

Affordable Housing Cleanup Grant Program

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Guidelines for the 2025–27 Biennium

Toxics Cleanup Program
Washington State Department of Ecology
Olympia, Washington

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Related Information

EAGL Instructions for 2025-27 Affordable Housing Cleanup Grant Applications: Toxics Cleanup Program's guidelines for using Ecology's Administration of Grants & Loans System (EAGL) to apply for Affordable Housing Grants (Ecology Publication No. 24-09-049):

<https://apps.ecology.wa.gov/publications/summarypages/2409049.html>

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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
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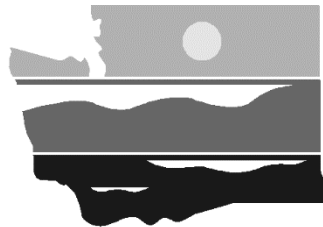
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DEPARTMENT OF
ECOLOGY
State of Washington

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Acronyms and Abbreviations

Acronym or Abbreviation	Definition
AHCGP	Affordable Housing Cleanup Grant Program
AMI	Area Median Income
ARARs	Applicable or Relevant and Appropriate Requirements
CAP	Cleanup Action Plan
CPM	Cleanup Project Manager
CSID	Cleanup Site Identification Number
EAGL	Ecology's Administration of Grants and Loans
Ecology	Washington State Department of Ecology
EIM	Environmental Information Management
EJ Screen	Environmental Justice Screening and Mapping Tool
ESA	Environmental Site Assessment
ESSB	Engrossed Substitute Senate Bill
FS	Feasibility Study
IDP	Inadvertent Discovery Plan
MCL	Maximum Contaminant Level
MTCA	Model Toxics Control Act
NRD	Natural Resource Damage
NRDA	Natural Resource Damage Assessment
PFAS	Per- or Polyfluoroalkyl Substances
PLP	Potentially Liable Person
PRP	Potentially Responsible Party
PRPR	Payment Request & Progress Report
Pub. No.	Ecology Publication Number
RCW	Revised Code of Washington
RI	Remedial Investigation
SAW	Secure Access Washington
SEPA	State Environmental Policy Act
TCP	Toxics Cleanup Program
U.S. EPA	U.S. Environmental Protection Agency
VCP	Voluntary Cleanup Program
WAC	Washington Administrative Code

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Executive Summary

Summer 2017, The Governor's Office and the Toxics Cleanup Program (TCP) policy staff noticed a synergy between cleaning up contaminated sites and providing affordable housing. To incentivize and advance collaborations between environmental cleanups and affordable housing developments, the Affordable Housing Cleanup Grant Program (AHCGP) was created.

This grant program has two grant types, Affordable Housing Planning Grants and Affordable Housing Cleanup Grants. This document provides guidance specific to the Affordable Housing Cleanup Grants for the 2025-27 biennium. The Cleanup Grant's scope of work includes remedial cleanup actions conducted under an order or decree at a contaminated site(s) for a proposed development of affordable housing. Separate guidelines are available for the 2023-25 biennium [Planning Grants](#)², with their next grant solicitation in 2025.

These guidelines detail the policies and expectations when applying for the Affordable Housing Cleanup Grants, meeting TCP requirements, and managing funded projects.

The application period for the Cleanup Grants opens in January or February of even numbered years. Ecology uses the applications to develop its budget request for the next biennium and update its ten-year financing plan for remedial action grants and loans. Ecology must submit both its budget request to the Governor and its [MTCA Capital Account ten-year financing report](#)³ to the Legislature in September of even-numbered years. A final budget is usually effective and enacted on July 1 of the following odd-numbered year.

You can find more information about other types of cleanup grants on Ecology's [paying for cleanups webpage](#).⁴

² <https://apps.ecology.wa.gov/publications/SummaryPages/2309047.html>

³ Find all MTCA Legislative reports at <https://ecology.wa.gov/About-us/Who-we-are/Our-Programs/Toxics-Cleanup/TCP-Legislative-reports>. Find the 2020 MTCA Capital Account Ten-Year Financing Report at <https://apps.ecology.wa.gov/publications/SummaryPages/2009060.html>

⁴ <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-process/Paying-for-cleanups>

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Chapter 1: Purpose and Applicability

The Washington State Department of Ecology's (Ecology's) Toxics Cleanup Program (TCP) administers the Affordable Housing Cleanup Grant Program (AHCGP) for people interested in cleaning up land for development of affordable housing under the Model Toxics Control Act (MTCA), Chapter [70A.305](#) (RCW)⁵. Engrossed Substitute Senate Bill 5993 (ESSB 5993) passed in 2019 and gave Ecology the authority to use funds from the Model Toxics Control Capital Account for this purpose. RCW [70A.305.190\(4\)\(a\)\(iv\)](#)⁶ allows the funds to be used for "grants to persons intending to remediate contaminated real property for development of affordable housing." Chapter [173-323](#) WAC⁷ contains the general rules for issuance of these grants.

The purpose of an Affordable Housing Cleanup Grant is to provide funding to any person or entity, including public or private affordable housing developer(s), to expedite the cleanup and development of contaminated site(s) selected for an Affordable Housing project⁸ while lessening the impact of cleanup costs. The intent is to perform the required remedial actions in preparation to build affordable housing at the site(s). Ecology will require grant recipients to place property restrictions limiting the land use to affordable housing use for a minimum 30-year period.

1.1 Guidelines

These guidelines summarize and explain the policy requirements specific to Affordable Housing Cleanup Grants. Applicants and Recipients⁹ should read and understand these guidelines and the most recent version of Ecology's "[Yellow Book](#)"¹⁰ also known as *Administrative Requirements for Recipients of Ecology Grants and Loans*.

Applicants and Recipients are also responsible for understanding the scope of work in their grant agreements; program requirements; cost eligibility; and any general and special terms and conditions in their grant agreements.

All Cleanup Grants will include the following special term to ensure affordable housing end use:

Prior to the RECIPIENT conveying any interest in the real property or entering into any leases, they must restrict the real property to affordable housing use through a restrictive covenant, in accordance with RCW 64.04.130, for a period of no less than thirty years. ECOLOGY will place a lien on the property for the costs incurred by ECOLOGY related to the property. If the RECIPIENT refuses to restrict the property use to affordable housing or fails to meet the conditions listed below; ECOLOGY may use its lien authority to recover costs incurred or it may require repayment of the grant funds with interest. (Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.)

⁵ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305>

⁶ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.190>

⁷ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-323>

<https://apps.ecology.wa.gov/publications/documents/2209048.pdf>

⁸ A "project" is defined as planning for a single contaminated site or for multiple sites within a defined study area and is described in Chapter 7.1.

⁹ As used in these guidelines, the term "Applicant" applies before receipt of the grant, and "Recipient" applies after the grant has been awarded.

¹⁰ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

Real Property Conditions:

- 1) RECIPIENT commits to property restrictions (covenant and liens) guaranteeing a minimum of forty percent (40%) of the square footage developed to be used for multifamily affordable housing of permanent residential occupancy for a minimum of 30 years.
- 2) RECIPIENT has a mechanism (approved by ECOLOGY) to track, for a 30-year period, and report every 5 years (on the same schedule as ECOLOGY's periodic review (WAC 173-340-420)); that the:
 - a. RECIPIENT continues to offer the minimum square footage developed for multifamily affordable housing of permanent residential occupancy); and
 - b. Tenants are being properly screened to be qualified for these affordable housing units.
- 3) RECIPIENT proposes to clean up the full extent of the contamination; OR there is an order or decree in place with other Potential Liable Person (PLPs) for any off-property remedial actions at the site, OR ECOLOGY has determined there is credible evidence of additional PLPs who are jointly and severally liable for the site.

ECOLOGY may require partial repayment of funds if the RECIPIENT no longer meets the above conditions before the minimum 30-year period has passed.

1.2 Grant program goals

Ecology's AHCGP provides grants for the site investigation, reuse planning, and cleanup of contaminated sites for affordable housing development.

Affordable housing is defined in [RCW 43.185A.010](#)¹¹ as residential housing for rental occupancy which, as long as the same is occupied by **low-income households**, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income.

A **low-income household** refers to a single person, family, or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located.¹²

The program supports communities by:

- Cleaning up environmental contamination for residential use.
- Providing meaningful community engagement that informs and shapes decisions throughout the cleanup process.
- Reducing cleanup costs to develop affordable housing.
- Targeting areas in high need of affordable housing in proximity to transit, goods, and services.
- Reducing displacement.

¹¹ <https://app.leg.wa.gov/rcw/default.aspx?cite=43.185a.010>

¹² Annual income data per county can be found in the US Department of Housing and Urban Development website: <https://www.huduser.gov/portal/datasets/il.html>

Chapter 2: Cleanup Process

This chapter provides background on the cleanup program established under Washington's environmental cleanup law, the Model Toxics Control Act (MTCA), Chapter [70A.305](#) RCW.¹³ It also provides an overview of the steps used to investigate and clean up contaminated sites in Washington state.

2.1 Toxics Cleanup Program

MTCA, Chapter [70A.305](#) RCW, governs the cleanup of contaminated sites in Washington state. Voters approved MTCA in November 1988 as Initiative 97. The law came into effect on March 1, 1989. Under that law, Ecology adopted rules that describe the process and requirements for cleaning up contaminated sites:

- Chapter [173-340](#) WAC¹⁴, MTCA Cleanup Regulations.
- Chapter [173-204](#) WAC¹⁵, Sediment Management Standards.

The law's declaration of policy calls for raising "sufficient funds to clean up all hazardous waste sites and to prevent the creation of future hazards due to improper disposal of toxic wastes into the state's lands and waters" (RCW [70A.305.010](#)¹⁶). To do this work – which includes providing funds for grants and loans – voters authorized a tax on the first possession on hazardous substances in Washington, including petroleum products and certain chemicals and pesticides. The law directs a portion of the revenue from the Hazardous Substance Tax to the Model Toxics Control Capital Account, which can be used by Ecology for grants to persons intending to remediate contaminated real property for development of affordable housing (RCW [70A.305.190](#)(4)(a)(iv)¹⁷).

2.2 What is a cleanup?

Cleanups are often considered construction projects that remove or immobilize contamination and put properties back into use. *Sites* are defined by the nature and extent of contamination associated with one or more releases of hazardous substances. *Contaminated sites* are defined as sites where further remedial action is necessary under MTCA to address threats to human health and the environment posed by hazardous substance releases. See WAC [173-340-200](#).¹⁸ We frequently use the terms *site*, *contaminated site*, and *cleanup site* interchangeably.

Sites can be small like a petroleum spill at a gas station, or enormous like those in Tacoma and Everett that span thousands of acres as a result of untreated smelter deposits of arsenic and lead for nearly 100 years. A routine site cleanup usually takes less time and money, such as a leaking underground storage tank where only petroleum has impacted soil or groundwater. A complex site requires more time and money to clean up. One such example is a co-mingled plume of chemicals at former dry cleaners, where chemicals have seeped into soil and

¹³ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305>

¹⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-340>

¹⁵ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-204>

¹⁶ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305.010>

¹⁷ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305.190>

¹⁸ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-200>

groundwater, then vaporize through cracks of nearby buildings—a complex problem known as vapor intrusion.

Contamination found on land (called upland sites) can affect more than one parcel of real property and impact soil and groundwater for miles. Contamination along or in our waterways (called sediment sites) can damage the fragile aquatic environment, including vegetation, biota, and water quality. Remedial actions are the collective planning, investigative, and cleanup work needed to clean up these contaminated sites.

Cleanups can be loud, dirty, and costly, but they are always worth it. They protect our health, facilitate habitat restoration, and help transform formerly unusable properties into thriving economic centers.

2.3 Steps in the cleanup process

The cleanup process and requirements are set forth in the MTCA Cleanup Regulations, Chapter [173-340 WAC](#)¹⁹ and summarized in [WAC 173-340-120](#).²⁰ The steps in the cleanup process are highlighted below and illustrated in **Figure 1**. The administrative options for investigating and cleaning up a site are summarized in [WAC 173-340-510](#).²¹ For more information, visit Ecology's webpage, [How the cleanup process works](#).²²

1. **Release discovery and reporting.** Within 90 days of discovering a hazardous substance release or threatened release that may pose a threat to human health or the environment, an owner or operator must report the release to Ecology as described in [WAC 173-340-300](#).²³ Other persons are encouraged to report such releases. Releases are often discovered during facility operations, during construction work, or when conducting due diligence activities for property transactions.
2. **Initial investigation and listing.** Within 90 days of learning of a hazardous substance release or threatened release, Ecology conducts an initial investigation under [WAC 173-340-310](#)²⁴ to determine whether it may pose a threat and whether further remedial action is necessary to confirm or address the threat. Ecology may extend an initial investigation when independent remedial actions (investigations or cleanup) are completed within 90 days of release discovery. **Ecology lists a site based on its determination.**
 - a. **Contaminated sites list.** If further remedial action is necessary, Ecology adds the site to the [Contaminated Sites List](#)²⁵ under [WAC 173-340-330](#).²⁶ The list also identifies the site's remedial action status. Ecology updates the status during the cleanup process to reflect current conditions.

