AM 07:3130 AM 1 539.30 53 5/11/2016 Wed 1:00 WLBR-AM 09:3130 AM 1 539.30 53 5/12/2016 Thu 1:00 WLBR-AM 09:3130 AM 1 539.30 53 5/12/2016 Fri 1:00 WLBR-AM 05:3230 AM	5/7/2016	Sat	1:0	0 WLBR-AM	10:32:30 AM		1	\$39.30	\$39.
5/11/2016 Wed 1:00 WLBR-AM 09:3130 AM 1 539.30 53 5/12/2016 Thu 1:00 WLBR-AM 10:31:30 AM PAID 1 539.30 53 5/14/2016 Sat 1:00 WLBR-AM 05:32:30 AM 07:3130 A	5/9/2016	Mon	1:0	0 WLBR-AM	06:31:30 AM	Control of the Contro	1	\$39.30	\$39.
5/12/2016 Thu 1:00 WLBR-AM 10:3130 AM PAID 1 \$39.30 \$3 5/13/2016 Fri 1:00 WLBR-AM 08:3130 AM 5/14/2016 Sat 1:00 WLBR-AM 07:3130 AM 0	5/10/2016	Tue	1:0	0 WLBR-AM	07:31:30 AM		1	\$39.30	\$39.
5/13/2016 Fri 1:00 WLBR-AM 08:3130 AM 5/14/2016 Sat 1:00 WLBR-AM 05:32:30 AM 5/14/2016 Tue 1:00 WLBR-AM 10:3130 AM 5/17/2016 Tue 1:00 WLBR-AM 10:3130 AM 5/18/2016 We 1:00 WLBR-AM 08:3130 AM 5/18/2016 We 1:00 WLBR-AM 12:3130 PM 1:00 WLBR-AM 12:3130 PM 73 CO 10 Fit 1:00 WLBR-AM 12:3130 PM 73 CO 10 Fit 1:00 WLBR-AM 12:3130 PM 73 CO 10 Fit 1:00 WLBR-AM 09:3130 AM 73 CO 10 Fit 1:00 WLBR-AM 12:3130 PM 73 CO 10 Fit 1:00 WLBR-AM 09:3130 AM 73 CO 10 Fit 1:00 W	5/11/2016	Wed	1:0	WLBR-AM	09:31:30 AM	/	1	\$39.30	\$39.
5/13/2016 Fri 1:00 WLBR-AM 08:31:30 AM 5/14/2016 Sat 1:00 WLBR-AM 07:31:30 AM	5/12/2016	Thu	1:0	0 WLBR-AM	10:31:30 AM	PAID	1	\$39.30	\$39.
5/16/2016 Mon 1:00 WLBR-AM 07:3130 AM OX3130 A	5/13/2016	Fri	1:0	0 WLBR-AM	08:31:30 AM	1711-	1	\$39.30	\$39.
5/16/2016 Mon 1:00 WLBR-AM 07:3130 AM 5/17/2016 Tue 1:00 WLBR-AM 10:3130 AM DATE 1 5/39.30 \$3 53 53 542/2016 Ft 1:00 WLBR-AM 12:3130 PM 1:00 WLBR-AM 12:3130 PM 1:00 WLBR-AM 11:3130 AM 72.00 5 410 1 539.30 \$3 53 52/2016 Ft 1:00 WLBR-AM 09:3130 AM 72.00 5 410 1 539.30 \$3 53 52/2016 Sat 1:00 WLBR-AM 09:3130 AM 72.00 5 410 1 539.30 \$3 53 53 53 53 53 53 53 53 53 53 53 53 53	5/14/2016	Sat	1:0	0 WLBR-AM	05:32:30 AM		1	\$39.30	\$39.
5/18/2016 We 1:00 WLBR-AM 10:3130 AM			1:0	0 WLBR-AM	07:31:30 AM	AMOUNT 3331.50	1	\$39.30	\$39.
5/18/2016 We 1:00 WLBR-AM 08:31:30 AM	5/17/2016	Tue	1:0	WLBR-AM	10:31:30 AM		1	\$39.30	\$39.
719/2016 Th		1				V#36246	1	\$39.30	\$39.
20/2016 Pr 1:00 WLBR-AM 11:31:30 AM 72005 410 1 \$39:30 \$3 521/2016 Sat 1:00 WLBR-AM 09:31:30 AM 72100410 1 \$39:30 \$3					12:31:30 PM		1	\$39.30	\$39.
521/2016 Sat 1:00 WLBR-AM 09:31:30 AM 72 100 4 10 1 \$39.30 \$3						72005 410	1	\$39.30	\$39.
72100410						10000	1	\$39.30	\$39.
	3 2310		1.0		_0.000 / 1111	72100410			
						1212		Contin	ued On Next Page



