DEPARTMENT OF ECOLOGY
State of Washington

Community Litter Cleanup Program Guidelines and Application Instructions

2019-2021

Publication and Contact Information

Community Litter Cleanup Program

2019-2021

Guidelines and Application Instructions

Solid Waste Management
Washington State Department of Ecology
Olympia, Washington

This page is purposely left blank

Table of Contents

Abstract / Executive Summary

These guidelines describe fund allocations, eligibility requirements, application process, and performance monitoring for Ecology's Community Litter Cleanup Program. This program assists counties with the costs of picking up litter, cleaning up illegal dumps, and providing education to prevent litter.

The Waste Reduction, Recycling, and Litter Control Account supports the Community Litter Cleanup Program for Washington's communities. The account uses taxes paid by grocery and drug stores, fast food restaurants, wholesale beverage companies, and paper companies.

Chapter 1: Program Summary

Special Funding Notes

The Washington State Department of Ecology (Ecology) cannot guarantee that the Community Litter Cleanup Program (CLCP) allocations presented in these Guidelines will be the final allocations. Your regional grant officer will contact you as more information about the budget becomes available. Please use these numbers for general planning purposes only.

Ecology anticipates $3,200,000 will be available for CLCP in the 2019-2021 biennium from the Waste Reduction, Recycling and Litter Control Account (WRRLCA). Please note that as in prior years, these numbers are not final. The Washington State Legislature (Legislature) will begin work on the budget when they convene in January and the final budget will be known when the Legislature adjourns.

Ecology will fund education and public outreach this biennium.

Tools & Trucks (T&T) will also be awarded this biennium. Applicants are encouraged to apply for T&T funding if they have capital needs.

Background

The CLCP provides local governments with funding for litter pickup, illegal dump cleanup, and litter prevention education and public outreach. This funding comes from the Waste Reduction, Recycling, and Litter Control Account. Beginning in 1998, the Legislature dedicates 20 percent of litter monies from this account to provide financial assistance to local governments.

In addition to funding the CLCP, the account pays for other litter collection programs, along with recycling, waste reduction, and other solid waste related efforts. Fifty percent* of the account is allocated to Ecology's Solid Waste Management Program (SWM) for use in state litter collection and prevention programs. Ecology and other state agencies carry out these programs. The final 30 percent* of the account is allocated to Ecology for waste reduction, recycling and other solid waste related efforts.

*Pending legislation could change these percentages in the 2019-2021 biennium from 50/30 to 40/40.

Funds Available

Ecology anticipates CLCP will receive $3,200,000 for July 1, 2019, through June 30, 2021; $3,050,000 for litter and illegal dump cleanup and prevention, and $150,000 for T&T. For more detailed information, see Chapter 2.

Ecology's Administration of Grants and Loans (EAGL)

EAGL is a web-based application that Ecology uses to manage an Agreement from application to close out. The applicant must apply for the CLCP through EAGL, or in rare circumstances, another process defined by Ecology. Applying in EAGL requires the applicant to have access to their organization's account through EAGL's public interface and be registered in EAGL. To gain access to the EAGL system, first create an account through SecureAccess Washington (SAW). Instructions for registering in SAW are available on the CLCP website at https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Community-litter-cleanup-grants

The EAGL External User's Manual (available inside of EAGL) walks clients through many important features of the EAGL system. It also explains how to initiate and submit applications. SecureAccess Washington's toll-free customer support is available 24 hours a day, seven days a week at 888-241-7597.

The phases of an Agreement in EAGL includes:

- Application
- Agreement
- Amendment
- Payment Request and Progress Reporting (PRPR)
- Close Out

Coordination with County Solid Waste Planning Authorities

County solid waste planning authorities must coordinate with and approve all plans of CLCP grant applicants within the county. A 'Proof of Coordination' form must be completed for all applicants other than county solid waste planning authorities and uploaded to EAGL as part of the application process (see Appendices). **NOTE:** County solid waste planning authorities do *not* need to submit the Proof of Coordination form if they are also applying for a CLCP grant.

Eligible Applicants and Recipients

Any local government agency *approved by the county solid waste planning authority* can apply for a CLCP grant. Ecology will create a grant for that agency, and that agency will administer the grant conditions and invoice Ecology for reimbursement. For example, a county may approve the county department of corrections, or a city within the county, to apply for all or a portion of the county's funds.

