

# 902 Grant Disbursements: Tips, Tricks and Troubleshooting for a Flawless Submission

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

ACT 101, SECTION 902  
MUNICIPAL RECYCLING PROGRAM GRANT  
DISBURSEMENT REQUEST FORM

(2500-FM-BWM0032    Rev. 12/2014)



Data Management Committee Webinar  
November 17, 2016

# Welcome and Introductions

Amy Mazzella di Bosco – PROP Data Mgt Chair

Stacey Dill – PA DEP

Todd Pejack – 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!

Questions will be addressed at the end of the webinar.

Questions can be submitted electronically through the Go To Meeting Portal at the top right of your screen.

Thank you for participating in today's webinar!

# **Act 101 Section 902 Municipal Recycling Program Grant Disbursement Requests**

## **1. Introduction**

2. Cover Page
3. Documentation & Examples
4. Part A: Itemized Expenditure Page(s)
5. Part B: Fiscal Summary/Disclosure Statement
6. Part C: Progress Report

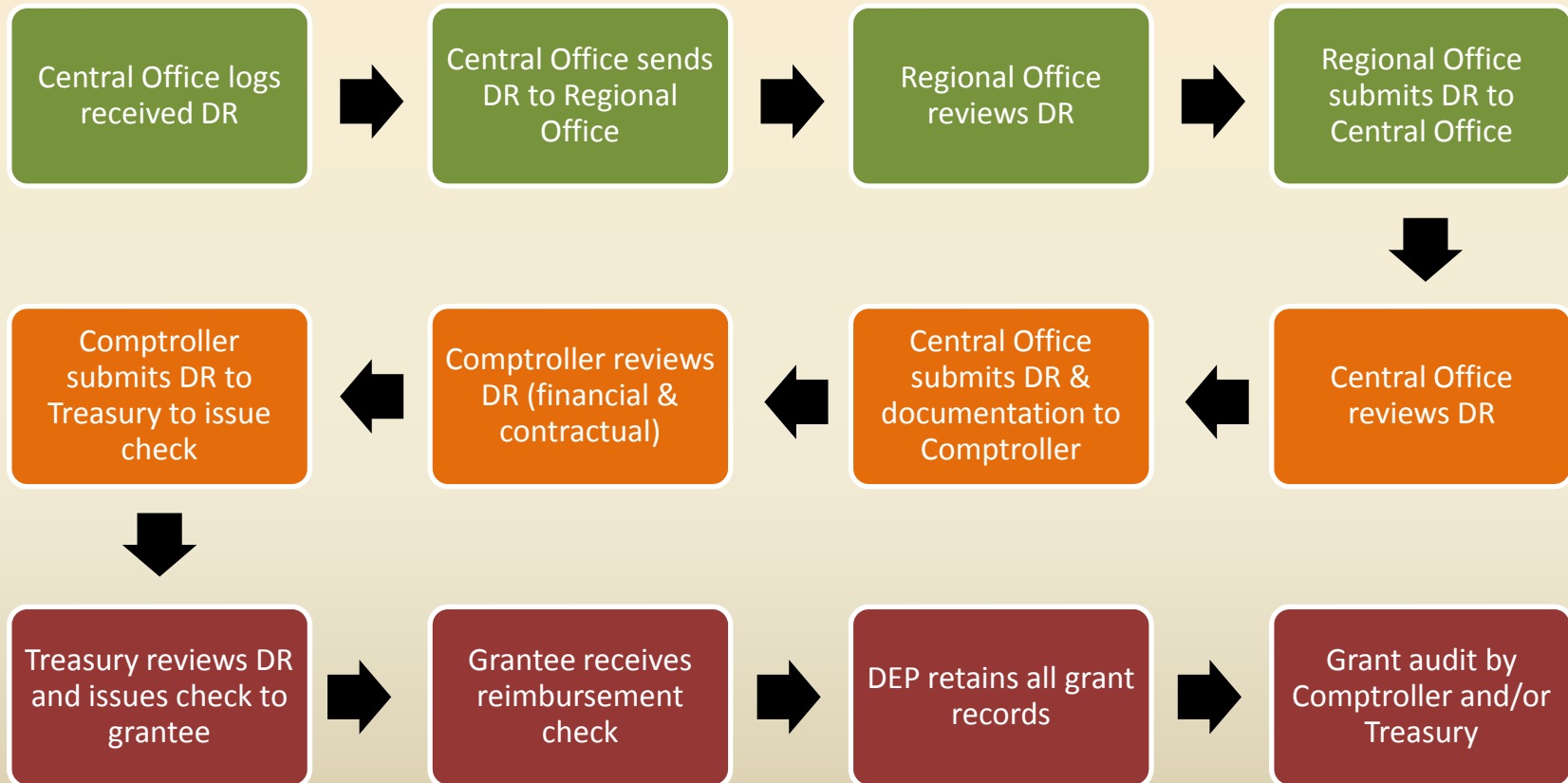
First and foremost, read the directions included with the disbursement forms. There is a lot of helpful information included to help you put together a seamless disbursement request.