PAID INVOICE PAGE 2



LEBANON BROADCASTING COMPANY, INC. WLBR/WQIC 440 REBECCA ST. LEBANON, PA 17046

GREATER LEBANON REFUSE AUTHORITY

Advertiser ID: 514 Amount Paid

514-00017-0001	5/29/2016	2
Official Invoice	Date	Page
DETACH AND P	ETTION WITH DAVMEN	IT.

514-00017-0001

O 5/29/2016

GREATER LEBANON REFUSE AUTHORITY ATTN: AMY 1610 RUSSELL ROAD

LEBANON, PA. 17046

Purchase Order Number: Est. Number: Co-Op: H.H.W. PROGRAM

Description: HHW-PROGRAM Salesperson: COPENHAVER, PAUL

Date	Day	Length		Qty	Rate	Total
/23/2016	Mon	1:00 WLBR-AM	07:31:30 AM	1	\$39.30	\$39.3
/24/2016	Tue	1:00 WLBR-AM	05:31:30 AM	1	\$39.30	\$39.3
/25/2016	Wed	1:00 WLBR-AM	09:31:30 AM	1	\$39.30	\$39.
/26/2016	Thu	1:00 WLBR-AM	10:31:30 AM	1	\$39.30	\$39.
/27/2016	Fri	1:00 WLBR-AM	06:31:30 AM	1	\$39.30	\$39.
/28/2016	Sat	1:00 WLBR-AM	11:31:30 AM	1	\$39.30	\$39.
/25/2016	Mon	1:00 WQIC-FM	06:41:00 PM	1	\$0.00	\$0
/26/2016	Tue	1:00 WQIC-FM	10:41:30 AM	1	\$0.00	\$0
/27/2016	Wed	1:00 WQIC-FM	10:41:00 AM	1	\$0.00	\$0
/30/2016	Sat	1:00 WQIC-FM	06:40:00 AM	1	\$24.30	\$24
5/2/2016	Mon	1:00 WQIC-FM	06:41:00 PM	1	\$0.00	\$0
5/3/2016	Tue	1:00 WQIC-FM	06:50:30 PM	1	\$0.00	\$0
5/4/2016	Wed	1:00 WQIC-FM	03:40:30 PM	1	\$0.00	\$0
5/7/2016	Sat	1:00 WQIC-FM	01:20:00 PM	1	\$24.30	\$24
5/9/2016	Mon	1:00 WQIC-FM	10:52:00 AM	1	\$0.00	\$0
/10/2016	Tue	1:00 WQIC-FM	12:50:30 PM	1	\$0.00	\$0
/11/2016	Wed	1:00 WQIC-FM	04:20:30 PM	1	\$0.00	\$0
/14/2016	Sat	1:00 WQIC-FM	03:51:00 PM	1	\$24.30	\$24
/16/2016	Mon	1:00 WQIC-FM	10:51:00 AM	1	\$0.00	\$0
/17/2016	Tue	1:00 WQIC-FM	06:50:30 PM	1	\$0.00	\$0
/18/2016	Wed	1:00 WQIC-FM	06:21:30 PM	1	\$0.00	\$0
5/21/2016	Sat	1:00 WQIC-FM	10:21:00 AM	1	\$24.30	\$24
5/23/2016	Mon	1:00 WQIC-FM	12:50:30 PM	1	\$0.00	\$0
5/24/2016	Tue	1:00 WQIC-FM	05:20:30 PM	1	\$0.00	\$0
5/25/2016	Wed	1:00 WQIC-FM	03:40:00 PM	1	\$0.00	\$0
5/28/2016	Sat	1:00 WQIC-FM	03:51:00 PM		\$24.30	\$24
		WQIC NI	ws			
1/25/2016	Mon	1:00 WQIC-FM	05:47:00 PM		\$24.30	\$24
1/26/2016	Tue	1:00 WQIC-FM	11:47:30 AM		\$24.30	\$24
1/27/2016	Wed	1:00 WQIC-FM	03:47:00 PM		\$24.30	\$24
1/28/2016	Thu	1:00 WQIC-FM	06:00:00 AM		\$24.30	\$24
1/29/2016	Fri	1:00 WQIC-FM	08:30:00 AM		\$24.30	\$24
5/2/2016	Mon	1:00 WQIC-FM	07:00:00 AM		\$24.30	\$24
5/3/2016	Tue	1:00 WQIC-FM	08:30:00 AM		\$24.30	\$24
5/4/2016	Wed	1:00 WQIC-FM	11:47:30 AM		\$24.30	\$2
5/5/2016	Thu	1:00 WQIC-FM	05:47:00 PM		\$24.30	\$24
5/6/2016	6 Fri	1:00 WQIC-FM	05:30:00 AM		\$24.30	\$2
5/9/2016	Mon	1:00 WQIC-FM	11:47:30 AM		\$24.30	\$2
5/10/2016	5 Tue	1:00 WQIC-FM	08:30:00 AM		1 \$24.30	\$2
	6 Wed	1:00 WQIC-FN	05:30:00 AM		1 \$24.30	\$2