The recipient receives funds to conduct and administer projects but may pass the funds through to other entities. Local governments have wide latitude to use partnerships with other agencies and groups to get the work done. For example, community volunteer organizations and correction agencies with crews that need to satisfy community service obligations can perform CLCP work under these grants.

Applicants interested in cleaning up litter and illegal dumps need to determine which possible projects will meet their highest needs.

Schedule/Calendar

The application period is February 5, 2019, through March 7, 2019. Ecology will write grants for a two-year period, beginning July 1, 2019 and ending June 30, 2021.

NOTE: Recipients must submit quarterly invoices and progress reports through EAGL to demonstrate appropriate use of program funds. At its discretion, Ecology may amend or revoke grants if a recipient does any of the following:

- Submits no invoices by October 30, 2019 (that is, within 30 days of the quarter ending September 30, 2019).
- Submits no invoices within 30 days after the end of any subsequent quarter.
- Submits invoices that show insufficient activity.

Ecology may amend or revoke grants in order to free up funds for other litter or illegal dump activities. (If you have no expenses to report in a quarter, you *must still submit* a progress report.)

Additional Details / Reminders

- Matching funds are not required.

- Instead of requiring match, Ecology encourages communities to mobilize local resources. These may include correctional work groups, volunteer organizations, administrators, and/or equipment. This approach produces the greatest environmental impact with the limited funding available. To maximize project success, communities should invest local resources, such as donated staff time, volunteer labor, donated equipment and supplies, and waived disposal costs. NOTE: This is one of the Efficiency and Effectiveness (E&E) measurements. For more detail on E&E, see Chapter 2.

- The county solid waste planning authority must take part in planning possible projects. Planners must make sure projects do not duplicate or conflict with previously planned efforts. Also, planners must coordinate with the Washington Department of Corrections (WDOC), the Washington Department of Natural Resources (WDNR), the Washington Department of Transportation (WSDOT), and the Ecology Youth Corps (EYC).

- This program focuses on results. Local governments have a wide range of opportunities as to how they use the funds, but they must be able to show quantifiable results such as miles of roads cleaned, acres of public areas cleaned, pounds of material picked up (litter, material from illegal dumps and recyclables) or number of dumpsites cleaned up. For more detail on reporting requirements, see Chapter 7.

- Results must be tangible, and recipients must report results in accordance with the terms of each respective grant. The recipient must submit quarterly reimbursement requests and progress reports to Ecology. Ecology requires quarterly reporting on results, as well as a recipient close out report (filled out in EAGL) after the project is complete. For more details on grant administration, see Chapter 7.

Chapter 2:
Funding Formula and Allocation

This chapter presents the methods Ecology uses to allocate CLCP funds to applicants.

Funding Formula

Ecology bases allocations on a three-part formula. If Ecology receives the appropriation expected for this cycle, Ecology will distribute:

- $1,067,508 equally among the counties as a base amount. This amounts to 35 percent of the total litter and illegal-dump cleanup funding;
- $915,000 or 30 percent of the funding, based on geographic and demographic factors; and
- $1,067,492 the remaining 35 percent, on Efficiency and Effectiveness measures.

To maximize program results, Ecology may adjust the allocation formula in future funding cycles.

Base Amount

The base amount equals $27,372 per county. The base amount ensures funding for a basic program in each county that applies for a grant.

Geographic and Demographic Factors

Four geographic and demographic factors affect allocations. These factors are based on suggestions from recipients and other agencies. The factors reflect the diversity of needs statewide, indicating the potential for littering and illegal dumping problems, and the ability of counties to manage those problems. The four factors, each weighted equally, are:

- Area in square miles (National Association of Counties 2018).
- Population (Office of Financial Management 2018 Population Estimate).
- Miles of public roads (WSDOT 2017 Highway Performance Monitoring System).
- Miles driven on public roads (WSDOT 2017 Highway Performance Monitoring System).

The rationale behind these factors is:

- Area: a larger jurisdiction means more area that crews potentially need to clean, greater travel distances for crews, and more places to find illegal dumps.
- Population: more people usually means more litter.
- Miles of public roads: the more miles of roads in a jurisdiction, the more miles of roads the jurisdiction is responsible for cleaning.
- Miles driven on public roads: more traffic on roads usually means more litter.