**INSTRUCTIONS FOR COMPLETING THE DISBURSEMENT REQUEST FORM FOR  
ACT 101, SECTION 902 MUNICIPAL RECYCLING PROGRAM GRANTS**

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

## Introduction (cont.)

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



# **Act 101 Section 902 Municipal Recycling Program Grant Disbursement Requests**

1. Introduction

## **2. Cover Page**

3. Documentation & Examples

4. Part A: Itemized Expenditure Page(s)

5. Part B: Fiscal Summary/Disclosure Statement

6. Part C: Progress Report

# COVER PAGE

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

2500-FM-BWM0032 Rev. 12/2014

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT

## ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT DISBURSEMENT REQUEST FORM

### DEPARTMENT USE ONLY

INVOICE DATE: \_\_\_\_\_

1. PAYEE:
2. ADDRESS:
3. FEDERAL I.D. NUMBER:
4. VENDOR I.D. NUMBER:
5. AGREEMENT NUMBER: SAP Document #
6. INVOICE NUMBER:

DISBURSEMENT REQUEST #:

AMOUNT:

eFACTS check performed on \_\_\_\_\_ Contractor has no outstanding compliance issues.  
DATE

APPROVED FOR PAYMENT:

\_\_\_\_\_  
DATE

Budget Period	SAP Fund	Gen. Led.	Cost Center	Int. Order	Amount
	2009400000	6600400	3522509000	35250000__	\$
	2009400000	6600400	3522509000	35250000__	\$

**DO NOT WRITE ON THIS PAGE**



# Act 101 Section 902 Municipal Recycling Program Grant Disbursement Requests

1. Introduction

2. Cover Page

## **3. Documentation & Examples**

4. Part A: Itemized Expenditure Page(s)

5. Part B: Fiscal Summary/Disclosure Statement

6. Part C: Progress Report

# Documentation & Examples



## **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
- Purchase Orders
- Estimates
- Proposals
- Invoice without proof of payment

# Documentation & Examples (cont.)

BAD EXAMPLE

PRICE QUOTE



2015 MORBARK 1100 TUB GRINDER

EQUIPMENT AND OPTIONS

**STANDARD UNIT:**

- Hammermill system complete with hammers and inserts
- Discharge system consisting of dual augers discharging onto a stacking conveyor belt
- One set of grates (specify grate size)
- Tandem-axle trailer with fifth wheel towing arrangement
- M.I.C.S. (Morbark Integrated Control System) located in the instrument panel
- Dust suppression system
- Tub cover for debris containment
- Remote control

	STANDARD	PA State Bid
	\$ 295,900.00	\$ 245,546.00
<b>POWER OPTION (SELECT ONE):</b> All engine options include automatic reversing fan		
<small>NOTE: There is a limited supply of Tier 4i engines. Please contact your Factory Representative for availability.</small>		
	<b>FACTORY</b>	
• John Deere 6155H, Tier 4F engine, 650-HP	\$ 173,100.00	\$ 159,252.00
• Caterpillar C18, Tier 4i engine, 630-HP	\$ 168,100.00	\$ 155,572.00
• Caterpillar C18, Tier 4F engine, 630-HP	\$ 183,900.00	\$ 168,188.00 ✓
• Caterpillar C18, Tier 4i engine, 755-HP	\$ 207,300.00	\$ 190,716.00
• Caterpillar C18, Tier 4F engine, 755-HP	\$ 235,500.00	\$ 214,820.00
<b>CLUTCH OPTION (SELECT ONE):</b> All hydraulic clutch options include a 2-way brake release		
	<b>FACTORY</b>	
• Twin Disc 318 dry clutch (rated 501-HP to 1050-HP)	\$ 15,900.00	\$ 14,628.00 ✓
• Twin Disc HP900 hydraulic clutch (rated up to 750-HP)	\$ 26,900.00	\$ 24,748.00
• PT Tech HP1014FX hydraulic clutch (rated 400-HP to 755-HP)	\$ 31,800.00	\$ 29,072.00
<b>DRIVE LINE PROTECTION (OPTIONAL):</b>		
• Braked break-away tongue limiter (rated above 440-HP)	\$ 13,500.00	\$ 12,420.00 ✓
<b>OPTIONAL EQUIPMENT:</b>		
	<b>FACTORY</b>	
• Magnatized end pulley for discharge conveyor	\$ 8,800.00	\$ 8,096.00 ✓
• Model 250 Knuckleboom loader with 30" Taranakula grapple, 360° turn motor and stationary operator's cab in lieu of remote control	\$ 60,500.00	\$ 61,489.00
• 12" diameter tub flare	\$ 1,500.00	\$ 1,472.00 ✓
• Saylor-Bead air compressor with 11-HP Honda motor	\$ 7,250.00	\$ 6,824.00 ✓
• Low level hydraulic oil tank warning/hot-drum	\$ 1,100.00	\$ 1,012.00 ✓
• Option not listed above	\$ -	\$ -
• Option not listed above	\$ -	\$ -
• Option not listed above	\$ -	\$ -

\$ 458,988

LESS Trade-In      - \$ 75,000

---

\$ 383,988

2016 Budget →

\* \$200,000 in grant funding for tub grinder in 2016.