¹⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-340>

²⁰ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-120>

²¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-510>

²² <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-process>

²³ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-300>

²⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-310>

²⁵ <https://apps.ecology.wa.gov/cleanupsearch/reports/cleanup/contaminated>

²⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-330>

- b. No further action sites list.** If no further remedial action is necessary, Ecology adds the site to the [No Further Action Sites List](#)²⁷ under WAC [173-340-335](#).²⁸ The list identifies whether institutional controls or periodic reviews remain necessary at the site.
- c. No site.** If there is no release or threatened release that poses a threat, Ecology does not list the site.

Ecology notifies owners and operators in writing of its determination. For sites added to either list, Ecology also notifies the public of its determination in the *Contaminated Site Register* and provides information about the site on Ecology's website under WAC [173-340-600](#).²⁹

- 3. Hazard assessment and ranking.** Based on the results of the initial investigation, Ecology assesses and ranks the threats to human health and the environment posed by the site under WAC [173-340-320](#).³⁰ Ecology may update the assessments and rankings during the cleanup process when new information becomes available or conditions change. Ecology uses the results to support decisions to add or remove sites from the contaminated sites list, prioritize remedial action and funding among and within sites, track cleanup progress, and communicate threats to the public.
- 4. Interim actions.** At any time during the cleanup process, interim actions may be conducted under WAC [173-340-430](#)³¹ to reduce the risk to human health or the environment or partially clean up contamination. Owners and operators of regulated underground storage tank (UST) systems must perform the interim actions specified in WAC [173-340-450](#)³² immediately or shortly after confirming a release from such a system to reduce the threats posed by the release, prevent any further release, and characterize the nature and extent of the release.
- 5. Remedial investigation of site conditions.** After a detailed work plan is prepared, a remedial investigation is conducted at the site under WAC [173-340-350](#)³³ to:

 - Identify the sources of contamination.
 - Characterize the nature, extent, and magnitude of contamination.
 - Assess the threats posed by the contamination to human health and the environment.

The results of the remedial investigation are used to:

- Establish cleanup standards under [Part 7](#)³⁴ of Chapter 173-340 WAC.
- Develop and evaluate cleanup action alternatives in a feasibility study under WAC [173-340-351](#).³⁵

²⁷ <https://apps.ecology.wa.gov/cleanupsearch/reports/cleanup/nfa>

²⁸ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-335>

²⁹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-600>

³⁰ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-320>

³¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-430>

³² <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-450>

³³ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-350>

³⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-700>

³⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-351>

- 6. Feasibility study of cleanup action alternatives.** Based on the results of the remedial investigation, cleanup action alternatives for addressing the threats posed by the site are developed and evaluated in a feasibility study under WAC [173-340-351](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-351).³⁶ The alternatives are evaluated against the requirements and expectations for cleanup actions in WAC [173-340-360](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-360)³⁷ and [173-340-370](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-370)³⁸. The results of the feasibility study are used to select the cleanup action for a site. A feasibility study is not required to select an applicable model remedy developed by Ecology under WAC [173-340-390](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-390).³⁹
- 7. Cleanup action plan.** Based on the results of the remedial investigation and feasibility study, a cleanup action is selected, and a cleanup action plan is prepared under WAC [173-340-380](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-380).⁴⁰ The cleanup action plan documents the selected cleanup action and specifies the cleanup standards and other requirements the cleanup action must meet. Cleanup standards include:
 - The concentrations the cleanup action must meet (cleanup levels).
 - The location where those concentrations must be met (points of compliance).
 - Other regulatory requirements that apply to the cleanup action or site.
- 8. Cleanup.** After a cleanup action is selected, the cleanup is conducted under WAC [173-340-400](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-400)⁴¹ and [173-340-410](https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-410)⁴². Cleanup includes design, construction, operation and maintenance, and monitoring of the cleanup action.
 - a. Design.** Before starting construction, plans are developed to detail the cleanup action. This includes engineering designs, construction plans and specifications, operation and maintenance plans, and compliance monitoring plans. Before or during this design phase, any permits or approvals needed to construct the cleanup action are identified and resolved.
 - b. Construction.** Construction of the cleanup action is conducted in accordance with the plans and specifications prepared during the design phase. Upon completion of construction, as-built reports are prepared to document all aspects of construction and compliance with plans and specifications. During and upon completion of construction, Ecology may inspect the site and provide construction oversight.
 - c. Operation and maintenance.** After construction is complete, some cleanup actions need to be operated and maintained for a period of time to achieve cleanup standards. For example, a treatment system may be constructed and used to clean up contaminated groundwater. Operation and maintenance of such cleanup actions is conducted in accordance with a plan developed during the design phase.

³⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-351>

³⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-360>

³⁸ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-370>

³⁹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-390>

⁴⁰ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-380>

⁴¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-400>

⁴² <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-410>

- d. Monitoring.** During the construction and the operation and maintenance of the cleanup action, the following types of compliance monitoring are conducted. Compliance monitoring is conducted in accordance with a plan developed during the design phase.
- **Protection monitoring** is conducted to confirm that human health and the environment are adequately protected.
 - **Performance monitoring** is conducted to confirm that the cleanup action is achieving or has attained cleanup standards and any other applicable performance standards, such as remediation levels or permit requirements.
- 9. Cleanup completion.** Ecology determines whether cleanup of the site is complete based on the criteria in WAC [173-340-330](#)(5).⁴³ Typically, a cleanup is complete if no further remedial action is necessary to achieve cleanup standards at the site. For nonpermanent cleanup actions, such as those involving containment of contamination, post-cleanup controls and monitoring may be necessary as part of the cleanup action to maintain and periodically review compliance with cleanup standards.
- 10. Removal from contaminated sites list.** After determining the cleanup of the site is complete, Ecology removes the site from the contaminated sites list under WAC [173-340-330](#)⁴⁴ and adds the site to the no further action sites list under WAC [173-340-335](#).⁴⁵ The no further action sites list identifies whether institutional controls or periodic reviews remain necessary at the site.
- 11. Post-cleanup controls and monitoring.** For nonpermanent cleanup actions, after the cleanup is completed and the site is removed from the contaminated sites list, one or more of the following post-cleanup remedial actions may be needed to control or monitor contamination remaining at the site.
- a. Engineered controls.** Engineered controls are containment or treatment systems that prevent or limit movement of, or exposure to, contamination. For example, materials may be placed over contaminated soils to limit contact with contamination. For a cleanup action to remain protective, engineered controls must be operated and maintained in accordance with the plan required under WAC [173-340-400](#).⁴⁶
 - b. Institutional controls.** Institutional controls prohibit or limit activities or uses of real property that may interfere with the integrity of engineered controls or result in exposure to contamination remaining at the site. For example, a property may be restricted to industrial land use at sites where cleanup standards are based on such use. Institutional controls may also obligate a person to operate, maintain, or monitor engineered controls to ensure the integrity of the cleanup action. Typically, institutional controls are implemented by recording a restrictive

⁴³ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-330>

⁴⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-330>

⁴⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-335>

⁴⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-400>

covenant on the property. For a cleanup action to remain protective, institutional controls must be maintained and enforced. See WAC [173-340-440](#).⁴⁷

- c. Confirmation monitoring.** Confirmation monitoring is a type of compliance monitoring used to confirm the long-term effectiveness of a cleanup action after the cleanup is completed. See WAC [173-340-410](#).⁴⁸ For example, confirmation monitoring may be used to confirm that engineered controls are operating properly and effectively limiting the movement of contamination remaining at the site. For a cleanup action to remain protective, confirmation monitoring must be conducted in accordance with the plan required under WAC [173-340-400](#).⁴⁹ Ecology relies on the monitoring data during periodic reviews of post-cleanup site conditions.
- d. Financial assurances.** Financial assurances are assurances made to Ecology by a person that sufficient financial resources are available to provide for the long-term operation, maintenance, and monitoring of a cleanup action relying on engineered or institutional controls, and for any needed corrective measures. Ecology may require financial assurances under WAC [173-340-440](#)(11).⁵⁰
- e. Periodic reviews.** Ecology conducts periodic reviews of post-cleanup site conditions at least once every five years to determine whether they remain protective of human health and the environment. If Ecology determines that conditions are not protective and that substantial changes to the cleanup action are necessary, Ecology may relist the site on the contaminated sites list and revise the cleanup action plan. See WAC [173-340-420](#).⁵¹



Figure 1: Steps in the formal MTCA cleanup process.

⁴⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-440>

⁴⁸ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-410>

⁴⁹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-400>

⁵⁰ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-440>

⁵¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-420>

2.4 Public involvement and Tribal engagement during cleanup

For all sites on the contaminated sites list and the no further action sites list, Ecology will:

- Make key site information publicly available on Ecology's website under WAC [173-340-600\(5\)](#),⁵² including the site's listing, remedial action status, hazard rankings, and remedial action plans and reports.
- If requested, notify a person electronically under WAC [173-340-600\(6\)](#)⁵³ when the site information specified on Ecology's website is added or changed.
- Provide notice of proposed actions available for public comment in the *Contaminated Site Register* under WAC [173-340-600\(7\)](#).⁵⁴

For Ecology-conducted and Ecology-supervised remedial actions, Ecology provides the public with notice and opportunity to comment and invites tribal engagement on most steps in the cleanup process. For such sites, Ecology prepares or requires site-specific public participation and tribal engagement plans. These and other requirements are described in WAC [173-340-600\(8\)](#) through (19)⁵⁵ and [173-340-620](#).⁵⁶

For independent remedial actions, Ecology provides the public with notice of any reports of such actions received by Ecology, the results of any Ecology review of such actions, the results of any periodic review of the site, and any institutional controls at the site. These and other requirements are described in WAC [173-340-600\(20\)](#).⁵⁷

⁵² <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-600>

⁵³ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-600>

⁵⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-600>

⁵⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-600>

⁵⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-620>

⁵⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-600>

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Chapter 3: Funding Cycle

This chapter describes the major steps of Ecology's two-year funding cycle. Washington State's budget operates on a biennium, or two-year funding cycle. A biennium begins on July 1 of each odd-numbered year and ends on June 30 of the next odd-numbered year. In January or February of even-numbered years, Ecology solicits applications for Cleanup Grants.

Ecology uses the applications to develop its budget request for the next biennium and update its ten-year financing plan for remedial action grants and loans. Ecology must submit both its budget request to the Governor and its [MTCA Capital Account ten-year financing report](#)⁵⁸ to the Legislature in September of even-numbered years. The report is required under RCW [70A.305.030](#)(4).⁵⁹

3.1 Application submittal

Ecology administers all grants and loans through Ecology's Administration of Grants and Loans (EAGL) system. EAGL is a comprehensive web-based grant and loan management system that allows Applicants and Recipients to complete grant applications, submit payment requests with progress reports, submit closeout and equipment reports, and request amendments online.

To access the EAGL system, Applicants must first create a Secure Access Washington (SAW) account. Once they have set up a SAW account, Applicants can log in and request access to EAGL. The EAGL account approval process can take up to three business days. Once Ecology has authorized the account, Applicants and Recipients can log in and use EAGL to apply for and manage their grants. EAGL only displays grant programs that are accepting applications.

SAW and EAGL video tutorials:

- [How to obtain a SAW account](#)⁶⁰
- [Applying for Ecology grants](#)⁶¹

EAGL instructions with screenshots and helpful tips:

- [EAGL Instructions for 2025–27 Affordable Housing Cleanup Grant Applications \(2024\)](#)⁶²
- [EAGL External Users' Manual \(2021\)](#)⁶³

If you need help using EAGL or completing an application, contact the Ecology Grant Manager listed in Contact Information listed at bottom of the [grant webpage](#)⁶⁴.

