



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

**The Hazardous Sites Cleanup Act  
Host Municipality Technical Evaluation Grant**

**Pennsylvania Department of Environmental Protection  
Bureau of Environmental Cleanup and Brownfields  
P.O. Box 8471  
Harrisburg, PA 17105-8471**

## The Hazardous Sites Cleanup Act Host Municipality Technical Evaluation Grant Information for Applicants

### Authority

Section 510 of the Hazardous Sites Cleanup Act, Act 108 of 1988 (HSCA), authorizes the Department of Environmental Protection (DEP or Department) to make available Host Municipality Technical Evaluation Grants. A HSCA Host Municipality Technical Evaluation Grant provides funds solely for conducting an independent technical evaluation of the proposed remedial response at a HSCA site.

### Eligible Applicants

The governing body of a Pennsylvania municipality in which a HSCA site is located may apply for a HSCA Host Municipality Technical Evaluation Grant. If the HSCA site boundaries fall within more than one municipality, each municipality may apply for, and be awarded, a Technical Evaluation Grant. A host municipality may apply for a grant if it is a responsible party at the site, but it may not apply if it is a participant in a settlement for the response at the site.

### Basic Provisions

A grant may be awarded for verifiable costs, up to a maximum of \$50,000, for the technical evaluation of a proposed remedial response plan at a HSCA site. Each grant application must justify the amount of money that is being requested.

A host municipality may apply for, and be awarded, more than one HSCA Technical Evaluation Grant if the cleanup involves more than one phase or operable unit for which separate proposed remedial response plans are prepared.

Grant funds may be used to hire a qualified technical consultant to review the proposed remedial response plan or to reimburse the municipality for the documented use of their engineer or engineering firm to perform the review. The individual(s) performing the review must meet the qualifications of a technical consultant (see *Technical Consultant* section below).

This is a reimbursement grant program. Grantees must submit their technical evaluation costs to DEP for reimbursement. Total reimbursement may not exceed the amount of the grant award.

Administrative costs (i.e. phone service, copying costs, office support, printing, etc.) may not exceed 20 percent of the total grant amount.

DEP may withhold moneys from a grantee municipality if it becomes aware of any misuse of grant moneys or falsification of information included or submitted in support of the grant application.

Reports prepared using grant funds must identify on the cover that the report has been partially funded by a DEP HSCA Technical Evaluation Grant.

### Technical Consultant

The minimum qualifications for the technical consultant include a bachelor's degree in science (engineering, chemistry, biology, etc.) and at least three years of experience in the environmental field. The technical consultant should be able to demonstrate technical, administrative and management skills and the competencies necessary to provide the information and expertise that will allow the municipality to comment on the technical merits of the proposed remedial response plan. The consultant must also be able to develop reliable procedures to maintain all records associated with the grant in order to provide financial accountability to the Department.

Any documents, including reports, produced by the technical consultant must contain the following disclaimer: "The contents of this document do not necessarily reflect the views/policies of the Department of Environmental Protection."

### Procurement of Technical Consultant Services

A municipal engineer or an engineering firm on retainer may serve as a technical consultant. If the municipality chooses to hire an outside consultant, the following rules apply:

- (1) Procurement of a technical consultant must be conducted in accordance with applicable provisions of municipal law.

- (2) Procurement of a technical consultant must be conducted through the competitive bid process to ensure free and open competition. A process substantially similar to the Commonwealth's standard Request for Proposal (RFP) process must be used in securing outside technical consulting services.
- (3) Any contractor who assists a municipality in preparing the RFP for this purpose is excluded from consideration for consulting services.
- (4) The contract will be awarded based on the experience, qualifications and the costs associated with the consultant proposal. All proposals received will be available for review and approval by DEP prior to notification of the successful bidder.
- (5) The Conflict of Interest Provisions below must be followed:
  - An official of a municipality may not participate in awarding a contract to any firm in which the official has a financial interest.
  - An official of a municipality may not participate in awarding a contract to any firm if a member of the official's immediate family is employed by a firm involved in bidding for consulting services.
  - A consultant having any relationship with a potentially responsible party at the site is precluded from serving as a consultant for a municipality at the same site.
  - A consultant with any ties to a parent organization or a subsidiary performing remedial cleanup work at the HSCA site is precluded from serving as a consultant for a municipality.

#### **Eligible Costs**

- Obtaining and interpreting existing information related to the proposed cleanup plan of a remedial response site identified under HSCA.
- Hiring a technical consultant or reimbursing a municipal engineer to review the proposed remedial response plan, related engineering studies, sampling plans and other site documents.
- Meeting with local government and the public to explain elements of the remedial response cleanup plan and related technical information.
- Traveling to meetings and hearings related to the specific site. (Mileage reimbursement will be set at the current state rate in accordance with Commonwealth Travel Regulations.)
- Preparing comments to be approved, signed and submitted by an official of the municipality.