**QUOTE ONLY**

# Documentation & Examples (cont.)

GOOD EXAMPLE

PAID INVOICE



 <b>Deacon Equipment Company</b> 22 Wedgetown Road Bloomsburg, PA 17815 P: 670-784-1206		 <b>Equipment Invoice</b> PA State Bid #4400011385	
Sold To: <u>Greater Lebanon Refuse Auth</u> 1610 Russell Road Lebanon, PA 17046		Ship To: <u>Greater Lebanon Refuse Auth</u> 1610 Russell Road Lebanon, PA 17046	
Date: <u>1/5/2015</u>	Invoice No.: <u>2349E</u>	Order No.: <u>DEC1440</u>	Sales Rep.: <u>Josh Booth</u>
Contact: <u>Amy amdb@gogira.org</u>	Contact #: <u>717-867-5790 ext 307</u>	Delivery Instructions:	
Valid Until: _____	Terms: <u>COD</u>		
<b>2015 MORBARK 1100 TUB GRINDER</b>			
<b>EQUIPMENT AND OPTIONS</b>			
<b>STANDARD UNIT:</b>			
<ul style="list-style-type: none"> <li>• Hammermill system complete with hammers and inserts</li> <li>• Discharge system consisting of dual augers discharging onto a stacking conveyor belt</li> <li>• One set of grates (specify grate size)</li> <li>• Tandem-axle trailer with fifth wheel towing arrangement</li> <li>• M.I.C.S. (Morbark Integrated Control System) located in the instrument panel</li> <li>• Dust suppression system</li> <li>• Tub cover for debris containment</li> <li>• Remote control</li> </ul>			
<b>POWER OPTION (SELECT ONE): All engine options include automatic reversing fan</b>			
<ul style="list-style-type: none"> <li>• Caterpillar C18, Tier 4P engine, 630-HP</li> </ul>			
<b>CLUTCH OPTION (SELECT ONE): All hydraulic clutch options include a 2-way brake release</b>			
<ul style="list-style-type: none"> <li>• Twin Disc 318 dry clutch (rated 501-HP to 1050-HP)</li> </ul>			
<b>DRIVE LINE PROTECTION (OPTIONAL):</b>			
<ul style="list-style-type: none"> <li>• Brunei break-away torque limiter (rated above 440-HP)</li> </ul>			
<b>OPTIONAL EQUIPMENT:</b>			
<ul style="list-style-type: none"> <li>• Magnetized end pulley for discharge conveyor</li> <li>• 12" diameter tub flare</li> <li>• Taylor-Beall air compressor with 11-HP Honda motor</li> <li>• Low-level hydraulic oil tank warning/shut-down</li> </ul>			
<ul style="list-style-type: none"> <li>• 2004 1100 Tub s/n 534</li> </ul>			
		STANDARD	\$ 245,548.00
		FACTORY	\$ 169,188.00
		FACTORY	\$ 14,628.00
		FACTORY	\$ 12,420.00
		FACTORY	\$ 8,096.00
		\$	1,472.00
		\$	6,624.00
		\$	1,012.00
		\$	(76,000.00)
F.O.B., Lebanon, PA			
<b>Warranty</b>			
MORBARK MANUFACTURED COMPONENTS SIX (6) MONTHS/1,000 HOURS, WHICHEVER COMES FIRST VENDOR PURCHASED COMPONENTS ONE (1) YEAR CATERPILLAR STANDARD WARRANTY FOR "C7 - C32" IS FOR (2) YEARS OR 3,000 HOURS, WHICHEVER OCCURS FIRST (WITH THE FIRST YEAR BEING UNLIMITED HOURS) AND A (3) YEAR LIMITED WARRANTY ON MAJOR COMPONENTS			
<b>TOTAL CALCULATION</b>			
Quantity Requested:		1	
Total from Above Choices =		\$383,988.00	
Non-Taxable Freight Applied =		\$2,700.00	
Down Payment =		\$0.00	
<b>Extended Price =</b>		<b>\$386,688.00</b>	

**PAID IN FULL**

# Documentation & Examples (cont.)

**INVOICE  
BAD EXAMPLE**



**ABC Consultants  
123 Sustainability Circle  
Greening, PA 12345  
Phone 123-456-7890**

**INVOICE #123  
DATE: 9/30/16**

DESCRIPTION	AMOUNT
Consulting Fees for Dolphin County Compost Facility Plan	\$4,300.00
<b>TOTAL</b>	<b>\$4,300.00</b>