To determine allocations, Ecology compared each county's geographic and demographic factors against statewide totals, resulting in a percentage. This percentage, multiplied by the total funding available for geographic and demographic factors, determines each county's allocation. Allocation amounts range from $2,191 to $160,010. See Table 2-1 for a breakdown by county of how Ecology determined the geographic and demographic allocations.

Table 2-1: Geographic and Demographic Allocations by County

<u>Explanation of Table 2-1</u>: *Percentages listed in the four gray-shaded columns reflect an applicant's share of each factor (area, population, miles of road, miles driven) as a percentage of Washington totals. For example, Grant County is 2,676 square miles in area, which is 4.02% of the total area in square miles of Washington State, so 4.02% is listed in the "Area" column for Grant County. The same calculations are made for miles driven, miles of road, and population. The "Average Percent" column is calculated by summing the four gray-shaded columns for each applicant and dividing that total by four. Finally, the "Amount" column is calculated by multiplying each applicant's "Average Percent" by $915,000 (the total amount available for geographic and demographic allocations). In Grant County, the percentages in the four gray-shaded columns are 4.02%, 1.77%, 4.14%, and 1.31%, the sum of which equals 11.24%. Next, 11.24% is divided by four, equaling 2.81% (Grant County's Average Percent). Finally, 2.81% is multiplied by $915,000 which equals $25,701 – Grant County's geographic and demographic amount.*

County	Area	Miles Driven	Miles of Road	Population	Percent summed	Average Percent	Amount
ADAMS	2.89%	0.93%	2.61%	0.27%	6.69%	1.67%	$ 15,313
ASOTIN	0.96%	0.17%	0.75%	0.30%	2.18%	0.55%	$ 4,995
BENTON	2.56%	2.69%	2.46%	2.66%	10.36%	2.59%	$ 23,708
CHELAN	4.39%	1.15%	1.69%	1.05%	8.27%	2.07%	$ 18,920
CLALLAM	2.62%	0.98%	1.58%	1.01%	6.20%	1.55%	$ 14,171
CLARK	0.94%	5.05%	2.96%	6.46%	15.41%	3.85%	$ 35,250
COLUMBIA	1.31%	0.11%	0.82%	0.06%	2.29%	0.57%	$ 5,237
COWLITZ	1.71%	2.18%	1.84%	1.44%	7.18%	1.80%	$ 16,427
DOUGLAS	2.74%	0.72%	2.56%	0.57%	6.59%	1.65%	$ 15,068
FERRY	3.31%	0.20%	2.05%	0.10%	5.66%	1.42%	$ 12,954
FRANKLIN	1.87%	1.23%	1.90%	1.25%	6.24%	1.56%	$ 14,270
GARFIELD	1.07%	0.10%	0.69%	0.03%	1.88%	0.47%	$ 4,298
GRANT	4.02%	1.77%	4.14%	1.31%	11.24%	2.81%	$ 25,701
GRAYS HARBOR	2.88%	1.20%	2.15%	0.99%	7.23%	1.81%	$ 16,528
ISLAND	0.31%	0.75%	1.06%	1.13%	3.26%	0.81%	$ 7,453
JEFFERSON	2.72%	0.61%	1.38%	0.43%	5.13%	1.28%	$ 11,729
KING	3.19%	28.19%	9.08%	29.49%	69.95%	17.49%	$ 160,010
KITSAP	0.59%	2.98%	2.08%	3.60%	9.25%	2.31%	$ 21,159
KITTITAS	3.45%	2.00%	2.31%	0.61%	8.37%	2.09%	$ 19,135
KLICKITAT	2.81%	0.43%	2.04%	0.30%	5.58%	1.39%	$ 12,753
LEWIS	3.62%	1.79%	2.40%	1.06%	8.86%	2.22%	$ 20,272
LINCOLN	3.47%	0.52%	3.01%	0.15%	7.15%	1.79%	$ 16,345
MASON	1.44%	0.81%	1.28%	0.86%	4.39%	1.10%	$ 10,053
OKANOGAN	7.91%	0.88%	5.00%	0.57%	14.36%	3.59%	$ 32,860
PACIFIC	1.46%	0.38%	1.27%	0.29%	3.41%	0.85%	$ 7,798
PEND OREILLE	2.10%	0.22%	1.37%	0.18%	3.88%	0.97%	$ 8,866
PIERCE	2.52%	11.07%	5.39%	11.74%	30.72%	7.68%	$ 70,275
SAN JUAN	0.26%	0.09%	0.38%	0.23%	0.96%	0.24%	$ 2,191
SKAGIT	2.61%	2.38%	2.10%	1.70%	8.79%	2.20%	$ 20,103
SKAMANIA	2.49%	0.24%	0.99%	0.16%	3.87%	0.97%	$ 8,858
SNOHOMISH	3.14%	9.78%	4.60%	10.84%	28.35%	7.09%	$ 64,850
SPOKANE	2.65%	6.26%	5.63%	6.84%	21.37%	5.34%	$ 48,895
STEVENS	3.72%	0.66%	4.05%	0.61%	9.04%	2.26%	$ 20,683
THURSTON	1.09%	4.07%	2.68%	3.79%	11.63%	2.91%	$ 26,609
WAHKIAKUM	0.40%	0.07%	0.45%	0.06%	0.97%	0.24%	$ 2,218
WALLA WALLA	1.91%	0.78%	1.69%	0.83%	5.21%	1.30%	$ 11,915
WHATCOM	3.18%	2.69%	2.49%	2.97%	11.33%	2.83%	$ 25,926
WHITMAN	3.24%	0.68%	2.99%	0.66%	7.58%	1.90%	$ 17,346
YAKIMA	6.45%	3.19%	6.10%	3.43%	19.17%	4.79%	$ 43,856
TOTAL	**100%**	**100%**	**100%**	**100%**	**400%**	**100%**	**$ 915,000**

