

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Water Supply and Wastewater Management

DOCUMENT ID: 362-5512-002

TITLE: Act 537 Sewage Facilities Planning Grants

EFFECTIVE DATE: December 17, 1997
Minor revisions were made throughout on July 31, 2001

AUTHORITY: Act 537 of 1966, the Pennsylvania Sewage Facilities Act (as amended), Title 25 Pa. Code Chapter 71

POLICY: The Department will administer the Act 537 Sewage Facilities Planning Grants Program in such a manner the municipalities complying with the terms of Act 537, with reasonable, documented costs for the preparation of an official plans and revisions for sewage systems receive a grant for one-half of the cost of plan preparation.

PURPOSE: To administer grants to counties, municipalities and authorities to assist them in preparing official plans and revisions to official plans for sewage systems required by the Act. In addition, the Department may pay grants to these same agencies to carry out related studies, surveys, investigations, inquiries, research and analyses to the extent of the appropriations made by the General Assembly for that purpose.

APPLICABILITY: This guidance will assist Act 537 program staff in the review of eligible expenditures of a municipality for the preparation of official plan or revision.

DISCLAIMER: The policies and procedures outlined in this guidance are intended to supplement existing requirements. Nothing in the policies or procedures shall affect regulatory requirements.

The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in these policies that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

PAGE LENGTH: 4 pages

LOCATION: Volume 33, Tab 55

The Department will administer grants to municipalities, counties and authorities for preparing update revisions and special studies in accordance with the following procedures:

1. The applicant municipality submits the adopted sewage facilities plan update to the regional office.
2. Upon approval of the sewage facility plan update, the Water Management Program Manager sends an approval letter to the applicant municipality along with a Grant Application for Act 537 Sewage Facilities Planning Assistance (3800-FM-WSWM0009) (see attached). This document is available electronically on the web at www.dep.state.pa.us directLINK "wastewater".
3. The applicant municipality submits a completed Grant Application along with the supporting invoices, proof of payment, plan approval letter, a copy of the plan, the resolution indicating plan adoption and planning agency comments to the Division of Wastewater Management, Sewage Facilities and Biosolids Section.
4. The appropriate staff in the Sewage Facilities and Biosolids Section ensures the documentation submitted is in accordance with Title 25 Pa. Code Subsection 71.43 Approval of Grants. This regulation is available electronically on the web at www.pacode.com.
5. If deficiencies are noted, the reviewer writes a letter to the applicant indicating the additional information required. The applicant shall provide required information. When the application with supporting documentation is complete, the grant amount is approved.
6. A general invoice is prepared by the Division of Wastewater Management and transmitted to the Comptroller's Office.
7. The Comptroller's Office processes invoice for payment and forwards the check request to the Pennsylvania Department of Treasury. Treasury issues a check and transmits it to the Comptroller. The Comptroller then forwards the check to the originating Division.
8. The Division of Wastewater Management mails the check along with a transmittal letter to the applicant municipality.

ATTACHMENT

3800-FM-WSWM0009 Rev. 5/2001
Instructions



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER SUPPLY AND WASTEWATER MANAGEMENT

APPLICATION FOR ACT 537 SEWAGE FACILITIES PLANNING ASSISTANCE

A completed application for sewage facilities planning assistance consists of:

- A. Two (2) copies of this form completed by the lead agency or municipality.
- B. One (1) copy of the following administrative action documents:
 - 1. Resolutions adopting the Plan by all participating municipalities.
 - 2. Comments by the Planning Commission with areawide jurisdiction of the Plan.
 - 3. DEP's letter approving the Plan.
 - 4. When the applicant for a planning grant is not a municipality, written proof that the municipality has authorized the applicant to receive the grant shall be submitted with the application.
- C. One (1) copy of:
 - 1. The Official Plan
 - 2. DEP's approved Task Activity Report (T/AR) or Plan or Study (POS).
 - 3. Invoices documenting the cost of the Plan
 - 4. Proof of payment in the form of cancelled checks.

The completed application must be submitted to:

**Department of Environmental Protection
Bureau of Water Supply and Wastewater Management
Division of Wastewater Management
11th Floor, Rachel Carson State Office Building
P.O. Box 8774
Harrisburg, PA 17105-8774**



DATE SUBMITTED:

APPLICATION FOR ACT 537 SEWAGE FACILITIES PLANNING ASSISTANCE

1. APPLICANT		TELEPHONE	FEDERAL E.I.N. No.
2. ADDRESS	CITY	ZIP	COUNTY
DEPARTMENT USE ONLY			Review Initials and Approval Dates
3. OFFICIAL OF APPLICANT			TITLE
3. CHAIRMAN OF AGENCY			POLITICAL SUBDIVISION SERVED:
PLANNING BOARD OR COMMISSION		Paid	
1. NAME OF PLANNING AGENCY		TELEPHONE	
2. ADDRESS		CITY	ZIP COUNTY
3. CHAIRMAN OF AGENCY		POLITICAL SUBDIVISION SERVED:	
IF THE PLAN SUBMITTED IS A JOINT EFFORT LIST THE POLITICAL SUBDIVISIONS AND PLANNING AREAS			FOR APPLICANT USE
4. NAME OF POLITICAL SUBDIVISION	PLANNING AREA		5. THE OFFICIAL PLAN IS:
			<ul style="list-style-type: none"> • A new plan • A revision of existing plan • A part of a comprehensive plan
			6. DATE PLANNING STARTED:
			7. DATE OFFICIAL PLAN COMPLETE:
10. NAME OF PLANNING CONSULTANT SUBDIVISION	11. ADDRESS OF PLANNING CONSULTANT		8. DATE OFFICIAL PLAN ADOPTED:
TELEPHONE:			9. DATE OFFICIAL PLAN APPROVED BY DEP:
PLANNING ASSISTANCE INFORMATION		AFFIDAVIT	
COST OF OFFICIAL PLAN ATTACH INVOICES	\$	<p>COMMONWEALTH OF PENNSYLVANIA COUNTY OF:</p> <p>I, _____ being duly sworn according to law depose and say that I am an official of the applicant 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.</p> <p>Sworn to and subscribed before me this _____ day of _____ 19 ____ .</p> <p>_____ Signature of Notary Public</p> <p>_____ Signature of Applicant's Official</p> <p>_____ MY COMMISSION EXPIRES:</p> <p>_____ TITLE</p> <p style="text-align: center;">SEAL</p>	
FUNDS PREVIOUSLY RECEIVED FROM THIS DEPARTMENT OR OTHER AGENCIES			
AGENCY:	\$		
DATE:			
AGENCY:	\$		
DATE:			
AGENCY:	\$		
DATE:			
TOTAL RECEIVED	\$		
APPLICANT'S SHARE OF COST	\$		
AMOUNT REQUESTED - EQUAL TO 1/2 OF APPLICANT'S SHARE	\$		