⁵⁸ Find all MTCA Legislative reports at <https://ecology.wa.gov/About-us/Who-we-are/Our-Programs/Toxics-Cleanup/TCP-Legislative-reports>. Find the 2020 MTCA Capital Account Ten-Year Financing Report at <https://apps.ecology.wa.gov/publications/SummaryPages/2009060.html>

⁵⁹ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.030>

⁶⁰ <https://www.youtube.com/watch?app=desktop&v=pj0EnjG3RQ&feature=youtu.be>

⁶¹ <https://www.youtube.com/watch?app=desktop&v=9B3gvb3QRBk>

⁶² <https://apps.ecology.wa.gov/publications/SummaryPages/2409049>

⁶³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

⁶⁴ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Affordable-Housing-Cleanup-grants>

3.2 Project evaluation and ranking

Applications submitted during the 2024 project solicitation (January through March 2024) will be considered for funding for the 2025-27 biennium, which begins in July 2025. Awarded funding is available approximately 1.5 years after project solicitation.

The “Eligibility” and “Scoring Criteria” forms in EAGL that Applicants complete gives Ecology information about the project and its eligibility. Ecology staff will consider information provided in the application when screening for eligibility and scoring. The eligibility process is binary and decides if a project can be considered for funding. The final scores are used to rank the projects for each grant type and determine funding priority. The subsequent project list is used by Ecology to request funding within available monetary resources.

3.3 Ecology’s budget request and appropriation

In September of even-numbered years, Ecology submits a prioritized budget request for Affordable Housing Cleanup Grants to the Governor’s Office, and submits the [MTCA Capital Account Ten-Year Financing Report](#)⁶⁵ to the Legislature.

Before the end of each even-numbered calendar year, the Governor’s office releases their budget proposal. That budget is used as the starting point for the Legislature when session begins in January of an odd-numbered year. The Legislature will pass a final budget, which is usually effective and enacted by July 1 of the odd-numbered year. Grants cannot be written until the budget is enacted, which is usually over a year after the initial application.

⁶⁵ <https://ecology.wa.gov/About-us/Who-we-are/Our-Programs/Toxics-Cleanup/TCP-Legislative-reports>

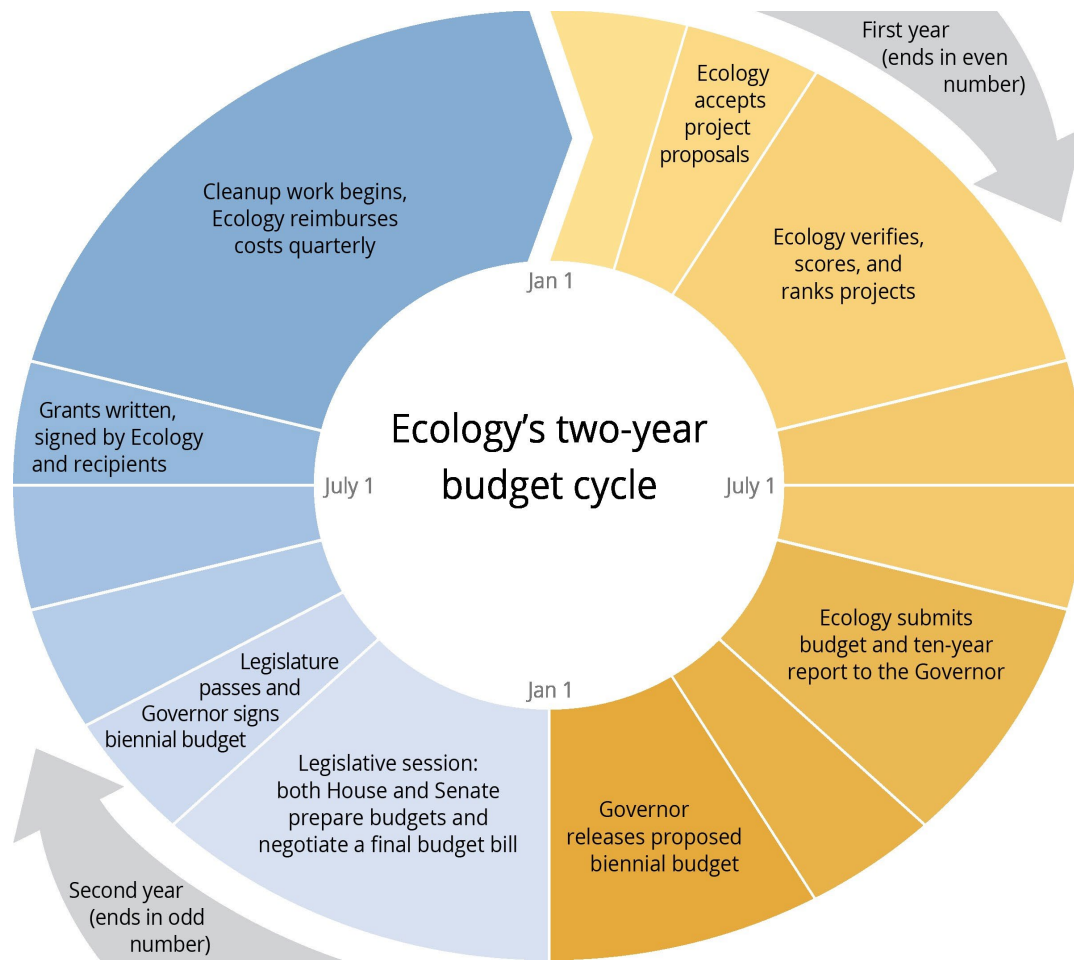


Figure 2: Ecology's two-year budget cycle for cleanup grants begins with the solicitation between January and March of even numbered years and usually concludes with the enacted budget in July of odd numbered years.

3.4 Agreement development

After the biennial budget is enacted, Ecology verifies information as needed and then notifies Applicants if their project received funding. For funded projects, Ecology will work to accurately capture the scope of work for the grant. With the exception of the Grant Administration task, Cleanup Grants defer to the scope of work defined in the order or decree. Ecology staff will then work with the Recipient to ensure the grant scope of work matches the needs of the cleanup and program requirements.

3.5 Reapplying

If your project did not receive funding for this biennium, it will move into an "Unfunded" status in EAGL. Ecology may request funding for additional projects in a supplemental budget for this biennium. If funding is provided to projects in the supplemental budget, Ecology will work with recipients to adjust requests for the subsequent biennium accordingly. A project that was not funded either through the biennial budget should be reapplied for during the next biennial solicitation.

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Chapter 4: Funding Policies and Criteria

This chapter highlights general funding policies and updates related to implementing the Affordable Housing Cleanup Grants. If you have questions about these policies, please contact an Ecology Grant Manager, which can be found on the [Affordable housing cleanup - Washington State Department of Ecology](#)⁶⁶ webpage.

4.1 Readiness to proceed and grant spending

Ecology's expectation that upon grant execution, the Recipient is prepared to begin project work aligned with the schedule of the order or decree (includes prospective purchaser consent decree), or to be working with Ecology on the scope of work tasks. Ecology expects Affordable Housing Cleanup Grant projects to come under order or decree for the site within the same biennium for which funds are awarded (by June 30, 2025).

The Applicant who applies for the Cleanup Grant is the eligible entity to receive the grant. If the Applicant is not prepared to proceed into cleanup activities, but rather look for another entity to purchase the property, the grant will not be awarded.

Before applying for a grant, Applicants should know the cleanup activities they will perform with their funding which are detailed in a consent decree or agreed order. An order or decree is not required at application, but will be required prior to the grant being written. Ecology expects projects to come under order or decree and have an active grant within the biennium funds are awarded. Lack of timely progress towards an order or decree could result in the loss of grant funding. Ecology encourages applicants to discuss their cleanup with the appropriate cleanup section while they are waiting for a funding decision to ensure readiness to proceed.

4.2 Other funding sources

When applying and developing a budget for a Cleanup Grant, the grant Applicant/Recipient must identify all actual and potential sources of public and private financing for the project. These sources may include one or more of the following:

- Other affordable housing grants.
- Matching funds.
- Agreements with other public and private Potentially Liable Persons (PLPs) or Potentially Responsible Parties (PRPs) to help pay for remedial action costs.
- Insurance policies and claims made against those policies.
- Lawsuits filed to pursue a contribution claim or cost recovery claim under MTCA or the federal cleanup law.

In an effort to reduce the public's share of cleanup costs, Applicants should carefully search for relevant insurance policies, and search for and initiate contact with other PLPs or PRPs. Grant

⁶⁶ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Affordable-Housing-Cleanup-grants>

Recipients will also be required to report on any additional funding they might receive in connection to the cleanup or project.

4.2.1 Allowed use of other proceeds

A Recipient may use the proceeds from another (non-Ecology) grant, or a settlement from an insurance claim, contribution claim, or cost recovery claim for the following cleanup-related costs:

- Recipient's grant match.
- Legal costs incurred by the Recipient as they pursue claims or actions that are not grant-eligible.
- Cleanup costs incurred by the Recipient at the site that were not grant-eligible, such as long-term operation and maintenance or monitoring costs and certain retroactive costs.
- With Ecology's approval, cleanup costs incurred by the Recipient at another contaminated site that was not the basis of the cleanup grant, insurance claim, contribution claim, or cost recovery claim for cleanup costs at the site.

4.2.2 Using other proceeds as grant match

Provided certain conditions are met (which are listed below), a Recipient may use proceeds from other non-Ecology grants, an insurance claim, a contribution claim, or a cost recovery claim under MTCA or the federal cleanup law to cover remaining costs that are not already covered by a Planning Grant. The Recipient must identify all other funding sources, including those from grants and litigation, in their grant application. Once the grant is awarded and active, each of the following conditions must be met if additional funding is allocated to the cleanup project from other sources:

- Upon submittal of an application for another grant, filing a lawsuit, or filing an insurance claim to recover remedial action costs at the contaminated site, the Recipient must notify Ecology within 30 calendar days.
- Upon receiving a successful grant award, legal action, or insurance claim, the Recipient must notify Ecology within 30 calendar days of the total amount of funds received to date for remedial action costs at the contaminated site. The Recipient must also report additional funds in their next quarterly Progress Report submitted with the next Payment Request. The report should include:
 - The date of grant award, successful legal action, or insurance claim.
 - The specific amount of proceeds (or anticipated proceeds) received and the portion attributable to eligible costs; and
 - A copy of the grant agreement, settlement, judgment, or other document resolving the lawsuit or claim that details the funds received.

4.2.3 Repayment of excess proceeds

The following may occur when the proceeds from all other grant awards and settlements of all insurance claims, contribution claims, and cost recovery claims at a contaminated site exceed the allowed uses of the proceeds described above:

- If the cleanup grant has not yet been issued, Ecology will typically reduce the grant amount by the excess proceeds;
- If the cleanup grant has been issued and spent, Ecology will typically require repayment of the remedial action grant up to the amount of the excess proceeds.

4.3 Cultural Resource Review

Under WAC [173-340-815\(3\)](#)⁶⁷ and [Governor's Executive Order 21-02](#)⁶⁸, projects funded by a cleanup grant must be reviewed for potential impacts to cultural resources. Examples of cultural resources include archaeological sites or objects; buildings older than 45 years that are on the historic register or eligible for the historic register; or locations of significant events or pre-historic or historic occupation of activity, such as trails, petroglyphs, village sites, or battlefields.

State and local regulatory standards vary by project type, type of funding, and location. The goal of the review is to 1) identify any cultural resources that are potentially affected by the proposed action, 2) assess the effects, and 3) seek ways to avoid, minimize, or mitigate any adverse impacts on historic properties and cultural resources.

4.3.1 Cultural resource consultation

Ecology will review all cleanup grant projects for potential impacts to cultural resources and historic places. For projects involving a field activity that is capable of affecting a cultural resource (including sampling), Ecology will consult with the [Washington State Department of Archaeology and Historic Preservation \(DAHP\)](#)⁶⁹ and affected Indian tribes. Applicants will need to complete Ecology's [Cultural Resources Review Form](#)⁷⁰ to initiate these consultations. Based on the consultations, Ecology may require the development and implementation of a cultural resources work plan, such as a survey or monitoring plan, to identify cultural resources and to avoid, minimize, or mitigate adverse impacts to cultural resources at the site. See WAC 173-340-815(3)(b)(i).

4.3.2 Inadvertent discovery

Recipients will also need to prepare an [Inadvertent Discovery Plan \(IDP\)](#)⁷¹ An IDP lays out the procedures you would need to follow in the event of an unanticipated discovery of human remains, or historic or prehistoric resources. This plan must be onsite at all times and every field staff member should be familiar with its requirements. Recipients may use the Ecology-

⁶⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-340-815>

⁶⁸ https://www.governor.wa.gov/sites/default/files/exe_order/eo_21-02.pdf

⁶⁹ <https://dahp.wa.gov>

⁷⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070537.html>

⁷¹ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070560.html>

approved IDP template or draft their own. If you draft your own plan, please ensure it includes the same or more comprehensive information. See WAC 173-340-815(3)(b)(ii).