Efficiency & Effectiveness – E&E

State law (RCW 70.93.220) requires Ecology to distribute monies based on the Efficiency and Effectiveness (E&E) of existing programs. Ecology developed criteria to evaluate the E&E of CLCP projects in each county.

The amount allocated for E&E for 2019-2021 is $1,067,492. Ecology divided this amount by region as follows:

Table 2-2
Efficiency and Effectiveness Allocations by Region

Region	E&E Allocation
Central	$ 113,196
Eastern	$ 152,204
Northwest	$ 481,204
Southwest	$ 320,888
TOTAL	$1,067,492

Ecology divides E&E funds by region based on the following factors:

- Minimizing underspending.
- Applying funds to the most littered roads.

The regional grant officer then applies efficiency criteria to determine the allocation for each county in each region. Efficiency criteria can include, but are not limited to:

- Need.
- Past outputs (tons collected and miles and acres cleaned relative to hours worked).
- Hours worked.
- Costs per hour.
- Spending and reporting history.
- Community support.
- Recycling efforts.
- Local solid waste enforcement program success.
- Coordination and cooperation with other litter partners.
- Education and prevention efforts (for example, public outreach or litter emphasis patrols by County/city law enforcement).
- Other litter collection in the county.

Ecology's grant officers determined the E&E allocation for each region and county based on the above criteria. Table 2-3 summarizes the results of the E&E allocation decision process. This table also lists the total projected award per county in accordance with the results of the three-part allocation formula (base, geographic/demographic, efficiency and effectiveness). Note that smaller E&E amounts (including some awards of $0) do not necessarily mean the county's program performed poorly. In a number of instances, a county may receive enough funding through the base amount and geographic/demographic allocations to continue successful programs. Despite the county's degree of operational *efficiency*, it would not be *effective* for Ecology to give more funding than a county needs.