#### **Ineligible Costs**

- Completion of the technical evaluation grant application package and issuing the request for proposals.
- Expenses for technical consultants to attend training seminars or conferences.
- Legal action or proceedings.
- Purchase of equipment and/or assets (i.e., computers, office equipment).
- Development of additional site data such as well drilling and testing (including split sampling).
- Political or lobbying activity.
- Any costs not directly associated with site activities and review of the proposed remedial response plan.

#### **Grant Application & Award**

Information and grant application packages are available from the local DEP regional office. Completed applications must be delivered or mailed to the Environmental Cleanup and Brownfields Program at the DEP regional office.

Applications will be reviewed for completeness, accuracy, technical merit and cost. Incomplete applications will be returned to the applicant with deficiencies noted. Deficient applications may be resubmitted when the deficiencies have been addressed, however, incomplete applications will cause delays in the grant application approval and award process. It is critical that host municipalities work closely with the DEP regional office to ensure that grant applications are submitted in a timely fashion. This will ensure that host municipalities have sufficient time to conduct the technical review and prepare any reports or comments during the public comment period. Applicants will be notified when their application is approved or disapproved.

If the application is approved, the municipality must enter into a grant agreement with DEP. Grant funds may not be disbursed until a grant agreement has been fully executed and the proposed remedial response plan has been made available for public review. DEP may withhold 10% of the grant award until all conditions of the grant agreement have been completed and verified.



## HSCA HOST MUNICIPALITY TECHNICAL EVALUATION GRANT APPLICATION INSTRUCTIONS

### GENERAL INSTRUCTIONS

Deliver or mail the completed application to the appropriate DEP Regional Office.

Applications should be bound with a staple at the upper left corner. Other bindings, covers, tabbed pages, etc. are not necessary. Detach these instructions prior to submittal.

Applications will be reviewed for completeness, technical merit and cost.

### PART I – APPLICANT INFORMATION

1. Name of the municipality. The applicant must be a Pennsylvania municipality (city, township, town, borough, or home rule municipality).
2. Official address of the municipality.
3. County in which the municipality is located.
4. Municipal Federal ID Number.
5. Name of the official agency representative who should be contacted concerning details of the application.
6. Contact information for the official representative in No. 5.
7. Name of the HSCA site to be evaluated.
8. The amount requested must not exceed \$50,000. Refer to the Information for Applicants or contact the DEP regional office for further assistance in defining eligible costs.

### PART II – GRANT PROPOSAL

#### A. EXECUTIVE SUMMARY

Provide a brief narrative description of the proposed technical evaluation identifying, in general, the scope of the evaluation. State how conducting this technical evaluation will benefit the host municipality.

#### B. SCOPE OF WORK – Attach additional pages as necessary.

Describe how the technical evaluation will meet the requirements of Section 510 of HSCA. Discuss the tasks and methodology to be used in assessing and evaluating the remedial action selected for the site.

Describe each task to be performed and the cost estimate for each task. Each of the tasks should be listed in the Task/Cost Completion Schedule in Part III A. along with the corresponding cost estimate data.

#### C. CONSULTANT / SUBCONTRACTOR INFORMATION

Provide the names of any potential technical consultants that will be utilized in the technical evaluation and the manner in which they were selected. Indicate how costs for their services were established.

If hiring an outside consultant, explain the municipality's procurement system. Include a sample agreement which will be executed between the chosen consultant and the municipality (See Part IV).

*Note: Upon request, the municipality shall provide the Department's central office with one copy each of all subcontracts proposed to be executed with any consultants/subcontractors for the completion of any portion of the Scope of Work in Part II B. of the application. The Department shall also be contacted for subcontract approval of any consultant/subcontractor and subcontract that will entail the expenditure of 50% or more of the grant funds provided. An explanation of the bid or procurement process used by the municipality must be included with the application form.*

### **PART III – FINANCIAL AND TASK COMPLETION INFORMATION**

#### **A. TASK/COST COMPLETION SCHEDULE – Attach or add additional line items as necessary.**

List the tasks described in Part II B., Scope of Work. Enter the start date, completion date, and cost expected to be incurred for each task. Subdivide each cost into the portion to be reimbursed by the DEP grant and any share that will be financed by the municipality. Include all expenses, i.e. personnel, travel, administrative, other direct costs, as well as contractor costs. Be sure to list the other direct costs in the block provided. (Please note: Assets may not be purchased with grant monies.)

The municipality amount may include the value of in-kind services (See Part III C.)