After being awarded a grant, Recipients are encouraged to **request a cultural resources consultation from Ecology as soon as possible**. If a cultural resources consultation isn't completed before field activities begin, Ecology may not reimburse otherwise grant-eligible costs. Ecology will discuss the cultural resources consultation with the Recipient during negotiations about the scope of work.

4.4 Environmental justice evaluation criteria

Providing equitable environmental protection to all people in our state is important to Ecology and the State of Washington. This core principle is part of the agency's commitment to environmental justice. Washington State law defines environmental justice as:

"...the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Environmental justice includes addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm." ([E2SSB 5141](#)).⁷²

This principle is consistent with MTCA's key policy that:

Each person has a fundamental and inalienable right to a healthful environment, and each person has a responsibility to preserve and enhance that right (RCW [70A.305.010](#)(1)).⁷³

This principle is further reflected in the RAG rule, which requires Ecology to consider the following factor when prioritizing projects for funding:

Whether the [contaminated] site is located within a highly impacted community (see, for example, WAC [173-322A-320](#)(3)(d)).⁷⁴

A "highly impacted community" is defined in the RAG rule as:

[A]community that [Ecology] has determined is likely to bear a disproportionate burden of public health risks from environmental pollution (WAC 173-322A-100(24)).

⁷² <http://lawfilesexst.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210820010251>

⁷³ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.010>

⁷⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-322A-320>

Ecology currently considers the following factors to define a highly impacted community:

1. The population of the census tract scores a rank of 9 or 10 on the [Environmental Health Disparities Index](#)⁷⁵ maintained by the Department of Health. The environmental health disparities index considers 19 indicators that include environmental exposures and effects as well as sensitive populations and socioeconomic factors.
2. The site is located in the 80th percentile by census tract in [EJ Screen](#)⁷⁶ for the Supplemental Demographic Index or Demographic Index in comparison to Washington State demographics.
 - a. Supplemental Demographic Index is based on the average of five socioeconomic indicators; low-income, unemployment, limited English, less than high school education, and low life expectancy (which is a health dataset).
 - b. Demographic Index is based on the average of two socioeconomic indicators; low-income and people of color.

We also consider if the site is in an “economically disadvantaged,” city, town, or unincorporated portion of the county as defined in WAC 173-322A-100(15) and (16). See [Economically Disadvantaged Cities, Towns, and Counties in Washington State \(2023-25\)](#)⁷⁷.

⁷⁵<https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/InformationbyLocation/WashingtonEnvironmentalHealthDisparitiesMap>

⁷⁶ <https://www.epa.gov/ejscreen>

⁷⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/2309045.html>

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Chapter 5: Grant Management

This chapter describes the financial and administrative aspects of managing a cleanup grant and is intended to address some common questions that frequently arise during agreement execution. The information in this chapter supplements the following:

- Information contained in the applicable version of Ecology's "[Yellow Book](#),"⁷⁸ the *Administrative Requirements for Recipients of Ecology Grants and Loans*.
- The project-specific terms and conditions specified in the grant agreement.
- The General Terms and Conditions for Ecology grants and loans. This document is included in each grant agreement. Contact the appropriate Ecology Grant Financial Manager for the latest version. If the General Terms and Conditions are amended during the biennium, the version in effect on the date the agreement was signed, or date of the most recent amendment applies. The General Terms and Conditions are not negotiable.
- The scope of work or other requirements specified in an order, decree, or the grant agreement.

5.1 Roles and responsibilities

The affordable housing cleanup grant that supports cleanup work involves several key individuals: the grant Applicant or Recipient, the Ecology Grant Financial Manager, and the Ecology Cleanup Project Manager.

5.1.1 Grant Applicant and Recipient

The Recipient of the grant is responsible for managing the work funded by the grant, including compliance with cleanup and grant administration requirements. Remedial actions must be consistent with applicable rules, the order or decree or prospective purchaser consent decree, and the approved work plan. Remedial actions must be completed within reasonable costs. The Recipient is responsible for ensuring that contractors or consultants are procured and act in accordance with all applicable federal and state laws.

Applicants are responsible for submitting accurate application materials including all elements of the grant application. Once the grant is executed, the Recipient is responsible for submitting quarterly payment requests and progress reports, and timely notification to Ecology staff of any changes to the scope of work, work schedule, or the grant budget. While Ecology understands that the recipient will hire consultants and contractors to conduct the work, the relationship for the grant is between Ecology and the Recipient. Questions regarding funding, grant eligibility, or other financial matters connected to the grant will need to be addressed by the recipient and Ecology.

⁷⁸ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

5.1.2 Ecology Grant Financial Manager

The Ecology Grant Financial Manager is the Recipient's contact for questions or concerns regarding cost eligibility, EAGL assistance, amendments, and grant administration. Once the grant is awarded, the Grant Financial Manager will work with the Recipient to ensure the grant description, budget, and scope of work appropriately reflect the work to be funded by the grant. Once the grant is activated, the Grant Financial Manager will facilitate amendments, review each payment request, and ensure proper grant close out. The Grant Financial Manager reviews each payment request to ensure proper documentation, accuracy of records, and cost eligibility.

5.1.3 Ecology Cleanup Project Manager

The Ecology Cleanup Project Manager is the primary point of contact for site work and is responsible responding to questions or concerns about remedial actions. Once the grant is active, the Cleanup Project Manager will conduct site visits; review technical documents; and review quarterly progress reports and payment requests. Ecology reviews technical documents to ensure compliance with MTCA and other applicable requirements, and for completeness and data quality. When a grant is active, the Cleanup Project Manager will review payment requests and progress reports to ensure technical accuracy, reasonableness of costs, and compliance with the scope of work as defined in the order, decree, prospective purchaser consent decree, or grant agreement.

5.2 Spending plans

Ecology generally funds cleanup grants by each major phase of remedial action (remedial investigation, feasibility study, and cleanup). This allows Ecology to better manage cash flow and provide the most grant funds possible to Applicants who are ready to proceed with cleanups. Recipients must update spending plans for their grant within EAGL with each payment request. If a project becomes significantly delayed, unspent funds may be de-obligated from the project.

5.3 Technical reports

Any technical reports required under the grant or loan should be submitted to the Ecology Cleanup Project Manager for review as specified in the order, decree, or grant agreement. All sampling data generated during remedial actions must be entered into Ecology's Environmental Information Management system (EIM). Payments may be withheld if the data has not been properly entered into EIM or not all technical documents submitted.

5.4 Quarterly grant progress reports and payment requests

Ecology provides grants on a cost reimbursement basis. This means the Recipient must incur a cost before it is eligible for reimbursement under the grant. The Recipient must submit requests for reimbursement and adequate documentation of eligible costs incurred after the agreement signature date to Ecology within 120 calendar days of incurring the costs.

The Recipient must complete progress reports and submit one with each payment request or at a minimum each quarter, during the lifetime of the grant. Progress reports describe actions and accomplishments in meeting project milestones and include a certification that the Recipient has submitted sampling results to Ecology as required. Ecology's Grant Financial Manager and

Cleanup Project Manager review progress reports to learn how the activities are proceeding, the reasons for any delays or cost overruns, and if any changes took place in the project, project staff, or contractors. Quarterly progress reports must include information on the status of pending cost recovery actions and insurance claims.

Ecology's Grant Financial Manager cannot process a payment request without a progress report and proper documentation for that billing period.

Grants that are not billed up to date may not be extended at the end of the biennium. Ecology anticipates prioritizing projects that comply with their grant quarterly billing terms and conditions moving forward in subsequent biennia.

5.5 Amendments

After Ecology establishes the grant budget, amendments to change the length of the agreement, or increase or decrease the budget, may be considered. However, Ecology does not promise or guarantee such amendments. Ecology may amend an agreement to change the length of the agreement or the budget for the agreement. Ecology usually does not amend an agreement to increase funding. If additional funding were needed, Ecology would usually award it in a subsequent grant agreement after the successful application in a subsequent project solicitation.

The Ecology Grant Financial Manager may only redistribute funds among the grant tasks or perform other amendments through a formal amendment process. If a change is needed, the Recipient can request an amendment through EAGL or by emailing their project's Ecology Grant Financial Manager. Once approved, the amendment process can begin.

Ecology may allow a Recipient to deviate from the task budget by up to 10% of the total grant budget. At their discretion, the Ecology Grant Financial Manager may require an amendment when the Recipient has surpassed the budget even if by less than 10%. If a payment request goes over the 10% threshold, the exceeding funds will be withheld until an amendment appropriately adjusts the budget and a new payment request is approved. The exceeding funds will automatically be dispersed along with the approved funds of the new payment request.

5.6 Close Out

Close Out of the grant is an administrative task to finalize disbursement of award. Ecology will continue to monitor the fulfillment of the conditions in the grant agreement.

When the Recipient has completely spent out the grant and completed eligible reimbursable activities, they will need to submit:

- **Outstanding technical documents.** Provide all technical documents to the Cleanup Project Manager as outlined in the grant agreement. Ecology may withhold final payment and grant close out if the Recipient has not submitted completed deliverables to Ecology staff.
- **Final Payment Request and Progress Report.** Both of these EAGL forms will require the Recipient to identify it as the final payment request or progress report for the grant. Select "yes" using the radio button on the final payment request **and** progress report to enable closing out the grant.

- **Close Out Report.** This is an EAGL form found in the Payment Request Menu where the Recipient summarizes the final achievements of the activities funded by the grant. In most cases, we require the Close Out report with the final Payment Request and Progress Report. If you require more time or assistance completing your Close Out report, speak to your Ecology Grant Financial Manager. Ecology may withhold your final payment pending submittal of the Close Out report.
- **Affordable Housing End Use:** The special term noted in section 1.1 requires 30 years of affordable housing end use. Ecology retains the right to audit compliance with affordable end use and the special terms of the grant after grant closure.

5.7 Audits

All grants and loans are subject to audit. Ecology has the right to audit the grant for three years after the grant is officially closed. Ecology may audit grant-related documentation at any time during the project or immediately after grant closure. If the audit identifies problems, they must be corrected. If Ecology identifies any problems on invoices, the Recipient must review and correct all previous invoices. This could include repayment of grant funds or adjustments to subsequent billings to reimburse Ecology for overpayments.

Chapter 6: Cost Eligibility

The Recipient is responsible for understanding cost eligibility terms prior to incurring an expense and billing to the grant. For the purposes of these Guidelines, we also refer to “grant-eligible costs” as “eligible costs.” While the grant agreement will include the scope of work, there are often specific issues related to eligible costs that may arise during grant implementation. When there is a question about what is an eligible cost, the Recipient should first review the terms of the agreement, the grant rules, and the applicable version of Ecology’s “[Yellow Book⁷⁹](#)” *Administrative Requirements for Recipients of Ecology Grants and Loans* and these guidelines.

Only Ecology’s Grant Financial Manager can determine if a cost is eligible under the grant and has final approval authority for all grant-related costs. Ecology Grant Financial Managers work with Ecology Cleanup Project Managers, who supervise the actual cleanup-related activities, to ensure the costs are reasonable, necessary, and applicable to the project. Costs incurred before Ecology and the Recipient sign the grant agreement are not eligible for reimbursement. Ecology must review and approve a work plan prior to work being conducted. If there are any questions about whether a specific cost may be billed to the grant, the Recipient must ask the Ecology Grant Financial Manager responsible for the agreement.

The Recipient must properly document all costs. The Ecology Grant Financial Manager must pre-approve conditionally eligible costs. Costs not allowed are the sole responsibility of the Recipient. Ecology maintains the right to deny reimbursement requests for deliverables that don’t meet standards or generate the required substantial and measurable outputs.

The Recipient is fully responsible for paying any cost that Ecology’s Grant Financial Manager does not allow. This remains true even if the Recipient did not understand the cost was not eligible, or a contractor or other representative approved or purchased the item without the Recipient’s knowledge or approval.

If the Ecology Grant Financial Manager decides a cost is not grant-eligible, the Recipient should not include the item on any future payment requests. The Recipient is responsible for submitting accurate and properly documented payment requests for eligible expenses.