**Make all checks payable to ABC Consultants.  
Total due in 30 days. Overdue accounts subject to a service charge of 1% per month.  
Thank you for your business!**

# Documentation & Examples (cont.)

INVOICE  
GOOD EXAMPLE



**WORK  
COMPLETED  
MUST BE  
WITHIN THE  
CONTRACT  
PERIOD**

**ABC Consultants**  
**123 Sustainability Circle**  
**Greening, PA 12345**  
**Phone 123-456-7890**

## INVOICE

INVOICE #100  
DATE: 9/30/2016

**TO:**  
Dale Fin  
Dolphin County  
400 Courthouse Square  
Open Water, PA 09876  
987-654-3210



**INVOICE FOR WORK COMPLETED 9/1/19-9/20/16**  
**DOLPHIN COUNTY COMPOST FACILITY**  
**P.O. # 422**

DESCRIPTION	HOURS	RATE	AMOUNT
Lary Holy - Project Engineer - Site Visits to 4 Compost Facilities on	8	100.00	800.00
Jon Lughead - Lead Consultant – Research for Compost Site Development Plan	4	100.00	400.00
Chaz Shielder - Staff Attorney - Reviewing Ordinances	25	100.00	2,500.00
Jon Lughead - Lead Consultant - Revising and Editing First Draft of Compost Permit By Rule	6	100.00	600.00
		<b>TOTAL</b>	<b>\$4,300.00</b>

**Make all checks payable to ABC Consultants.**  
**Total due in 30 days. Overdue accounts subject to a service charge of 1% per month.**  
**Thank you for your business!**

## Documentation & Examples (cont.)

### In-house eligible documentation contains the following information:

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



Nowhere Township, 123 Ghost Road, Nowhere, PA 91125  
717.800.1234

To whom it may concern:

The following table corresponds to Itemized expenditures in budget category 6, land associated cost expenditures.

Chaz Sheidler, SME Manager @ \$13.48 per hour			
Date	Hours	Total	Description
7/14/14	4	\$ 53.92	Construct block bins for leaves
10/20/14	8	\$ 107.84	Trench excavation
2/18/15	8	\$ 107.84	Pave compost site
<b>Total</b>	<b>20</b>	<b>\$ 269.60</b>	

Sincerely,

Nowhere Township Manager

## Documentation & Examples (cont.)

Remember!

Items not specified in the scope of work are ineligible for reimbursement.

For example:

- A. Accessories on equipment (e.g. spreaders, plows, radio packages...)
- B. Website annual host fees, maintenance fees, or operational costs
- C. Extended equipment warranties
- D. Educational materials containing non-recycling related information



# Act 101 Section 902 Municipal Recycling Program Grant Disbursement Requests

1. Introduction
2. Cover Page
3. Documentation & Examples
- 4. Part A: Itemized Expenditure Page(s)**
5. Part B: Fiscal Summary/Disclosure Statement
6. Part C: Progress Report

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

2500-FM-BWM0032 Rev. 12/2014

ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT DISBURSEMENT REQUEST FORM

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.					

CURRENT EXPENDITURES CLAIMED \_\_\_\_\_  
 AMOUNT IN EXCESS OF BUDGET \_\_\_\_\_  
 CURRENT ELIGIBLE EXPENDITURES \_\_\_\_\_

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

- 2 -

ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT  
DISBURSEMENT REQUEST FORM

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.					

CURRENT EXPENDITURES CLAIMED \_\_\_\_\_  
 AMOUNT IN EXCESS OF BUDGET \_\_\_\_\_  
 CURRENT ELIGIBLE EXPENDITURES \_\_\_\_\_

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

## PART A: ITEMIZED EXPENDITURE LIST (cont.)

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 902, MUNICIPAL RECYCLING GRANT  
DISBURSEMENT REQUEST FORM

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY: 2. PUBLIC EDUCATION

	APPROVED COSTS	DEP SHARE	MATCH
BUDGET	\$3,300	\$1,300	\$2,000

SCOPE OF WORK Under this category, the Township will update the recycling information on its website and will develop, print, advertise and mail educational materials to residence and commercial facilities regarding the Township's recycling programs. Any administrative or distribution (i.e. postage) costs associated with this category may be claimed as match.