Total Cost is equal to the total of all task costs/amounts for each category.

*Note: Should your grant application be approved, it is recommended that the work tasks not be initiated until a grant agreement has been fully executed. Proceeding with any of the work tasks prior to full execution of the grant agreement is at your own risk.*

#### **B. BUDGET CATEGORY DATA – Attach or add additional line items as necessary.**

Assign the costs described in Part III A to the appropriate Budget Category in Part III B. Specify the tasks involved in column 2. It may be necessary to allocate portions of a single task cost to one or more Budget Items.

Host municipality travel costs must not exceed 10% of total costs and must be limited to that occurring within Pennsylvania and 300 miles of the municipality's official business address unless otherwise approved by the Department.

Travel cost mileage reimbursement rates will be limited to the maximum allowable to Commonwealth employees under Commonwealth travel regulations.

Total Costs in Part III B., Budget Category Data, must equal Total Costs in Part III A., Task/Cost Completion Schedule.

#### **C. RELATED FINANCIAL INFORMATION – IN-KIND SERVICES**

While in-kind services are not required, if choosing to contribute them, describe the nature of the in-kind services rendered. Indicate the manner in which such costs were derived.

### **PART IV – SUPPORTING DOCUMENTS**

Attach any documents in support of your application. Include sample agreements, procurement documents, municipal information, etc.



APPLICATION NO.

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DEP USE ONLY

### APPLICATION FOR TECHNICAL EVALUATION GRANT

#### PART I – APPLICANT INFORMATION

**PLEASE REVIEW THE INFORMATION FOR APPLICANTS AND APPLICATION INSTRUCTIONS BEFORE COMPLETING.**

1. MUNICIPALITY: \_\_\_\_\_

2. OFFICIAL BUSINESS ADDRESS: \_\_\_\_\_  
STREET  
\_\_\_\_\_  
P.O. BOX  
\_\_\_\_\_  
CITY

PA STATE ZIP CODE

3. COUNTY: \_\_\_\_\_

4. FEDERAL ID NUMBER: \_\_\_\_\_

5. CONTACT PERSON: \_\_\_\_\_

6. CONTACT PERSON INFORMATION: \_\_\_\_\_  
TELEPHONE NUMBER EMAIL

7. NAME OF HSCA SITE: \_\_\_\_\_

8. AMOUNT BEING REQUESTED: \_\_\_\_\_  
WHOLE DOLLARS

Grant awards and documents are public information and subject to disclosure to the public upon request.

*AFFIDAVIT*

COMMONWEALTH OF PENNSYLVANIA, COUNTY OF \_\_\_\_\_  
I, \_\_\_\_\_, being duly sworn according to law depose and say that I am the official authorized by the applicant agency to sign this application and that the information included in this application and documents attached as a part of the application are true and correct to the best of my knowledge and belief.

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE OF COUNTY AUTHORIZED OFFICIAL

TITLE

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1. Received in Central Office \_\_\_\_\_ 2. Reviewed for Completeness by \_\_\_\_\_  
3. Returned to Applic. for Add. Info. \_\_\_\_\_ 4. Additional Info. Received \_\_\_\_\_  
5. APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION NO.					
DEP USE ONLY					

## Part II – GRANT PROPOSAL

### A. EXECUTIVE SUMMARY

### B. SCOPE OF WORK

(Attach additional pages as necessary)

APPLICATION NO.

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**C. CONSULTANT / SUBCONTRACTOR INFORMATION**  
(Attach additional pages as necessary)



**APPLICATION NO.**

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### PART III – FINANCIAL AND TASK COMPLETION INFORMATION

Using the Scope of Work tasks described in PART II B., complete the following tables. Attach additional line items or pages as necessary.

**A. TASK / COST COMPLETION SCHEDULE:**

TASK	START DATE	COMPLETION DATE	TASK COST	DEP GRANT AMOUNT	MUNICIPALITY AMOUNT (TASK ITEM COST LESS DEP GRANT AMOUNT)
<b>TOTAL COST</b>					

**B. BUDGET CATEGORY DATA**

BUDGET ITEM	TASK(S)	BUDGET ITEM COST	DEP GRANT AMOUNT	MUNICIPALITY AMOUNT
A. HOST MUNICIPALITY				
A1. Personnel (if applicable)				
A2. Travel				
A3. Other Direct Costs (List)				
A4. Administrative Costs				
B. CONTRACTOR COSTS (if applicable)				
<b>TOTAL COSTS</b>				

APPLICATION NO.

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**C. RELATED FINANCIAL INFORMATION – IN-KIND SERVICES**

**PART IV – SUPPORTING DOCUMENTS**