Only eligible cash expenditures are reimbursable. In general, an eligible cost is:

- **Necessary to complete the scope of work.** Ecology’s Grant Financial Manager and Ecology’s Cleanup Project Manager must approve the scope of work. Eligible costs must be consistent with this scope of work defined in the grant. For sites under an order, decree, or prospective purchaser consent decree, the scope of work in the grant agreement must be consistent with the required work plan for the order or decree.
- **Reasonable for the task.** Ecology reserves the right to reject costs as excessive, even when work is fully approved from a technical standpoint. As a result, Ecology may reimburse some expenses at less than the allowable amount or not at all. It is important to communicate project needs, especially equipment, with Ecology’s Grant Financial Manager prior to making large expenditures to ensure that Ecology will reimburse the expenditure.

⁷⁹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

- **Timing.** The Recipient must incur costs after the effective date of the agreement and before the expiration date of the agreement.
- **Retroactive costs.** Costs incurred prior to the grant being written are at the sole expense of the Recipient, except as specified for the grant type. Please note that if this Agreement includes retroactive reimbursement for past costs covering field activities potentially impacting cultural resources, then that activity will be subject to Ecology review to assess actions taken to address potential direct and indirect effects on prehistoric and historic archaeological sites, historic buildings and structures, traditional cultural places, sacred sites or other cultural resources. Based on the findings of the review, some or all past costs may be deemed ineligible for retroactive reimbursement.

Potentially eligible retroactive costs include:

- Costs incurred under the order, decree, or prospective purchaser consent decree during the period of a prior grant agreement that have not been reimbursed by Ecology;
 - Costs incurred under the order, decree, or prospective purchaser consent decree between the effective date of the order or decree and the agreement signature date;
 - Costs incurred negotiating the order, decree, or prospective purchaser consent decree, provided that the costs are not legal costs and were incurred within 60 days after starting negotiations for an order, or 120 days after starting negotiations for a decree;
 - Costs incurred before the effective date of the order, decree, or prospective purchaser consent decree conducting independent remedial actions, subject to certain conditions and limitations.
- **Contracts must be competitively procured:** The Recipient must use procurement practices that are consistent with state laws and rules and, when applicable, federal law. This includes fair, legal, and open competition. Ecology may ask the Recipient to provide documentation that it followed all applicable laws and requirements. See Ecology's "[Yellow Book](#)"⁸⁰ for purchasing and contract requirements, including the requirement for competitive procurement.
 - **Consistent.** Charged costs must be consistent with the standard business practices of the Recipient, contractor, or consultant. The Recipient, contractor, or consultant must compute the direct and indirect charges in the same way as those charges would be computed if the costs were related to any other activity. The Recipient should follow consistency with standard business practices, except when grant billing or other requirements necessitate variation. Ecology may request additional documentation or explanation of costs being billed.
 - **Properly documented.** See section 6.1.

⁸⁰ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

6.1 Proper documentation

The Recipient must properly document all costs for Ecology to consider them eligible for reimbursement. The Recipient must upload all supporting documentation to EAGL for each payment request and progress report. This includes documentation for all expenses, including the Recipient's salary and benefits data, contractor and subcontractor invoices and receipts, accounting records or any other form of record that establishes the appropriateness of an expense. Receipts for supplies or meals must be itemized or billed as state per diem rates (if billing meals at per diem without receipts clearly note the date, individual who is claiming meals and meals being sought for reimbursement - breakfast, lunch dinner - and per diem rate). A charge card receipt with only a total payment amount is not acceptable documentation. Backup documentation requirements are the same for Recipients, contractors, and subcontractors.

At a minimum, supporting documentation must include:

- Description of the item or services purchased. "Supplies" is not an adequate description. The invoice must include a list of the individual items purchased with the quantity and price.
- Description of activities for time. Recipient contractor and subcontractor activities must be identified on the invoice. This needs to include the specific activities performed. Just listing the task or property name is not adequate.
- Name of vendor.
- Date of cost incurred.
- Invoice number.
- Invoice date.
- Serial or other identifying numbers (for equipment costing \$5,000 or more).
- Cost and quantity for each line item or service.
- Tax.
- Total cost.
- Notes associating the cost to the grant site can be handwritten on invoice by the Recipient.
- Grant task number for billing.
- If consultants are adding markup, the original cost, the markup percent, and total being billed should be identified.

Backup documentation should be uploaded directly behind the receipt or invoice to which it relates. It is a best practice to upload invoices individually by entered line item to EAGL rather than all invoices for the payment request lumped together in one Adobe Portable Document Format file (PDF). The Recipient should name PDFs by the associated invoice number. EAGL has a 35-megabyte limit for each file, and it is more difficult to review large PDFs. Please save PDFs in a format that allows a search capacity. If the Recipient scans the PDF as a picture, we cannot search them, and we may return the Payment Request/ Progress Report to the Recipient for resubmittal.

The Recipient must organize the documentation and label it in such a manner that Ecology's Grant Financial Manager can determine which expenses the Recipient is claiming in a reasonable amount of time. If the Recipient submits disorganized backup documentation and Ecology's Grant Financial Manager cannot locate the appropriate information in a timely manner, Ecology will return the payment request to the Recipient for modification and reorganization.

Fixed Price or Lump Sum contracts often used in public works contracting also require backup documentation to support charges. This includes trip tickets for contaminated soil disposal, rental receipts for equipment, subcontractor invoices, sampling and analysis bills, and receipts for supplies and direct expenses. Ecology may also require the Recipient to upload the contract as backup.

Withholding (aka retainage) is not billable to the grant until it the Recipient has paid it to a consultant or contractor and provides proper documentation. The Recipient must have incurred costs for Ecology to reimburse them. Backup documentation of consultant or contractor payments often includes a) copies of emails or memos from the Recipient to the bank approving the release of the funds, and b) copies of financial transactions or a letter from the bank showing release of funds to the consultant or contractor. An invoice from the consultant or contractor billing for the withholding, and a warrant from the Recipient showing payment of the withholding, are also acceptable documentation.

Recipient salary and benefit costs must document the date work was performed, the hours worked per day, and the project activities conducted. The hourly rate of staff will also have to be provided. Ecology reserves the right to limit or reduce hourly rate of recipient time if deemed unreasonable. The Recipient may use an Excel spreadsheet, or a printout from their accounting system. All backup documentation must be uploaded into EAGL, along with a statement about where and how the backup information was collected (such as from a time accounting system or manual spreadsheet updates). If Recipient time is entered into an Excel spreadsheet, then a copy of the signed timesheet should be provided as additional backup. Documentation must be presented for each day worked, not only in a summary rolled up into pay periods. The backup documentation must include:

- Name of employee charging to the grant with their actual salary and benefits.
- For each employee, provide the hours worked each day, by date, and by grant task.
- Role each employee fulfills for the project, and the activities they were performing.

Consultant time requires the number of hours worked per day, the charge out rate, a brief description of tasks/activities worked on each day, and necessary backup from a payroll system or project tracking database. Ecology understands that consultants usually charge time at a chargeable rate that includes benefits. However, if the rate seems unreasonable, Ecology reserves the right to limit or reduce hourly rate of consultant time. The same cost eligibility rules apply to consultants hired directly by the Recipient and the subcontractors hired by any primary consultants or contractors.

6.2 Eligible costs

For the purposes of these Guidelines, “grant-eligible costs” are also called “eligible costs.” While the grant agreement will identify the scope of work in the order, decree, or prospective purchaser consent decree, there are often specific issues related to eligible costs that may arise during grant implementation. When there is a question about what is an eligible cost, the Recipient should first review the applicable version of Ecology’s [“Yellow Book”⁸¹](#), *Administrative Requirements for Recipients of Ecology Grants and Loans*. Please note the particular costs below as they are common areas of confusion:

- **Administrative costs.** The Recipient incurs administrative costs as part of normal administrative processes for approval of contracts or payment of bills are eligible costs. For example, time spent reviewing invoices, preparing payment requests or progress reports, and other project-related documents, or participating in briefing meetings with elected officials or others who need to approve a contract related to the grant, are eligible costs. These costs are limited to 10 percent of the total grant amount.
- **Direct expenses.** Direct costs are eligible costs. These are costs that the Recipient can identify specifically with a particular task for the project, such as:
 - Compensation for employee time devoted to the project.
 - Cost of materials used specifically for the project.
 - Cost of goods or services furnished for the project by other entities such as consultants or other agencies or programs.
- **Operation and maintenance or monitoring costs.** Operation and maintenance or monitoring occurs after construction of a cleanup action component is complete. These actions are usually specified in an Operation and Maintenance Plan, required under WAC [173-340-400\(4\)\(c\)](#)⁸², or a Compliance Monitoring Plan, required under WAC [173-340-410](#).⁸³ However, these costs are not grant-eligible if they are incurred more than one year after completing construction (see Ineligible Costs in section 6.4).

Ecology will only fund up to one year of operation and maintenance or monitoring for each funded cleanup action component, including long-term actions such as monitored natural attenuation or monitored natural recovery. Any costs incurred performing such activities after the first year are the sole responsibility of the Recipient.

To ensure appropriate tracking of the one-year limitation, the operation and maintenance or monitoring task will be amended into the grant when cleanup construction is complete. The effective date of the amendment starts the one-year period.

- **Overhead.** Overhead costs are those the Recipient incurs for a common purpose and not readily identifiable with a particular project. Examples of overhead include utilities for

⁸¹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

⁸² <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-340-400>

⁸³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-340-410>

a facility not specific to the project or support departments such as human resources, fiscal staff, or supervisory personnel.

The Recipient should proportion these costs between the grant and other non-grant related usage as appropriate. Ecology may require verification of qualifications of staff charging to cleanup related tasks. The Recipient may charge overhead to cover costs that they do not typically directly bill to the grant. Allowable overhead for Planning Grants is **up to 25% of salaries and benefits** for the Recipient's employees directly billing to the project. If the normal organizational overhead rate for the Recipient's employees is 20%, then the grant the Recipient should not bill for more than 20% overhead. The Recipient must report overhead charges on the same billing as the connected salaries and benefits as overhead is calculated in a separate line item. This is not applicable to consultant/contractor salary and benefits.

- **Fleet costs and mileage.** The billing method for automobile or fleet costs needs to be clearly established and remain consistent throughout the grant. This method also needs to be consistent with how the Recipient typically manages their automobile or fleet expenses. It cannot be created specifically for purposes of the grant.
 - **For privately owned vehicles: Bill the state mileage rate.** The [state mileage rate](#)⁸⁴ in effect at the time the cost was incurred is applicable as a maximum for any mileage billed by the Recipient, consultants, or contractors. Markups may not be applied to mileage or any other travel expense, and a mileage log is required for grant reimbursement documentation. It is the Recipient's responsibility to correct mileage billed in excess of the state rate.
 - **For company vehicles:** A consultant includes a standard rate for use of their vehicle on their schedule of charges. This is the only cost that may be billed. In this case mileage or gasoline are not charged.
 - **For rental vehicles:** A receipt from a rental agency is required and Ecology will pay the rental amount and gasoline (with receipts).
- **Parking.** Parking is a grant-eligible expense. The Recipient must provide receipts for reimbursement. Absent a receipt, Ecology will not allow the cost.
- **Rental cars.** If the Recipient or a Recipient's contractor or consultant leases a rental car, the invoice should include the miles driven and the time period of the rental. Ecology may ask the Recipient to provide the project hours worked by the individual who used the car. If the employee or consultant did not work fulltime on grant activities during the period the car was leased, Ecology's Grant Financial Manager will only approve a prorated share of the rental or lease cost. Original gasoline receipts must be provided for fuel costs when a car is rented, unless otherwise approved by Ecology's Grant Financial Manager.
- **Consultant or contractor list of reimbursable expenses.** For vehicle expenses charged based on a list of their Reimbursable Expenses (example: \$100/day for use of their company vehicle) the grant may reimburse the amount of the per day or week charge for the use of the contractor or consultant vehicle in lieu of a rental vehicle from a

⁸⁴ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>

rental company. In this case, the gasoline and mileage would not be paid separately. The only eligible cost is the charge for the vehicle usage.