INVOICE

Continued On Next Page...



PAID INVOICE PAGE 3



LEBANON BROADCASTING COMPANY, INC. WLBR/WQIC 440 REBECCA ST. LEBANON, PA 17046

> ATTN: AMY 1610 RUSSELL ROAD

> LEBANON, PA. 17046

GREATER LEBANON REFUSE AUTHORITY

GREATER LEBANON REFUSE AUTHORITY

Advertiser ID: 514 Amount Paid

514-00017-	-0001		5/29/	2016	3
Official In	voice		D	ate	Page
DETACH	AND	RETURN	WITH	PAYME	ENT

514-00017-0001

O 5/29/2016

Purchase Order Number:

Est. Number:

Co-Op: H.H.W. PROGRAM Description: HHW-PROGRAM Salesperson: COPENHAVER, PAUL

Date	Day	Length			Qty	Rate	Total
5/12/2016	Thu	1:00 WQIC-FM	07:00:00 AM		1	\$24.30	\$24.30
5/13/2016	Fri	1:00 WQIC-FM	03:47:00 PM		1	\$24.30	\$24.30
5/16/2016	Mon	1:00 WQIC-FM	08:30:00 AM		1	\$24.30	\$24.30
5/17/2016	Tue	1:00 WQIC-FM	07:00:00 AM		1	\$24.30	\$24.30
5/18/2016	Wed	1:00 WQIC-FM	03:47:00 PM		1	\$24.30	\$24.30
5/19/2016	Thu	1:00 WQIC-FM	11:47:30 AM		1	\$24.30	\$24.30
5/20/2016	Fri	1:00 WQIC-FM	06:30:00 AM		1	\$24.30	\$24.30
5/23/2016	Mon	1:00 WQIC-FM	07:30:30 AM		1	\$24.30	\$24.30
5/24/2016	Tue	1:00 WQIC-FM	11:47:30 AM		1	\$24.30	\$24.30
5/25/2016	Wed	1:00 WQIC-FM	06:00:00 AM		1	\$24.30	\$24.30
5/26/2016	Thu	1:00 WQIC-FM	03:47:00 PM		1	\$24.30	\$24.30
5/27/2016	Fri	1:00 WQIC-FM	07:30:00 AM		1	\$24.30	\$24.30
×							
				 JE UPON RECIEI			

PAYMENTS DUE UPON RECIEPT PAYMENTS DUE UPON RECIEPT

Affidavit Of Performance: I,

certify that in accordance with official station logs, the above

Quantity 90 Total

Total Due

\$1,908.00

\$1,908.00

BRYANK SMITH - NOTARY PUBLIC Commission Expires - 3/8/2018

announcements were broadcast on the days and hours stated. Subscribed and sworn before me this 29th day of May, 2016

County: LEBANON State: PA

INVOICE

GOOD EXAMPLE

PAID INVOICE PAGE 4





Lebanon, PA 17046



Lebanon Broadcasting Company 440 Rebecca Street

717.272.7651

Phone:

Fax: 717.274.0161

Client: Greater Lebanon Refuse Authority

Type: One :60 AM/FM Spot Co-Op: HHW Program Spot Code: GLR0730

Run Dates: 4/25/16-5/29/16

Voice #1: Amy Mazzella Di Bosco

*** PRODUCTION INSTRUCTIONS ***

Music: GLRJIN in Jingle Folder

SFX: N/A

Notes: N/A

Words: 177

SCRIPT

VI: WE ALL SEM TO PROCRASTINATE WHEN IT COMES TO CLEANING OUT THE BASEMENT OR THE GARAGE, AND THEN THERE'S THE NEXT A SOBLEM... HOW TO GET RID OF ALL THAT STUFF, YOU KNOW, THE THENEX YOU CAN'T JUST THROW IN THE TRASH OR POUR DOWN THE DRAIN. HI, THIS IS AMY FROM THE GREATER LEBANON RESUSE AUTHORITY, HERE TO REMIND YOU OF LEBANON COUNTY'S DOOR TO DOOR HOUSEHOLD HAZARDOUS WASTE PROGRAM. THIS PROGRAM PROVIDES LEBANON COUNTY RESIDENTS WITH THE OPPORTUNITY TO SAFELY DISPOSE OF THINGS LIKE OLD PAINT, LAWN AND GARDEN CHEMICALS, AUTOMOTIVE FLUIDS AND OTHER HOUSEHOLD HAZARDOUS STUFF, FOR A FIFTEE DOLLAR CO-PAYMENT, LEBANON COUNTY RESIDENTS MAY SCHEDULE A HOME COLLECTION. THAT'S RIGHT, WE'LL COLLECT IT RIGHT AT YOUR DOORSTEP, AND IF YOU ARE A SENIOR OR DISABLE.
WE WITH EVEN PROVIDE ASSISTANCE GATHERING AND PACKING THE MATERIALS. TO SCHEDULE A HOME COLLECTION, CALL 1-800-449-7587. THAT'S 1-800-449-7587. CALL TODA N. 800-

(:60)

This announcement was broadcast 90 times in the station's program log. The times this announcement was broadcast were billed to this station's client on our invoice (s).

NUMBERED 5/4-000/ DATED : 5:29:16 AT HIS EARNED RATE OF

s NC	EACH FOR	50	ANNOUNCEMENTS, FOR A TOTAL OF SACC.
\$39.30	EACH FOR	30	ANNOUNCEMENTS, FOR A TOTAL OF \$1179,00.
\$ 24.30	EACH FOR	30	ANNOUNCEMENTS, FOR A TOTAL OF \$ 729.00.
\$	EACH FOR		ANNOUNCEMENTS, FOR A TOTAL OF \$
\$	EACH FOR		ANNOUNCEMENTS, FOR A TOTAL OF \$
\$	EACH FOR _		ANNOUNCEMENTS, FOR A TOTAL OF \$
\$	EACH FOR		ANNOUNCEMENTS, FOR A TOTAL OF \$
\$	EACH FOR		ANNOUNCEMENTS, FOR A TOTAL OF \$
\$	EACH FOR		ANNOUNCEMENTS, FOR A TOTAL OF \$
\$	EACH FOR _		ANNOUNCEMENTS, FOR A TOTAL OF \$

STATE OF PENNSYLVANIA
COUNTY OF LEBANON
SWORN TO ME THIS 31 DAY OF MAY

Pole-TP MC SIGNATURE OF STATION OFFICIAL

NOTARIAL SEAL
BRYAN K SMITH, NOTARY PUBLIC
NORTH LEBANON TOWNSHIP, LEBANON COUNTY
MY COMMISSION EXPIRES MARCH 08, 2018

In-house eligible documentation contains the following information:

- County letterhead
- Staff name(s), title(s), and wage rate(s)
- Description of work completed
 - o per day, per person
- Date(s) work completed
- Cost breakdown
 - Item unit price and total
- Quantity
- Total cost
- Signature of County Official





Somewhere County, 123 Ghost Road, Somewhere, PA 91125 717.800.1234

To whom it may concern:

Sept. 9, 2017

The following table corresponds to itemized expenditures in Budget Category A, HHW Education, expenditures.