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	COST
1. Printgreen	11132	Summer Newsletter	6/1/2015	\$ 402.39
2. Printgreen	14659	Fall Newsletter	10/1/2015	\$ 385.67
3. USPS	6152015	Summer Newsletter Postage	6/15/2015	\$ 767.26
4. USPS	10152015	Fall Newsletter Postage	10/15/2015	\$ 671.54
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
CURRENT EXPENDITURES CLAIMED				\$ 2,226.86
AMOUNT IN EXCESS OF BUDGET				0.00
CURRENT ELIGIBLE EXPENDITURES				\$ 2,226.86

# PART A: ITEMIZED EXPENDITURE LIST (cont.)

**Example**  
**Disbursement Request (DR) #1**  
Invoice submission total = "Current expenditures claimed"

If DR #1 "current expenditures claimed" are **LESS** than approved costs,  
Then "amount in excess of budget" is \$0 and  
"current eligible expenditures" total is added to  
fiscal summary

DISBURSEMENT REQUEST #: \_\_\_\_\_ Is this a final request:  Yes  No

Budget Category	APPROVED COSTS					DEP SHARE					MATCH					
	Approved Costs	Current Expenditures	Previous Expenditures	Total Expenditures 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
1. Project Development	\$1,500.00					100.000000	\$1,500.00					\$0.00				
2. Public Education	3,300.00	\$2,226.86		\$2,226.86		39.393939	1,300.00	\$788.06				2,000.00	\$1,438.80			
3. Collection Equipment	10,379.00					0.000000	0.00					10,379.00				
4. Processing Equipment	77,281.00					94.631280	73,132.00					4,149.00				
5. Building Costs	0.00					0.000000	0.00					0.00				
6. Land Assoc. Cost	72,817.00					100.000000	72,817.00					0.00				
7. Other	0.00					0.000000	0.00					0.00				
SUBTOTAL:						89.999818	\$148,749.00									
WITHHOLDING:																
TOTAL:	\$165,277.00											\$16,528.00				

**PART A: ITEMIZED EXPENDITURE LIST**

**FOR BUDGET CATEGORY: 2. PUBLIC EDUCATION**

	<b>APPROVED COSTS</b>	<b>DEP SHARE</b>	<b>MATCH</b>
<b>BUDGET</b>	\$3,300	\$1,300	\$2,000

**SCOPE OF WORK** Under this category, the Township will update the recycling information on its website and will develop, print, advertise and mail educational materials to residence and commercial facilities regarding the Township's recycling programs. Any administrative or distribution (i.e. postage) costs associated with this category may be claimed as match.

**PART A: ITEMIZED EXPENDITURE LIST (cont.)**

**Example Disbursement Request DR #1 (cont.)**

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	COST
1. Printgreen	11132	Summer Newsletter	6/1/2015	\$ 402.39
2. Printgreen	14659	Fall Newsletter	10/1/2015	\$ 385.67
3. USPS	6152015	Summer Newsletter Postage	6/15/2015	\$ 767.26
4. USPS	10152015	Fall Newsletter Postage	10/15/2015	\$ 671.54

DEP Share eligible costs  
Match expenditures

DISBURSEMENT REQUEST # : \_\_\_\_\_

Is this a final request:  Yes  No

Budget Category	APPROVED COSTS					DEP SHARE						MATCH				
	Approved Costs	Current Expenditures	Previous Expenditures	Total Expenditures 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
1. Project Development	\$1,500.00					100.000000	\$1,500.00					\$0.00				
2. Public Education	3,300.00	\$2,226.86		\$2,226.86		39.393939	1,300.00	\$788.06				2,000.00	\$1,438.80			
3. Collection Equipment	10,379.00					0.000000	0.00					10,379.00				
4. Processing Equipment	77,281.00					94.631280	73,132.00					4,149.00				
5. Building Costs	0.00					0.000000	0.00					0.00				
6. Land Assoc. Cost	72,817.00					100.000000	72,817.00					0.00				
7. Other	0.00					0.000000	0.00					0.00				
SUBTOTAL:						89.999818	\$148,749.00									
WITHHOLDING:																
TOTAL:	\$165,277.00											\$16,528.00				

ACT 101, SECTION 902, MUNICIPAL RECYCLING GRANT  
DISBURSEMENT REQUEST FORM

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY: 2. PUBLIC EDUCATION

BUDGET	APPROVED COSTS \$3,300	DEP SHARE \$1,300	MATCH \$2,000
--------	---------------------------	----------------------	------------------

SCOPE OF WORK Under this category, the Township will update the recycling information on its website and will develop, print, advertise and mail educational materials to residence and commercial facilities regarding the Township recycling programs. Any administrative or distribution (i.e. postage) costs associated with this category may be claimed as match.

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	COST
1. Printgreen	11132	Summer Newsletter	6/1/2015	\$ 511.94
2. Printgreen	14659	Fall Newsletter	10/1/2015	\$ 148.00
3. USPS	6152015	Summer Newsletter Postage	6/15/2015	\$ 561.20
4. USPS	10152015	Fall Newsletter Postage	10/15/2015	\$ 352.00
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

CURRENT EXPENDITURES CLAIMED	\$	1,573.14
AMOUNT IN EXCESS OF BUDGET	\$	500.00
CURRENT ELIGIBLE EXPENDITURES	\$	1,073.14

PART A: ITEMIZED EXPENDITURE LIST (cont.)