- **Travel – per diem.** When on travel status, a Recipient’s and their consultant or contractor’s travel costs are grant-eligible under certain circumstances. Ecology will only pay per diem costs at the [state rate](#)⁸⁵ determined by the Office of Financial Management. Travel costs are not eligible for markup by a contractor, consultant, or the Recipient. Ecology will not reimburse any markups over the state rate or other disallowed travel costs with grant funds.
 - Itemized receipts are always required for hotels. The room rate cannot be reimbursed in excess of the state rate. This does not include additional room fees and taxes. For example: if the state rate is \$91, the room must cost \$91 or less. However, the reimbursable hotel bill could be higher than \$91 after the addition of taxes and room fees. This does not include room service. Non-traditional lodging, such as Airbnb and VRBO, are not eligible for reimbursement.
 - Exceptions to state-approved hotel rates may be authorized by Ecology’s Grant Financial Manager under limited circumstances. However, the approval must be provided in writing prior to the cost being incurred. Costs exceeding the state rate are not allowed if not requested or approved in advance. A request for a cost waiver form must be submitted to the grant manager.
- **Permit fees.** Fees for permits necessary to complete remedial actions are an eligible cost. This includes local, state (including Ecology-issued permits), and federal permits. To complete the work within the biennium, it may be necessary to pay an extra fee for expedited permit review. These expedited fees are also eligible costs. Fees for permits related to development of a site are not eligible costs.
- **Supplies.** Supplies are tangible personal property other than tools or equipment. Supplies are either direct billed or Ecology considers them an overhead expense. Supplies or materials needed to perform the scope of work in the agreement are a grant-eligible cost. Under most grant agreements, these costs are part of overhead expenses, but the Recipient can directly bill them if they use them only for grant-related activities. Receipts for supplies must detail and identify the specific items the Recipient purchased. It cannot just say “Supplies.”
 - **Example:** If the Recipient purchases paper or ink for an office printer used by multiple programs or projects, this is an overhead expense. If the Recipient has a project office with a project printer dedicated to use only on the grant-funded activities, the Recipient may direct bill printer supplies.

⁸⁵ <http://www.ofm.wa.gov/resources/travel.asp>

6.3 Conditionally eligible

Conditionally eligible costs are costs that may be grant-eligible if they meet certain conditions. **All conditionally eligible costs require prior written approval from Ecology’s Grant Financial Manager.** Failure to obtain prior approval may result in the Recipient having to pay for these costs, which also makes them ineligible to count towards the grant match. The following section discusses specific issues related to conditionally eligible costs that often arise during the administration of cleanup grants.

- **Amenity replacement costs.** Costs of replacing amenities on the site such as trash and recycle bins, sidewalks, benches, lighting, turf, picnic tables, and drinking fountains, may be allowed if these amenities were destroyed as a result of cleanup construction. Recipients must provide up-front documentation about why the Recipient needed to remove and replace these amenities. The Ecology Cleanup Project Manager must have visually inspected them prior to destruction and required their removal for cleanup. If the Recipient carelessly destroyed amenities during cleanup activities, Ecology will not reimburse them under the grant. If amenities were past their normal life expectancy, Ecology will not reimburse them under the grant. Ecology may allow partial payment at the Ecology grant manager’s discretion.
- **Computer purchases.** Computer purchases (and associated software) are a conditionally allowable cost. In some cases—typically long-term cleanups—computers are an allowed direct expense. Recipients must obtain written approval from Ecology’s Grant Financial Manager to purchase computers that will be billed directly to the grant. Any costs incurred for computers or software purchased without Ecology’s Grant Financial Manager’s written approval are the Recipient’s responsibility. To request written approval from Ecology’s Grant Financial Manager for conditionally eligible costs, the Recipient must submit a justification for the purchase in writing, usually by email, which includes:
 - The work tasks to be performed on the computer;
 - A detailed price quote for the system that itemizes the components being requested for the purchase and any requested software or additions;
 - The amount of time the user or users are assigned to grant tasks;
 - The share of the total purchase price requested for grant funding.
- **Equipment.** Equipment means tangible, nonexpendable, personal property that has a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system. Some tools can fall into the equipment category because of their cost.

Once an item exceeds the \$5,000 threshold, additional requirements govern its acquisition, use, and disposition and will require an Equipment Purchase Report in EAGL. Additional information on this topic is available in Ecology’s [“Yellow Book.”](#)⁸⁶ If a Recipient will want reimbursement for equipment purchases, the Recipient should inform

⁸⁶ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

Ecology's Grant Financial Manager so the purchase can be written into the grant agreement.

- **Tools.** Tools are tangible personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per functional unit. Tools are a conditionally allowable cost. They require written approval from Ecology's Grant Financial Manager. Considerations typically include the following:
 - Is the tool required to perform the scope of work in the agreement?
 - Is the cost reasonable?
 - Is the price of the tool the most economical means of accomplishing the task or work?
 - Will the Recipient maintain ownership/possession of the tool?

If tools are purchased without approval by Ecology's Grant Financial Manager prior to the purchase, the Recipient is solely responsible for the full cost. Ecology may purchase tools for Recipients but not for private individuals such as contractors. Ecology expects that contractors or consultants arrive trained and equipped to do the job for which they were hired.

- **Light refreshments.** Light refreshments for public meetings required in the scope of work for the agreement are conditionally allowable costs. The Recipient must request approval to provide light refreshments prior to incurring any expense. Before the meeting, submit the following to Ecology's Grant Financial Manager:
 - Written request that contains an explanation for the purpose of the meeting;
 - Meeting agenda or description of purpose; and
 - Draft budget (expense itemization) approved by Ecology's Grant Financial Manager in advance of the event.

After the meeting, submit the following to Ecology's Grant Financial Manager:

- Sign-in sheet or attendance list; and
- Final vendor receipts or invoices.

The Recipient and consultant or contractor lunches or meeting refreshments are not reimbursable under the grant agreement unless the employees are shown to be on travel status and the costs are approved by the Ecology Grant Financial Manager in advance of the costs being incurred.

- **Groundbreaking and cleanup completion ceremonies.** The costs of hosting a groundbreaking ceremony or one commemorating the completion of a cleanup are generally not grant-eligible costs. If allowed by Ecology's Grant Financial Manager, the requirements for light refreshments apply.

- **Overtime.** If overtime is not requested in advance, the Recipient may not request payment for overtime hours.
- **Overtime differential.** Overtime differential is seldom allowed. It is any increase in pay over the standard pay rate that is provided to compensate an employee for hours worked in excess of the standard workday or week. Overtime differential may be allowable only when one hundred percent (100%) of an employee's time is spent on grant activities and prior written approval is obtained.
- **Training.** Recipient staff training is a conditionally allowable cost. Recipient training must be directly related to the project and necessary to carry out the scope of work, such as Hazardous Waste Safety training.

Travel associated with approved training for the Recipient is allowable if authorized by Ecology's Grant Financial Manager in advance. Communicate with Ecology's Grant Financial Manager to discuss training and any associated travel needs prior to incurring any expense. Failure to do so could result in the expenses being denied. Training costs may be prorated when a Recipient only works part-time on grant activities.

Remedial action grants will not typically reimburse consultant or contractor training. Consultants or contractors should be prepared to perform the duties for which they are being hired. If the Recipient agrees to fund consultant training, the Recipient is solely responsible for these costs and should not expect to receive reimbursement under the grant.

- **Working lunches.** Recipient working lunches are a conditionally eligible cost and typically requires that the Recipient is on travel status. The Recipient must submit a written request for working lunches prior to incurring expenses. Consultant or contractor working lunches are not grant-eligible unless the Recipient obtains written approval from the Ecology Grant Financial Manager prior to the event. Ecology's Grant Financial Manager may approve expenses for Recipients consistent with how Ecology approves working lunches for Ecology staff. Please refer to Ecology's "[Yellow Book](#)"⁸⁷ for more information.

6.4 Ineligible costs

Ineligible costs are costs that are not eligible for reimbursement under the grant and the Recipient cannot use them for grant match. The Recipient should not submit invoices or other documentation for these costs for reimbursement. The following section discusses specific issues related to ineligible costs that often come up in administration of Planning Grants.

- **Contingencies, rising costs, and change orders.** Ecology writes grant agreements for a set amount. Any contingencies in separate contracts do not change the amount of the grant agreement.
- **Dispute resolution.** Technical, legal, and administrative expenses that the Recipient incurs to challenge an Ecology decision, such as the costs of dispute resolution under an order or decree or grant agreement.

⁸⁷ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Grant-loan-guidance>

- **Ecology and U.S. EPA charges.** Costs that Ecology or U.S. EPA charge the Recipient for site management oversight (cost recovery) under the terms of orders or decrees or for technical assistance under the Voluntary Cleanup Program.
- **Grant application development.** Costs of preparing a grant application, including Recipient staff time, consultant, or contractor time.
- **Legal expenses or attorney fees.** Legal costs of any kind, including, but not limited to, the costs of seeking client advice (including Recipient time); pursuing cost recovery; contribution or insurance claims; administrative hearings; pursuing penalties or civil or criminal actions against persons; penalties the Recipient incurs; defending actions taken against the Recipient; drafting or filing covenants or liens; and any other attorney fees incurred by the Recipient.
- **Lobbying.** Any costs for entertaining; attempting to influence dignitaries or elected officials; discussing the project with elected officials who do not have contract approval authority, are not grant-eligible costs. This includes contacts with legislators to urge project funding.
- **Natural Resource Damage Assessment costs and Natural Resource Damages.** Costs related to development of Natural Resource Damage Assessments (NRDA), fees for damages to the environment or work required in lieu of fees under Natural Resource Damage (NRD) settlements, cleanup and habitat restoration work required under a state or federal NRD settlement.
- **Operation and maintenance or monitoring costs.** Operation and maintenance or monitoring costs incurred more than one year after completing construction of a cleanup action component, even if additional activities are necessary.
- **Penalties and late fees.** Penalties or late fees assigned to the Recipient or contractors. For example, the Recipient pays an invoice late and a contractor charges a late fee. This cost is not eligible for reimbursement. A penalty issued by Ecology for failure to comply with an order or decree is not a grant-eligible cost.
- **In-kind contributions.** Goods, services, and transactions not involving money.
- **Non-cleanup related activities.** Site development and mitigation costs not required as part of the remedial action.
- **Other party expenses.** Costs incurred by other parties, including broader project team members, for which the Recipient did not incur an expense.
- **Purchasing Property.** The cost of purchasing the property is not reimbursable.

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Chapter 7: Project Eligibility

This chapter helps you determine if your project is eligible for a grant.

Ecology retains the discretion to not award a grant for an eligible project, or to provide less funding for an eligible project than the maximum amount or percentage allowed, based on funding availability or other factors (WAC [173-323-060](#)⁸⁸).

7.1 Eligibility criteria

A Cleanup Grant project must meet all requirements listed below; if the project does not meet these requirements, Ecology will not fund the project. A “project” consists of remedial actions conducted under an order or decree at a contaminated site or for multiple sites within a defined study area. Depending on availability of funding, the number of grant requests, and the pace of remedial actions, Ecology may fund a project over multiple biennia. To be eligible for a grant, the project must meet all of the following requirements:

- The APPLICANT is a person or entity intending to clean up a contaminated site for multifamily housing consisting of no less than five units as an affordable housing development.⁸⁹
- The proposed project meets the definition of affordable housing under [RCW 43.185A.010](#)⁹⁰ and has a minimum of 40% square footage developed to be used for multifamily⁹¹ affordable housing of permanent residential occupancy.
- The property is within or part of a contaminated site, AND
 - The applicant proposes to clean up the full extent of the contamination, OR
 - If the applicant does not propose to conduct the full cleanup of the site:
 - There is an order or decree in place with other PLPs for the off-property remedial actions at the site, OR Ecology determines there is credible evidence of additional PLPs who are jointly and severally liable for the site; therefore, leaving off-property contamination in place does not create any orphan site(s).
- The proposed project is located within an incorporated or unincorporated urban growth area designated under [RCW 36.70A.110](#)⁹².

⁸⁸ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-323-060>

⁸⁹ Affordable housing development is defined as residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. “Low-income household” means a single person, family or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located. (RCW 43.185A.010).

⁹⁰ <https://app.leg.wa.gov/rcw/default.aspx?cite=43.185A.010>

⁹¹ Multifamily Housing is defined as five or more separate housing units for residential habitation contained in one or more building sites that do not meet the definition of single-family housing and mobile home parks (Housing Trust Fund Handbook, 2021, Department of Commerce).