Ima Treehugger, Public Relations/Communications Clerk @ \$13.48 per hour

<u>Date</u>	Hours	Tota	<u>l</u>	Description
7/14/17	4	\$	53.92	Design and Layout of HHW Brochure
7/20/17	8	\$	107.84	Developing Content for HHW Brochure
8/18/17	8	\$	107.84	Proofs, Revisions & Edits for HHW Brochure
Total	20	\$	269.60	

Sincerely,

Somewhere County Administrator

123 Ghost Road, Somewhere, PA 91125 www.somewherecounty.com

Remember!

- Items not specified in the Scope of Work are <u>ineligible</u> for reimbursement.
- Make sure you list only the invoices that apply to the Budget Category listed at the top of the PART A form. A separate PART A must be completed for the expenditures in the other approved budget categories.

3. PART A: ITEMIZED EXPENDITURE LIST

Verify ALL invoice submissions align with the Scope of Work and Budget Category from your contract narrative and/or letter of mutual consent.

Organizing invoices in the same order they are listed on this page will ensure a complete submission and reduce processing time.

NOTES:

- Do <u>NOT</u> list invoice line items separately
- <u>DO</u> list one invoice per line
- COST column should reflect total eligible invoice amount (e.g. subtract sales tax)



BRANTHENT OF ENVIRONMENTAL
ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT
DISBURSEMENT REQUEST FORM
[HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY:

	APPROVED COSTS	DEP SHARE	MATCH
BUDGET			

SCOPE OF WORK

Λ	VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.	K				
11.					
12.					
13.					
14.					ř
15					
し					

CURRENT ELIGIBLE EXPENDITURES

CURRENT EXPENDITURES CLAIMED

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

2500-FM-BWM0035 10/2016 pennsylvania DEPARTMENT OF ENVIRONMENTA

ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY:

	APPROVED COSTS	DEP SHARE	MATCH
BUDGET			

SCOPE OF WORK

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	COST										
1,														
2.														
3.														
4.			×											
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.				*										
15.		3												

CURRENT EXPENDITURES CLAIMED

AMOUNT IN EXCESS OF BUDGET

CURRENT ELIGIBLE EXPENDITURES

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

3. PART A: ITEMIZED EXPENDITURE LIST

Use one of the following:

- 1. Date item received
- 2. Date service/work completed
- 3. Date of attached invoice

DO NOT USE THE DATE PAID

NOTE:

If the work was or will be completed after the contract termination date, it is INELIGIBLE to claim.



ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY: A. EDUCATION

BUDGET

APPROVED COSTS	DEP SHARE	MATCH
5,000	4,000	1,000

SCOPE OF WORK

Under this Category the County will print and publish a Household Hazardous Waste Newsletter to be distributed Countywide.

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	cost
1. QUIK QUALITY PRESS	479	Printing HHW Newsletter	Sept 7, 2017	\$5,695
2.				
3				
4.			50	
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

CURRENT EXPENDITURES CLAIMED
AMOUNT IN EXCESS OF BUDGET
CURRENT ELIGIBLE EXPENDITURES
\$5,000.00

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

CURRENT EXPENDITURES CLAIMED AMOUNT IN EXCESS OF BUDGET CURRENT ELIGIBLE EXPENDITURES

\$<u>5,695</u> \$ <u>695</u> \$5,000 Even if the actual invoice is \$5,695---use the APPROVED COST for the

3. PART A:	ITEMIZED
EXPENDIT	URE LIST

DISBURSEMENT REQUEST EXAMPLE #1

, , , , , , , , , , , , , , , , , , , ,		APPR	OVED COS	TS	
Budget Category	Approved Costs	Current Expendi- tures	Previous Expenditures	Total Expends To-Date	Balance
A. Education	5,000.00	5,000	0	5,000	0
B. HHW Education Administration	2,500.00	1			
TOTAL:	7,500.00				
WITHHOLDING:					
APPROVED PAYMENT:					