Example Disbursement Request DR #2

Invoice submission total  
=  
"Current expenditures claimed"

DR #2 "Current Eligible Expenditures" calculations:  
DR #1 = \$2,226.86  
DR #2 = \$1,573.14  
Total = \$3,800.00  
Total submitted = \$3,800.00  
Approved Costs - \$3,300.00  
Therefore, Excess = \$500.00  
Current Eligible Expenditures for DR #2 = \$1,073.14

DISBURSEMENT REQUEST #: \_\_\_\_\_ Is this a final request?  Yes  No

Budget Category	APPROVED COSTS				Balance	% To Be Paid	DEP SHARE			Balance DEP Share	MATCH						
	Approved Costs	Current Expenditures	Previous Expenditures	Total Expenditures To-Date			Total DEP Share	Current DEP Share	Previous DEP Share		Total DEP Share To-Date	Total Match	Current Match	Previous Match	Total Match To-Date	Balance Match	
1. Project Development	\$1,500.00					100.000000	\$1,500.00						\$0.00				
2. Public Education	3,300.00	\$1,073.14	\$2,226.86	\$3,300.00	\$0	39.393939	1,300.00	\$511.94	\$788.06	\$1,300.00	\$0	2,000.00	\$561.20	\$1,438.80	\$2,000.00	\$0	
3. Collection Equipment	10,379.00					0.000000	0.00					10,379.00					
4. Processing Equipment	77,281.00					94.631280	73,132.00					4,149.00					
5. Building Costs	0.00					0.000000	0.00					0.00					
6. Land Assoc. Cost	72,817.00					100.000000	72,817.00					0.00					
7. Other	0.00					0.000000	0.00					0.00					
SUBTOTAL:						89.999818	\$148,749.00										
WITHHOLDING:																	
TOTAL:	\$165,277.00											\$16,528.00					

ACT 101, SECTION 902, MUNICIPAL RECYCLING GRANT  
DISBURSEMENT REQUEST FORM

PART A: ITEMIZED EXPENDITURE LIST

FOR BUDGET CATEGORY: 3. COLLECTION EQUIPMENT

	APPROVED COSTS	DEP SHARE	MATCH
BUDGET	\$65,000	\$58,500	\$6,500

SCOPE OF WORK The grantee will purchase a recycling collection vehicle.

VENDOR NAME	INVOICE NUMBER	DESCRIPTION OF ITEM(S)/SERVICE(S)	DATE ITEM OR SERVICE RECEIVED	COST
123 Trucks Inc.	85264	Collection Truck	7/20/2016	\$66,250.00

CURRENT EXPENDITURES CLAIMED	\$66,250.00
AMOUNT IN EXCESS OF BUDGET	1200.00
CURRENT ELIGIBLE EXPENDITURES	\$65,000.00

PLEASE ATTACH ALL INVOICES IN THE ORDER LISTED

## PART A: ITEMIZED EXPENDITURE LIST (cont.)

### Second example DR #1

DISBURSEMENT REQUEST # : \_\_\_\_\_

Budget Category	APPROVED COSTS				Balance	% To Pa
	Approved Costs	Current Expenditures	Previous Expenditures	Total Expenditures To-Date		
1. Project Development	\$5,000.00					
2. Public Education	\$4,000.00					
3. Collection Equipment	\$65,000.00	65,000	0	65,000	0	
4. Processing Equipment	\$150,000.00					
5. Building Costs	\$10,000.00					
6. Land Assoc. Cost	\$8,000.00					
7. Other	\$5,000.00					
<b>TOTAL:</b>	<b>\$247,000.00</b>					
WITHHOLDING:						
APPROVED PAYMENT:						

CURRENT EXPENDITURES CLAIMED	\$ <u>66,250</u>
AMOUNT IN EXCESS OF BUDGET	\$ <u>1,200</u>
CURRENT ELIGIBLE EXPENDITURES	\$ <u>65,000</u>

Even if the actual invoice is \$66,250---use the **APPROVED COST** for the **CURRENT EXPENDITURE**



# Act 101 Section 902 Municipal Recycling Program Grant Disbursement Requests

1. Introduction
2. Cover Page
3. Documentation & Examples
4. Part A: Itemized Expenditure Page(s)
- 5. Part B: Fiscal Summary/Disclosure Statement**
6. Part C: Progress Report



## PART B: FISCAL SUMMARY/DISCLOSURE STATEMENT

**EXAMPLE  
DISCLOSURE  
STATEMENT**

**902 Grants awarded in  
2016 and any future 902  
Grants WILL NOT have  
PART B: FISCAL  
SUMMARY---DEP will be  
completing this page and  
completed copies will be  
sent to Grantee upon  
approval of the  
disbursement request.**