⁹² <https://app.leg.wa.gov/rcw/default.aspx?cite=36.70a.110>

- The APPLICANT agrees to commit to property restrictions (lien and covenant for the number of affordable housing units for a 30-year period). Ecology will require the repayment of grant funds if the Applicant does not meet these restrictions.
- The APPLICANT is a PLP under MTCA, a potentially responsible party (PRP) under the federal cleanup law, or prospective purchaser of a contaminated site. If the Applicant is a prospective purchaser, the Applicant has demonstrated that it has legal access to the site or will obtain access prior to finalizing a grant agreement.
- The APPLICANT is required to conduct remedial actions at a contaminated site under an order or decree.
- The APPLICANT has (a) a funding partner that will track and manage the affordable housing restrictions as part of their funding commitment or (b) a third party or a mechanism to verify and report that the applicant is:
 - Offering the minimum number of units as affordable housing units as committed to in the grant agreement (and written into the order or decree); and that
 - Property managers properly screen tenants as qualified for these affordable housing units.
- The APPLICANT must submit a detailed scope of work in the application outlining the steps of the MTCA cleanup process that are planned to be funded with this grant.
- Projects designed to address the restoration of Puget Sound must not be in conflict with the action agenda developed by the Puget Sound Partnership under [RCW 90.71.310](#)⁹³.

7.2 What are Ecology's funding limits?

Cleanup grants do not have a limit on the amount of total eligible project costs Ecology may fund. Ecology will limit each grant to the amount the Applicant expects to spend within one biennium.

Ecology may provide up to 100% state share of an eligible project ⁹⁴ for local governments and nonprofit entities.

Ecology may provide up to 75% state share of an eligible project for all other Applicants (25% Recipient match requirement).

Recipients are responsible for any remaining share of eligible project costs (match) and 100% of all non-eligible project costs.

Ecology retains the discretion to not award a grant for an eligible project or to provide less funding for an eligible project than the maximum amount or percentage allowed, based on funding availability or other factors (WAC [173-323-060](#)⁹⁵).

⁹³ <https://app.leg.wa.gov/rcw/default.aspx?cite=90.71.310>

⁹⁴ A "project" is defined as a redevelopment or new construction that meets the eligibility criteria described in Section 7.1.

⁹⁵ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-323-060>

Chapter 8: Scoring Criteria

When an Applicant applies for a grant in EAGL, they'll complete "Project Eligibility" and "Scoring Criteria" forms that give Ecology information about the project. Ecology staff will consider this information when assessing grant eligibility and scoring those eligible projects. Ecology uses the applications' final scores to rank projects and determine funding priority.

8.1 How will Ecology evaluate and rank my project?

Ecology evaluates Planning Grant applications based on several criteria. We group those criteria into four categories. We determine a project's final score by adding the total score from each category. Table 2 shows the maximum points available and the subsequent weight of each category. The categories are (numbers don't equal 100% due to rounding):

Category 1: Faster Cleanup (9%)

Category 2: Improve Human Health and the Environment for Residential Use (10%)

Category 3: Equitable distribution of funds (42%)

Category 4: Community Investment (38%)

Tables 1 through 4 below show evaluation (or scoring) criteria for each category. The tables identify each criterion, the maximum possible criteria score, and the documents required to support each response. When completing the application in EAGL, the applicant answers a series of questions that reflect these scoring criteria and must provide relevant supporting information related to the criteria. Ecology will score applications based on responses to the questions and supporting information provided.

Table 1: Affordable Housing Cleanup Grant Evaluation Criteria – Category 1: Faster Cleanup

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of total points
1.1	<p>Readiness to proceed – contracts:</p> <p>2 points: Contracts are in place to begin the project or environmental consultant is hired.</p> <p>0 points: The above does not apply.</p>	Copy of contract or hiring documentation showing commitment to completing cleanup tasks.	2	1%
1.2	<p>Readiness to proceed – permits:</p> <p>2 points: All required state, local, or federal permits are currently in progress and the Applicant expects to have them in hand at the time of funding, or the work funded by the request does not require any permits.</p> <p>0 points: The above does not apply.</p>	List of permits needed and schedule for permit preparation and for obtaining permits.	2	1%
1.3	<p>Readiness to proceed – zoning:</p> <p>3 points: Proposed project and zoning status of the property are consistent.</p> <p>1 point: Proposed project and zoning status of the property are not consistent but a zoning variance applies and is in progress.</p> <p>0 points: The above does not apply.</p>	<p>Submit a map showing the zoning for the project location or a letter from the city (or county) zoning official stating specifically that the property is appropriately zoned for the proposed project.</p> <p>If proposed project and zoning status of the property are not consistent include a letter from the city (or county) zoning official stating that the proposed development is eligible for a zoning variance and such variance is in progress.</p>	3	2%

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of total points
1.4	<p>Leveraging other funds</p> <p>3 points: Applicant has secured private funds for redevelopment and cleanup (including contributions, insurance, public-private partnerships, etc.) or additional grants.</p> <p>2 points: Applicant is actively pursuing private funds (including contributions, insurance, public-private partnerships, etc.) /or additional grants.</p> <p>1 point: Applicant has a capital plan for both cleanup and redevelopment or reuse of the Site.</p> <p>0 points: None of the above apply</p>	<p>Provide documentation indicating funding sources' grantor, amount, and funding status.</p>	3	2%
1.5	<p>Readiness to proceed – coordination with Ecology:</p> <p>3 points: Applicant has an effective order or decree for the proposed work or order/decreed is under negotiation.</p> <p>0 points: The above does not apply.</p>	<p>Provide copy of order or decree.</p>	3	2%

Table 2: Affordable Housing Cleanup Grant Evaluation Criteria – Category 2: Improve Human Health and the Environment for Residential Use

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of category
2.1	<p>SHARP Tool ranking:</p> <p>5 points: High / Critical</p> <p>3 points: Medium</p> <p>1 point: Low</p>	Ecology will complete the SHARP Tool ranking.	5	3%
2.2	<p>Use of green remediation principles during the cleanup activities:</p> <p>3 points: The project evaluates or implements green remediation principles to minimize the environmental impact and maximize the environmental benefit from cleanup actions (such as minimizing greenhouse gas emissions water conservation, or habitat restoration) using Ecology's Sustainable Remediation guidance, Appendix D, publication no. 17-09-052⁹⁶ or a reputable green remediation program.</p> <p>2 points: The project incorporates sustainability or green remediation principles to some extent.</p> <p>0 points: The project does not incorporate sustainability or green remediation principles.</p>	Provide description in writing.	3	2%

⁹⁶ <https://apps.ecology.wa.gov/publications/documents/1709052.pdf>

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of category
2.3	<p>Climate change resiliency considerations for the proposed project:</p> <p>7 points: Using Ecology' Sustainable Remediation guidance publication no. 17-09-052, the project 1) includes or will include a vulnerability assessment to understand the risks and impacts from climate change (such as sea level rise, extreme storm events and flooding, and wildfires) and 2) does or will incorporate climate change resiliency measures to increase the resilience of cleanup remedies.</p> <p>4 points: The project incorporates or discusses climate change adaptation principles.</p> <p>0 points: The project does not incorporate climate change adaptation considerations.</p>	Provide description in writing.	7	5%

Table 3: Affordable Housing Cleanup Grant Evaluation Criteria – Category 3: Equitable distribution of funds and property reuse.

Criteria Number	Evaluation criteria	Documentation required	Maximum Score	Percentage of category
3.1	<p><u>Environmental health disparities index</u>⁹⁷: The environmental health disparities index considers 19 indicators that include environmental exposures and effects as well as sensitive populations and socioeconomic factors.</p> <p>20 points: The population of the census tract scores a rank of 9 or 10 on the Environmental Health Disparities Index maintained by the Department of Health.</p> <p>0 points: The above does not apply.</p>	This criteria will be answered and documented by Ecology staff.	20	14%
3.2	<p>Socioeconomic indicators - <u>EJ Screen</u>⁹⁸: Supplemental Demographic Index is based on the average of five socioeconomic indicators; low-income, unemployment, limited English, less than high school education, and low life expectancy (which is a health dataset). Demographic Index is based on the average of two socioeconomic indicators; low-income and people of color.</p> <p>20 points: Supplemental Demographic Index AND Demographic Index of 80th percentile or above.</p> <p>15 points: Demographic Index OR Supplemental Demographic Index of 80th percentile or above.</p> <p>0 points: Both Supplemental Demographic Index and Demographic Index are below the 80th percentile.</p>	This criteria will be answered and documented by Ecology staff.	20	14%

⁹⁷ <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

⁹⁸ <https://www.epa.gov/ejscreen>

Criteria Number	Evaluation criteria	Documentation required	Maximum Score	Percentage of category
3.3	<p>Site is in an “economically disadvantaged,” city, town, county as defined in WAC 173-322A-100(15) and (16). See Economically Disadvantaged Cities, Towns, and Counties in Washington State (2023-25⁹⁹).</p> <p>10 points: Meets the criteria.</p> <p>0 points: The above does not apply.</p>	This criteria will be answered and documented by Ecology staff.	10	7%
3.4	<p>Geographic funding distribution:</p> <p>10 points: Grant would help ensure diverse funding distribution within the State. The area is east of the Cascades.</p> <p>0 points: The above does not apply.</p>	Provide project location.	10	7%

⁹⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2309045.html>

Table 4: Affordable Housing Cleanup Grant Evaluation Criteria – Category 4: Community Investment

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of category
4.1	<p>Consistent with local government’s vision:</p> <p>5 points: Provided letter from local planning office confirming project proposal fits into master plan or needs.</p> <p>0 points: The above does not apply.</p>	Include verification, whether as a letter from the local planning office that indicates the local government has reviewed proposal and it fits the municipality’s master plan or needs; or an explanation demonstrating that your project fits the municipality’s master plan or needs.	5	3%
4.2	<p>Infrastructure availability:</p> <p>4 points: Existing local infrastructure is available (such as water, sewer, power, road access) that can sustain the affordable housing development.</p> <p>2 points: Infrastructure does not yet exist, but local infrastructure (such as water, sewer, power, road access) has capacity to support the project.</p> <p>0 points: The above does not apply.</p>	Include documentation to support this – documentation requested in 4.1 may serve this purpose if it specifically addresses infrastructure such as water and sewer.	4	3%
4.3	<p>Affordable housing stock:</p> <p>10 points: Project increases affordable housing stock by having 70-100% of the square footage developed to be used for multifamily affordable housing of permanent residential occupancy.</p> <p>0 points: The above does not apply.</p>	Provide proposed affordable housing plan (pro forma or other, as applicable).	10	7%
4.4	<p>Community benefit:</p> <p>6 points: Project proposal includes an additional community benefit as part of the development (such as a publicly accessible park or green areas, community center).</p> <p>0 points: The above does not apply.</p>	Include as an upload preliminary plans or brief project description that reflect additional benefits.	6	4%

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of category
4.5	<p>Community or stakeholder support for affordable housing project at the site:</p> <p>6 points: Applicant has 2 or more letters (or other documentation) of support from community members, stakeholders, local governments (not including local government support indicated in 4.1), or from public, private, philanthropic, and nonprofit entities collaborating on the project.</p> <p>4 points: Applicant has 1 letter (or other documentation) of support from community members, stakeholders, local governments (not including local government support indicated in 4.1), or from public, private, philanthropic, and nonprofit entities collaborating on the project.</p> <p>0 points: The above does not apply.</p>	Provide letters or other documentation of project support for the proposed project.	6	4%
4.6	<p>The project site has mass transit in proximity to project location as follows:</p> <p>Urban (see guidelines for definition): Project is located within 0.5 miles or less of mass transit infrastructure (bus, train, light rail).</p> <p>Rural (see guidelines for definition): Project is within 10 miles of an officially designated Park & Ride lot or public-private regional transportation system.</p> <p>4 points: Project site is within proximity of mass transit.</p> <p>0 points: The above does not apply.</p>	Upload a map generated with Google Maps or similar application that shows project location and distance to mass transit (you may use the “nearby” feature in Google Maps). You must submit a map in .pdf format that contains a scale and legend.	4	3%

Criteria Number	Evaluation criteria	Documentation required	Maximum score	Percentage of category
4.7	<p>Services (refer to Table 5):</p> <p>For Urban: Project is within 0.5 mile walk of the community services listed in Table 5 as described below.</p> <p>For Rural: Project is located within 10 miles of the community services listed in Table 5 as described below.</p> <p>10 points: Includes food access and 4 or more other types of services.</p> <p>8 points: Includes food access and 2-3 other types of services.</p> <p>5 points: Includes food access and one other type of service.</p> <p>0 points: The above does not apply.</p>	<p>Upload a map showing a 0.5 mile for urban or a 10-mile perimeter for rural location around the project generated with google maps or similar application that shows project location and distance to services (you may use the “nearby” feature in google maps). You must submit a map in pdf format that contains a scale and legend.</p>	10	7%
4.8	<p>The community has a rank of 5 or higher for “Unaffordable Housing” in the Washington Tracking Network.</p> <p>10 points: Rank is 5 or higher.</p> <p>0 points: Rank is below 5.</p>	<p>This criteria will be answered and documented by Ecology staff.</p>	10	7%

Table 5: List of Community Services and Types of Services to Respond to Criterion 4.7.