3. PART A: ITEMIZED EXPENDITURE LIST

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY: A. Education

BUDGET

APPROVED COSTS	DEP SHARE	MATCH
\$10,000	\$8,000	\$2,000

Under this Category the County will advertise in the newspaper and on the local radio station for the SCOPE OF WORK HHW Copllection Event. Donations of Billboards announcing the HHW Collection Event and Live Radio Remote Broadcast to promote HHW Collection Event will be counted as MATCH

	Relifote Broa	ducast to promote	HITTY CONECTION EVENT WIN DE C		
				DATE ITEM	
Ŷ		INVOICE	DESCRIPTION OF	OR SERVICE	
	VENDOR NAME	NUMBER	ITEM(S)/SERVICE(S)	RECEIVED	COST
1,	Daily News Chronicle	101255	HHW Display Ads	April 2017	\$4,000.00
2.	Radio Tunes Media	424	HHW Radio Ads	April 2017	\$4,000.00
3.	Billboard & Signs Co.	807	HHW Event Billboard	April 2017	\$1,500.00
4.	Live Radio Remote	207	Live Radio HHW Ed	April 9, 2017	\$ 500.00

DISBURSEMENT REQUEST EXAMPLE #2

DEP Share eligible costs

- Match expenditures

2500-FM-BWM0035 10/2016

ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART B: FISCAL SUMMARY

GRANTEE:

DISBURSEMENT REQUEST #:

SAP DOCUMENT #:

-		APPR	OVED COS	STS		DEP SHARE							MATCH			
Budget Category	Approved Costs	Current Expendi- tures	Previous Expenditures	Total Expends To-Date	Balance	% To Be Paid	Total DEP Share	Current DEP Share	Previous DEP Share	Total DEP Share To-Date	Balance DEP Share	fotal Match	Current Match	Previous Match	Total Match To-Date	Balance Match
A. Education	10,000	10,000	0	10,000	0	.80000	8,000	8,000	0	8,000	0	2,000	2,000	0	2,000	0
B. HHW Education Administration	5,000					.80000	4,000					1,000	9			
TOTAL:	10,000					.80000	12,000					3.000				
WITHHOLDING:							141									
APPROVED PAYMENT:																

3. PART A: ITEMIZED EXPENDITURE LIST

2500-FM-BWM0035 10/2016
pennsylvania
pennsylvania
ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT
DISBURSEMENT REQUEST FORM
[HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY: A. Education

 APPROVED COSTS
 DEP SHARE
 MATCH

 BUDGET
 \$10,000
 \$8,000
 \$2,000

Under this Category the County will advertise in the newspaper and on the local radio station for the SCOPE OF WORK

HHW Coplection Event. Donations of Billboards announcing the HHW Collection Event and Live Radio Remote Broadcast to promote HHW Collection Event will be counted as MATCH.

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	COST
1. Daily News Chronicle	101255	HHW Display Ads	April 2017	\$4,000.00
2. Radio Tunes Media	424	HHW Radio Ads	April 2017	\$4,000.00
3. Billboard & Signs Co.	807	HHW Event Billboard	April 2017	\$1,500.00
4. Live Radio Remote	207	Live Radio HHW Ed	April 9, 2017	\$ 500.00
5.				
6,				
7.				
8,				
9,				
10,				
11.				
12,				
13.				
14.				
15,				V

Disbursement Request EXAMPLE #2

Invoice submission total = "Current expenditures claimed"

If DR "current expenditures claimed" are LESS
OR EQUAL TO approved costs,
Then "amount in excess of budget" is \$0 and
"current eligible expenditures" total is added to
fiscal summary

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

CURRENT EXPENDITURES CLAIMED AMOUNT IN EXCESS OF BUDGET

CURRENT ELIGIBLE EXPENDITURES

\$10,000

\$0 \$10,000

		APPRO	OVED COS	TS		10		DEP SH	ARE	MATCH						
Budget Category	Approved Costs	Current Expendi- tures	Previous Expenditures	Total Expends To-Date	Balance	% To Be Paid	Total DEP Share	Current DEP Share	Previous DEP Share	Total DEP Share To-Date	Balance DEP Share	Total Match	Current Match	Previous Match	Total Match To-Date	Balance Match
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- 1. Introduction
- 2. Cover Page
- 3. Part A: Itemized Expenditure Page(s)

4. Part B: Fiscal Summary

5. Part C: Progress Report

4. Part B: Fiscal Summary

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Total Expenditures To-Date SHOULD NEVER **EXCEED Approved Costs**