2500-FM-BWM0032 Rev. 12/2015

**GRANTEE AUTHORIZED DISCLOSURE STATEMENT**

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE EXPENDITURES LISTED HEREAFTER ARE CORRECT AND COMPLETE AND ALL EXPENDITURES, INCLUDING ALL DONATIONS AND IN-KIND SERVICES, ARE FOR THE PURPOSES SET FORTH IN THE GRANT AGREEMENT.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL:

\_\_\_\_\_

DATE:

\_\_\_\_\_

TYPED OR PRINTED NAME & TITLE:

\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

# PART B: FISCAL SUMMARY/DISCLOSURE STATEMENT (cont.)

902 Grants awarded PRIOR to 2016 WILL have a PART B: FISCAL SUMMARY

2500-FM-BWM0032 Rev.12/2014

## ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT DISBURSEMENT REQUEST FORM

**PART B: FISCAL SUMMARY**

GRANTEE: \_\_\_\_\_

SAP DOCUMENT #: \_\_\_\_\_

DISBURSEMENT REQUEST # : \_\_\_\_\_

Is this a final request:  Yes  No

Budget Category	APPROVED COSTS					DEP SHARE					MATCH					
	Approved Costs	Current Expenditures	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
1. Project Development	\$5,000.00						\$					\$				
2. Public Education	\$4,000.00															
3. Collection Equipment	\$65,000.00															
4. Processing Equipment	\$150,000.00															
5. Building Costs	\$10,000.00															
6. Land Assoc. Cost	\$8,000.00															
7. Other	\$5,000.00															
<b>TOTAL:</b>	<b>\$247,000.00</b>						<b>\$</b>					<b>\$</b>				
WITHHOLDING:																
APPROVED PAYMENT:																

Comments: \_\_\_\_\_  
 \_\_\_\_\_

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE FISCAL SUMMARY LISTED ABOVE IS CORRECT AND COMPLETE AND ALL EXPENDITURES, INCLUDING ALL DONATIONS AND IN-KIND SERVICES, ARE FOR THE PURPOSES SET FORTH IN THE GRANT AGREEMENT.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

TYPED OR PRINTED NAME & TITLE \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

# PART B: FISCAL SUMMARY/DISCLOSURE STATEMENT (cont.)

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

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

2500-

**ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT  
DISBURSEMENT REQUEST FORM**

**PART B: FISCAL SUMMARY**

GRANTEE: \_\_\_\_\_  
DISBURSEMENT REQUEST #: \_\_\_\_\_

SAP DOCUMENT #: \_\_\_\_\_  
Is this a final request:  Yes  No

Budget Category	APPROVED COSTS				DEP SHARE						MATCH					
	Approved Costs	Current Expenditures	Previous Expenditures	Total Expenditures 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
1. Project Development	\$5,000.00						\$					\$				
2. Public Education	\$4,000.00															
3. Collection Equipment	\$65,000.00															
4. Processing Equipment	\$150,000.00															
5. Building Costs	\$10,000.00															
6. Land Assoc. Cost	\$8,000.00															
7. Other	\$5,000.00															
<b>TOTAL:</b>	<b>\$247,000.00</b>						\$					\$				
WITHHOLDING:																
APPROVED PAYMENT:																

Comments: \_\_\_\_\_

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE FISCAL SUMMARY LISTED ABOVE IS CORRECT AND COMPLETE AND ALL EXPENDITURES, INCLUDING ALL DONATIONS AND IN-KIND SERVICES, ARE FOR THE PURPOSES SET FORTH IN THE GRANT AGREEMENT.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_ TYPED OR PRINTED NAME & TITLE \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

PART B: FISCAL  
SUMMARY/DISCLOSURE  
STATEMENT (cont.)

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

**% To Be Paid  
column works IF  
and ONLY IF  
ALL total  
approved costs  
are spent**

SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT  
DISBURSEMENT REQUEST FORM

PART B: FISCAL SUMMARY

DATE:

SAP DOCUMENT #:

REQUEST #:

Is this a final request:  Yes  No

Budget Category	APPROVED COSTS					% To Be Paid	DEP SHARE					MATCH				
	Approved Costs	Current Expenditures	Previous Expenditures	Total Expends To-Date	Balance		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
1. Project Development	\$5,000.00					0.90	\$4,500.00					\$500.00				
2. Public Education	\$4,000.00					0.90	\$3,600.00					\$400.00				
3. Collection Equipment	\$65,000.00					0.90	\$58,500.00					\$6,500.00				
4. Processing Equipment	\$150,000.00					0.90	\$135,000.00					\$15,000.00				
5. Building Costs	\$10,000.00					0.90	\$9,000.00					\$1,000.00				
6. Land Assoc. Cost	\$8,000.00					0.90	\$7,200.00					\$800.00				
7. Other	\$5,000.00					0.90	\$4,500.00					\$500.00				
<b>TOTAL:</b>	<b>\$247,000.00</b>					<b>0.90</b>	<b>\$222,300.00</b>					<b>\$24,700.00</b>				
WITHHOLDING:																
APPROVED PAYMENT:																

