

## **HSCA HOST MUNICIPALITY TECHNICAL EVALUATION GRANTS**

Section 510 of the Hazardous Sites Cleanup Act, Act 108 of 1988 (HSCA), authorizes the Department of Environmental Protection (DEP) to issue Host Municipality Technical Evaluation Grants. A HSCA Host Municipality Technical Evaluation Grant provides funds for conducting an independent technical evaluation of a proposed remedial response at a HSCA site. The governing body of a municipality in which a HSCA site is located may apply for a HSCA Host Municipality Technical Evaluation Grant.

### **BASIC PROVISIONS**

- The grant provides reimbursement for costs incurred (up to \$50,000) by a host municipality for independent technical review of DEP's proposed site cleanup plan.
- More than one grant may be awarded by DEP at a technically complex site if the cleanup operation includes more than one phase or operable unit which necessitates the preparation of more than one proposed remedial response plan.
- Reimbursement is for the technical review of a cleanup plan and is not to be used for the collection and analysis of groundwater, soil or air samples at a site.

### **COSTS ELIGIBLE FOR REIMBURSEMENT**

- Obtaining and interpreting information related to the proposed cleanup plan for a remedial response site identified under Act 108.
- Hiring a technical advisor/consultant or reimbursing a township/city engineer to review 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.
- Preparing comments to be submitted by an official of the municipality.

### **COSTS EXCLUDED FROM REIMBURSEMENT**

- Expenses associated with completing the technical evaluation grant application package and issuing the request for proposals.
- Expenses for technical advisors to attend training seminars or conferences.
- Expenses for legal actions or proceedings.
- Development of site investigation data, such as well drilling and testing (including split sampling).
- Any costs connected with political or lobbying activity.

### **RESPONSIBILITIES OF MUNICIPALITY**

- The technical advisor/consultant must demonstrate technical, administrative, and management capabilities and must have at least a bachelor's degree in science and three years of experience in the environmental field.
- Administrative costs must not exceed 20 percent of the total grant (i.e., phone service, copying costs, office support, printing).
- Assets may not be purchased with grant money.

### **PROCUREMENT OF TECHNICAL ADVISOR/ CONSULTANT SERVICES**

- If neither a township/city engineer nor an engineering firm on retainer is qualified to serve as a consultant, then a consultant must be secured through the competitive bid process. A process

substantially similar to the commonwealth's standard Request for Proposal (RFP) process must be used by the municipality in securing the services of a consultant.

- Any contractor who assists a municipality in preparing a proposal for this purpose is excluded from consideration for consultant services.
- The contract should be awarded based on experience, qualifications, and costs associated with the proposal. All proposals received will be available for review by DEP prior to notification of the successful bidder by the municipality.
- Conflict of interest provisions must be met by the contractor.

**APPLICATION PROCEDURE**

1. A municipality will be notified by DEP six months in advance of the availability of the proposed site cleanup plan.
2. Completed applications must be delivered or mailed to the Environmental Cleanup Program at the appropriate DEP regional office.

**HELP IS AVAILABLE**

Additional information and assistance regarding HSCA Host Municipality Technical Evaluation Grants is available from the local DEP regional office. A list of DEP regional offices, the counties they serve and contact information is presented below. Grant application forms and guidance documents are available on the DEP website at [www.dep.pa.gov](http://www.dep.pa.gov); enter "Hazardous Sites Cleanup" in the search box.

<b>DEP Regional Offices</b>	
<p><b>Northeast Regional Office</b>            2 Public Square            Wilkes-Barre, PA 18701-1915            570-826-2511</p> <p><b>Counties:</b> Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming</p>	<p><b>Southeast Regional Office</b>            2 East Main St.            Norristown, PA 19401-4915            484-250-5900</p> <p><b>Counties:</b> Bucks, Chester, Delaware, Montgomery, and Philadelphia</p>
<p><b>North-central Regional Office</b>            208 W. 3rd St., Suite 101            Williamsport, PA 17701-6448            570-327-3636</p> <p><b>Counties:</b> Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union</p>	<p><b>South-central Regional Office</b>            909 Elmerton Ave.            Harrisburg, PA 17110-8200            717-705-4700</p> <p><b>Counties:</b> Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York</p>
<p><b>Northwest Regional Office</b>            230 Chestnut St.            Meadville, PA 16335-3481            814-332-6945</p> <p><b>Counties:</b> Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren</p>	<p><b>Southwest Regional Office</b>            400 Waterfront Drive            Pittsburgh, PA 15222-4745            412-442-4000</p> <p><b>Counties:</b> Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, and Westmoreland</p>

For more information, visit [www.dep.pa.gov](http://www.dep.pa.gov), and enter "Hazardous Sites Cleanup" in the search box.