Types	Description and examples
Food access	farmers market, full-service grocery store, other food store with produce
Health	pharmacy, medical clinic, or office that treats patients
Wellness	public pool, gym, health club, sports field, public park, or similar
Education and culture	public library, educational facility, community college, K-12, vocational school, or similar
Civic and community facilities	community or recreation center (includes performance spaces), post office, senior center, police station, fire station
Retail	clothing store, department store, hardware store
Services	bank, laundry, adult or senior care, childcare, or social services center

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Glossary

Term	Definition
Applicant	A term that applies before receipt of the grant vs. “Recipient” that applies after the grant has been awarded.
Affordable Housing	Affordable housing is defined in RCW 43.185A.010 ¹⁰⁰ as residential housing for rental occupancy which, as long as the same is occupied by low-income households , requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income.
Affordable Housing Cleanup Grant Program	Ecology's Affordable Housing Cleanup Grant program that provides funding to any person cleaning up a site for affordable housing development.
Biennium	A period of two years. The state of Washington operates on a two-year (biennial) budget cycle that starts July 1 st of each odd-numbered year and ends June 30 th of the next odd-numbered year. The 2023–25 biennium starts July 1, 2023, and ends June 30, 2025.
Cleanup actions	Also known as cleanups or remedial actions. The collective planning, investigative, and technical work needed to clean up contaminated sites.
Cleanup site	Also known as a contaminated site or hazardous waste site. A site or property where Ecology has confirmed one or more releases (or threatened release) of a hazardous substance.
Consent Decree or Decree	A legal document issued under Chapter 70A.305¹⁰¹ RCW or the federal cleanup law.
Contaminated site	Also known as a cleanup site or hazardous waste site.
EAGL	Ecology's Administration of Grants and Loans. This is a comprehensive web-based grant and loan management system Ecology uses that allows Applicants and Recipients to develop and manage their agreements online.
Eligible cost	A project cost that is eligible for funding under this chapter and the terms of the grant or loan agreement.
Fiscal year	A period of one year named for the year it ends. For example, Fiscal Year 2024 starts July 1, 2023, and ends June 30, 2024.
Hazardous substance	Means any hazardous substance as defined in WAC 173-340-200¹⁰² .
Hazardous waste site	Also known as a cleanup site or contaminated site. Defined in MTCA as any site that Ecology has confirmed a release or a threatened release of a hazardous substance requiring remedial action (WAC 173-340-200).
Highly impacted community	A community that the department has determined is likely to bear a disproportionate burden of public health risks from environmental pollution.

¹⁰⁰ <https://app.leg.wa.gov/rcw/default.aspx?cite=43.185a.010>

¹⁰¹ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305>

¹⁰² <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-340-200>

Term	Definition
Independent remedial action	Remedial actions conducted without department oversight or approval and not under an order or consent decree.
Low-income housing	A low-income household refers to a single person, family, or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located. ¹⁰³
Model Toxics Control Act (MTCA statute)	Washington’s environmental cleanup law, Chapter 70A.305 ¹⁰⁴ RCW
Model Toxics Control Act Regulations (MTCA Cleanup Rule)	Washington’s regulations that set standards and procedures for cleaning up contaminated sites (Chapter 173-340 ¹⁰⁵ WAC). The MTCA Cleanup Rule is one of two cleanup rules in Washington adopted under the Model Toxics Control Act, Chapter 70A.305 RCW. The other cleanup rule is the Sediment Management Standards (Chapter 173-204 ¹⁰⁶ WAC) known as the SMS Cleanup Rule.
MTCA Capital Account Ten-Year Financing Report	Ecology’s financial report produced every even-numbered year that describes cleanup financing needs from the MTCA Capital Account over the next ten fiscal years.
Order	A legal document that includes enforcement orders and agreed orders issued under MTCA, and unilateral administrative orders and administrative orders on consent issued under the federal cleanup law.
Potentially Liable Person (PLP)	Any person whom the department finds, based on credible evidence, to be liable under Chapter 70A.305 WAC
Prospective purchaser	A person who is not currently liable for remedial action at a facility and who proposes to purchase, redevelop, or reuse the facility.
Recipient	A term that applies after the grant has been awarded vs. “Applicant” that applies after the grant has been awarded.
Remedial actions	Also known as cleanups or cleanup actions. The collective planning, investigative, and technical work needed to clean up contaminated sites.
Secure Access Washington	A single sign-on application gateway created by Washington State Department of Information Services.
Sediment site	A contaminated site in riverbeds and seabeds where aquatic animals such as crabs and clams live. Sediment can include silt, sand, cobble, and beaches.
Scope of work	The tasks and deliverables of the grant or loan agreement.

¹⁰³ Annual income data per county can be found in the US Department of Housing and Urban Development website: <https://www.huduser.gov/portal/datasets/il.html>

¹⁰⁴ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305>

¹⁰⁵ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-340>

¹⁰⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-204>

Term	Definition
Site	Any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, vessel, or aircraft; or any site or area where a hazardous substance, other than a legal consumer product in consumer use, has been deposited, stored, disposed of, or placed, or otherwise come to be located.
Upland site	A contaminated site on land or in groundwater.
Voluntary Cleanup Program (VCP)	The program authorized under RCW 70A.305.170 ¹⁰⁷ and WAC 173-340-515 ¹⁰⁸
Yellow Book	Ecology's administrative requirements common to all Ecology grants and loans that have an agreement effective date of July 1, 2023 or later (publication no. 23-01-002 ¹⁰⁹)

¹⁰⁷ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305.170>

¹⁰⁸ <https://app.leg.wa.gov/wac/default.aspx?cite=173-340-515>

¹⁰⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

References and Resources

Table 6: Grant, Loan, and EAGL resources mentioned in these Guidelines.

Resource	Description	Link
Yellow Book	Guidance for all Ecology grants and loans: <i>Administrative Requirements for Recipients of Ecology Grants and Loans</i> (Pub. No. 23-01-002)	https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf
EAGL	Ecology's Administration of Grants and Loans system, where grant Applicants can apply for funding opportunities including grants for cleanup and safe drinking water	Overview: https://ecology.wa.gov/About-us/How-we-operate/Grants-loans Secure Access Washington (SAW) log-in: https://secureaccess.wa.gov/ecy/eagl/
EAGL Instructions for 2025-27 Affordable Housing Cleanup Grants	Specific EAGL guidance when applying for Affordable Housing Planning Grant	https://apps.ecology.wa.gov/publications/SummaryPages/2409049
EAGL External Users' Manual	General EAGL guidance when applying for all Ecology grant and loans (Pub. No. 17-01-015)	https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html
How to obtain a Secure Access Washington (SAW) account	YouTube video	https://www.youtube.com/watch?v=pj0EnljG3RQ&feature=youtu.be
Applying for Ecology grants	YouTube video	https://www.youtube.com/watch?v=9B3qvb3QRBk
Per diem rate tables	Office of Financial Management's rates for lodging, meals, and mileage per day	https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables

Table 7: Environmental and technical resources mentioned in these Guidelines.

Resource	Description	Link
EIM and MyEIM	Ecology's Environmental Information Management System (EIM) and MyEIM database tools that contain environmental data for air, water, soil, sediment, aquatic animals, and plants used for cleaning up sites. Data is collected by Ecology and partners, including local governments.	EIM: https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database MyEIM: https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database/Using-MyEIM
Cleanup and Tank Search	Database of 14,000 -plus contaminated sites known to Ecology that draws from the internal Integrated Site Information System (ISIS) database	https://apps.ecology.wa.gov/cleanupsearch/
Confirmed & Suspected Contaminated Sites List	List of sites undergoing cleanup and sites awaiting further investigation and/or cleanup	https://apps.ecology.wa.gov/cleanupsearch/reports/cleanup/contaminated
Hazardous Sites List	Special edition of the Site Register published twice a year listing sites that have been assessed and ranked using the Washington Ranking Method, and sites on the National Priorities List	https://apps.ecology.wa.gov/publications/UIPages/PublicationList.aspx?IndexTypeName=Program&NameValue=Toxics+Cleanup&DocumentTypeName=Newsletter
How the cleanup process works	Steps in the MTCA formal cleanup process	https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-process
Washington's Formal Cleanup Process Infographic	Infographic illustrating steps in the MTCA formal cleanup process (Pub. No. 19-09-166)	https://apps.ecology.wa.gov/publications/SummaryPages/1909166.html
Toxics Cleanup Program's (TCP's) policies and guidance	Consolidated but not exhaustive list of TCP's policies, procedures, implementation memos, and major guidance documents for cleaning up hazardous sites and meeting the requirements of MTCA.	https://ecology.wa.gov/Regulations-Permits/Plans-policies/Toxics-cleanup-policies
TCP publications	Published focus sheets, frequently asked questions, guidance documents, and technical reports that describe cleanup sites across the state	https://apps.ecology.wa.gov/publications/UIPages/PublicationList.aspx?IndexTypeName=Program&NameValue=Toxics+Cleanup&DocumentTypeName=Publication

Resource	Description	Link
TCP Legislative reports	Recurring and one-time legislative reports produced by the TCP	http://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Toxics-Cleanup/TCP-Legislative-reports
EPA's Superfund Chemical Data Matrix (SCDM) query	Query to generate lists of corresponding Hazard Ranking System factor values, benchmarks, and data elements	https://www.epa.gov/superfund/superfund-chemical-data-matrix-scdm-query

Table 8: Environmental Justice, Climate Change, and Cultural Resources Mentioned in these Guidelines.

Resource	Description	Link
Ecology's environmental justice webpages	Descriptions of Washington's HEAL Act (Healthy Environment for All) and Ecology's Office of Equity and Environmental Justice	https://ecology.wa.gov/About-us/Who-we-are/Environmental-Justice
Washington State Department of Health's environmental justice website	Web-based data on public health aspects of environmental justice	https://www.doh.wa.gov/DataandStatisticalReports/EnvironmentalHealth/WashingtonTrackingNetworkWTN/Resources/EnvironmentalJusticeIssues
Washington Tracking Network	Map-based tool used to facilitate searching for and displaying health concerns that have links to environmental health	https://www.doh.wa.gov/DataandStatisticalReports/EnvironmentalHealth/WashingtonTrackingNetworkWTN/
EPA's environmental justice website	National environmental justice data and link to EJScreen	https://www.epa.gov/environmentaljustice
Ecology's climate change guidance for cleanup sites	Sustainable Remediation: Climate Change Resiliency and Green Remediation-A Guide for Cleanup Project Managers (Pub. No. 17-09-052)	https://apps.ecology.wa.gov/publications/SummaryPages/1709052.html
EPA's green remediation for cleanup sites	Information for incorporating sustainable environmental practices into remediation of contaminated sites	https://www.epa.gov/remedytech/green-remediation-incorporating-sustainable-environmental-practices-remediation
Cultural Resources Review Sheet	Form for gathering information when complying with National Historic Preservation Act or Executive Order 21-02 Archaeological and Cultural Resources (Pub. No. ECY 070-537)	https://apps.ecology.wa.gov/publications/SummaryPages/ECY070537.html
Inadvertent Discovery Plan (IDP) template	Plan and procedures for the unanticipated discovery of cultural resources and human skeletal remains (Pub. No. 070-560)	https://apps.ecology.wa.gov/publications/SummaryPages/ECY070560.html
Governor's Executive Order 21-02	Gov. Jay Inslee's executive order for Archaeological and Cultural Resources	https://www.governor.wa.gov/sites/default/files/executive_order/eo_21-02.pdf

Table 9: Cleanup Laws, Regulations, and Legislative Bills Mentioned in these Guidelines.

Resource	Description	Link
MTCA (statute)	Hazardous Waste Cleanup—Model Toxics Control Act, Chapter 70A.305 RCW	https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305
MTCA Cleanup Rule	Model Toxics Control Act—Cleanup Regulations, Chapter 173-340 WAC	http://apps.leg.wa.gov/WAC/default.aspx?cite=173-340
Sediment Cleanup Rule	Sediment Management Standards, Chapter 173-204 WAC	http://apps.leg.wa.gov/WAC/default.aspx?cite=173-204