**NOTE: The grant will ALWAYS pay out at 90% of eligible costs, regardless of line item percentages.**

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE FISCAL SUMMARY LISTED ABOVE, INCLUDING ALL DONATIONS AND IN-KIND SERVICES, ARE FOR THE PURPOSES SET FORTH IN THE GRANT AGREEMENT.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL:

DATE:

DONATIONS AND IN-

TELEPHONE NUMBER:

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

## PART B: FISCAL SUMMARY/DISCLOSURE STATEMENT (cont.)

**Total Match To-Date  
SHOULD NEVER  
exceed Total Match**

2500-FM-BWM0032 Rev. 12/2014

### ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT DISBURSEMENT REQUEST FORM

#### PART B: FISCAL SUMMARY

GRANTEE:  
DISBURSEMENT REQUEST # : \_\_\_\_\_

SAP DOCUMENT # : \_\_\_\_\_  
Is this a final request:  Yes  No

Budget Category	APPROVED COSTS					DEP SHARE						MATCH				
	Approved Costs	Current Expenditures	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
1. Project Development	\$5,000.00					0.90	\$4,500.00					\$500.00				
2. Public Education	\$4,000.00					0.90	\$3,600.00					\$400.00				
3. Collection Equipment	\$65,000.00					0.90	\$58,500.00					\$6,500.00				
4. Processing Equipment	\$150,000.00					0.90	\$135,000.00					\$15,000.00				
5. Building Costs	\$10,000.00					0.90	\$9,000.00					\$1,000.00				
6. Land Assoc. Cost	\$8,000.00					0.90	\$7,200.00					\$800.00				
7. Other	\$5,000.00					0.90	\$4,500.00					\$500.00				
<b>TOTAL:</b>	<b>\$247,000.00</b>					<b>0.90</b>	<b>\$222,300.00</b>					<b>\$24,700.00</b>				
WITHHOLDING:																
APPROVED PAYMENT:																

DEP can withhold 10% of funds to meet grant requirements.

## PART B: FISCAL SUMMARY/DISCLOSURE STATEMENT (cont.)

**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.
- ❖ One 3-month grant agreement extension may be permitted if requested in advance.

### **TERRIFIC TIPS!**

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

# **Act 101, Section 902 Municipal Recycling Program Grant Disbursement Requests**

1. Introduction
2. Cover Page
3. Documentation & Examples
4. Part A: Itemized Expenditure Page(s)
5. Part B: Fiscal Summary/Disclosure Statement
- 6. Part C: Progress Report**



## 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:

Provide a general summary of the work completed thus far, keeping in mind the desired outcome of your project and the timetable proposed in your grant application. Describe any setbacks, delays, successes and surprises experienced.

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. Include such information as purchase procedures used, delivery date of equipment purchased, item performance, frequency of item use, dates of educational material(s) distribution and your overall satisfaction with items purchased or created.

Provide copies of materials or documents developed for the project during the time period of the report.

### **ACT 101, SECTION 902, MUNICIPAL RECYCLING PROGRAM GRANT DISBURSEMENT REQUEST FORM**

#### **PART C: PROGRESS REPORT**

GRANTEE: \_\_\_\_\_ AGREEMENT NUMBER: \_\_\_\_\_

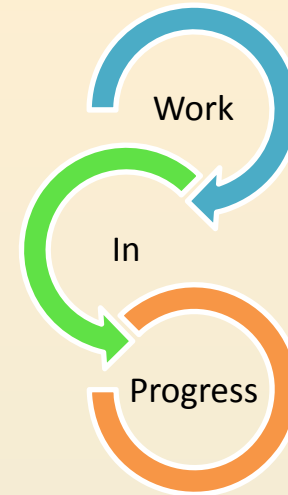
TIME PERIOD COVERED BY THIS REPORT: FROM \_\_\_\_\_ TO \_\_\_\_\_.  
Month/Year Month/Year



## PART C: PROGRESS REPORT

### Progress Reports should:

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



### Final reports should be submitted within 6 months of project completion and accomplish the following:

- Summarize interim project reports
- Highlight overall successes & failures
- Assess goal achievement
- Discuss future goals

We will conclude with questions and answers at this time:

Amy Mazzella di Bosco [amdb@goglra.org](mailto:amdb@goglra.org)

Stacey Dill – PA DEP [stdill@pa.gov](mailto:stdill@pa.gov)

Todd Pejack – PA DEP [tpejack@pa.gov](mailto:tpejack@pa.gov)

Mark Vottero – PA DEP [mvottero@pa.gov](mailto:mvottero@pa.gov)

Questions can be submitted electronically through the Go To Meeting Portal at the top right of your screen.

Thank you again for participating in today's webinar!