2500-FN

4. Part B: Fiscal Summary

NEGATIVE (-) NUMBERS SHOULD NEVER BE ON THE FISCAL SUMMARY

CT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

	PART B: FISCAL SUMMARY																		
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	· V	***********	DISBUI	RSEWINT F	REQUEST	f:						is a final request: ☐ Yes ☐ No							
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% To Be Paid column works IF and ONLY IF **ALL** total approved costs are spent

NEGATIVE (-) NUMBERS SHOULD NEVER BE ON THE FISCAL SUMMARY

ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART B: FISCAL SUMMARY

SAP DOCUMENT #:

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TEE:

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL:

DATE:

NOTE: The grant will ALWAYS pay out at 80% of eligible costs, regardless of line item percentages.

LUDING ALL DONATIONS

TELEPHONE NUMBER:

4. Part B: Fiscal Summary

NEGATIVE (-) NUMBERS SHOULD NEVER BE ON THE FISCAL SUMMARY

Total Match To-Date SHOULD NEVER exceed Total Match

ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART B: FISCAL SUMMARY																		
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DEP can withhold 20% of funds to meet grant requirements.

Act 101 Section 901 Municipal Planning Grant Disbursement Request – Part B HHW Education THINGS TO REMEMBER!

PLAN AHEAD!

- Only items in your application and those discussed at your pre-app meeting can be included in your grant agreement.
- ❖ A one time 3-month grant agreement extension may be permitted if requested in advance through your DEP Regional Contact.
- ❖ All HHW Education Grants are handled through the 901 process. Counties need to work with municipalities to cover their costs.

TERRIFIC TIPS!

- ❖ If you overspend in one category and underspend in another category, talk to your DEP Regional Contact. If necessary, funds can be shifted between categories via a Letter Of Mutual Consent (LOMC).
- Postage is an eligible cost in 901 Grants ONLY.
- ❖ Total required match can be submitted on first DR or at any time during the grant period.

- 1. Introduction
- 2. Cover Page
- 3. Part A: Itemized Expenditure Page(s)
- 4. Part B: Fiscal Summary/Disclosure Statement

5. Part C: Progress Report

5. PART C: PROGRESS REPORT

INSTRUCTIONS FOR COMPLETING THE PART C - PROGRESS REPORT

Each disbursement request is to be accompanied by a report that details the progress you are making in completing the project as outlined in the grant agreement. The report should cover the period for which you are seeking reimbursement under this request. When writing the report, you should utilize the following outline on the form provided:

- 1. Provide a general summary of the work completed thus far, keeping in mind the desired outcome of your project and the timetable established for completion in the grant agreement. Describe any setbacks, delays, successes and surprises experienced.
- 2. For each Approved Budget Category of your grant agreement, provide a detailed description of the work performed during the time period covered by this report.
- 3. Provide copies of materials or documents developed for the project during the time period of the report.

At a minimum, progress reports, whether or not accompanied by a disbursement request, shall be submitted on a semi annual basis commencing six (6) months after the execution of the grant agreement. A final project report must be submitted within two (2) months after the termination date of the grant agreement.

ACT 101, SECTION 901, MUNICIPAL WASTE PLANNING GRANT DISBURSEMENT REQUEST FORM [HOUSEHOLD HAZARDOUS WASTE (HHW)]

PART C: PROGRESS REPORT

GRANTEE:	AGREEMENT NUMBER:	
TIME PERIOD COVERED BY THIS REPORT: FROM	TO Month/Year Month/Year	

5. PART C: PROGRESS REPORT

Progress Reports should:

- ✓ Accompany every DR
- ✓ Cover progress of project from last report to date
- ✓ Highlight successes & failures





A Final Report should be submitted within 2 months after the termination date of the grant agreement and accomplish the following:

- ✓ Summarize work completed to date
- ✓ Highlight overall successes & failures
- ✓ Assess goal achievement
- ✓ Discuss future goals

The workshop panel will conclude with questions and answers at this time:

Stacey Dill – PA DEP

stdill@pa.gov

John Lundsted – PA DEP

jlundsted@pa.gov

Mark Vottero – PA DEP

mvottero@pa.gov

Thank you for participating in today's workshop!