Table 2-3
2019-2021 CLCP Allocations by County

County	Base Amount	Geographic & Demographic	Efficiency & Effectiveness	Total Projected Award*
ADAMS	$ 27,372	$ 15,313	$ -	$ 42,685
ASOTIN	$ 27,372	$ 4,995	$ 13,933	$ 46,300
BENTON	$ 27,372	$ 23,708	$ 4,620	$ 55,700
CHELAN	$ 27,372	$ 18,920	$ 20,508	$ 66,800
CLALLAM	$ 27,372	$ 14,171	$ 92,557	$ 134,100
CLARK	$ 27,372	$ 35,250	$ 4,678	$ 67,300
COLUMBIA	$ 27,372	$ 5,237	$ -	$ 32,609
COWLITZ	$ 27,372	$ 16,427	$ 37,001	$ 80,800
DOUGLAS	$ 27,372	$ 15,068	$ 23,160	$ 65,600
FERRY	$ 27,372	$ 12,954	$ -	$ 40,326
FRANKLIN	$ 27,372	$ 14,270	$ 20,458	$ 62,100
GARFIELD	$ 27,372	$ 4,298	$ 4,630	$ 36,300
GRANT	$ 27,372	$ 25,701	$ 18,627	$ 71,700
GRAYS HARBOR	$ 27,372	$ 16,528	$ 48,100	$ 92,000
ISLAND	$ 27,372	$ 7,453	$ 7,375	$ 42,200
JEFFERSON	$ 27,372	$ 11,729	$ -	$ 39,101
KING	$ 27,372	$ 160,010	$ 165,618	$ 353,000
KITSAP	$ 27,372	$ 21,159	$ 126,169	$ 174,700
KITTITAS	$ 27,372	$ 19,135	$ 18,493	$ 65,000
KLICKITAT	$ 27,372	$ 12,753	$ 27,775	$ 67,900
LEWIS	$ 27,372	$ 20,272	$ 41,656	$ 89,300
LINCOLN	$ 27,372	$ 16,345	$ 4,683	$ 48,400
MASON	$ 27,372	$ 10,053	$ 48,175	$ 85,600
OKANOGAN	$ 27,372	$ 32,860	$ 13,968	$ 74,200
PACIFIC	$ 27,372	$ 7,798	$ 2,830	$ 38,000
PEND OREILLE	$ 27,372	$ 8,866	$ -	$ 36,238
PIERCE	$ 27,372	$ 70,275	$ 1,202	$ 98,849
SAN JUAN	$ 27,372	$ 2,191	$ 3,237	$ 32,800
SKAGIT	$ 27,372	$ 20,103	$ 36,125	$ 83,600
SKAMANIA	$ 27,372	$ 8,858	$ 7,570	$ 43,800
SNOHOMISH	$ 27,372	$ 64,850	$ 128,978	$ 221,200
SPOKANE	$ 27,372	$ 48,895	$ 57,233	$ 133,500
STEVENS	$ 27,372	$ 20,683	$ 9,345	$ 57,400
THURSTON	$ 27,372	$ 26,609	$ 37,119	$ 91,100
WAHKIAKUM	$ 27,372	$ 2,218	$ -	$ 29,590
WALLA WALLA	$ 27,372	$ 11,915	$ 9,313	$ 48,600
WHATCOM	$ 27,372	$ 25,926	$ 13,702	$ 67,000
WHITMAN	$ 27,372	$ 17,346	$ 13,982	$ 58,700
YAKIMA	$ 27,372	$ 43,856	$ 4,672	$ 75,900
STATEWIDE	**$ 1,067,508**	**$ 915,000**	**$ 1,067,492**	**$ 3,050,000**

*Pending Legislative Approval

Chapter 3: Cost Eligibility

This chapter provides answers to some commonly asked cost eligibility questions. Eligibility questions arise throughout the grant period, so this does not capture every possible eligibility situation. In general a cost is eligible if it is allowed under these Program Guidelines and is properly documented according to general accounting principles and the [Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)](#).

Costs That CLCP Can Cover

Eligible CLCP costs include, but are not limited to:

- Salaries and benefits of crew supervisors and non-correctional crews for the time they spend on CLCP only. Supervisors may supervise local or state corrections crews, volunteer or paid crew members. Overtime differentials are not eligible, unless an individual spends 100 percent of work time on CLCP activities and it is approved and documented in advance by your grant officer.

- Labor and Industry insurance.

- Safety training for supervisors and crew members if it is related to litter/dump/road work.

- Supplies necessary for litter pickup operations, including but not limited to: gloves, litter grapplers, hard hats, reflective vests, traffic cones, work signs, safety glasses, and bags.

- Vehicle fuel and maintenance in proportion to litter and illegal dump use. Note: You may not charge for general equipment rental and revolving fund (ER&R) charges. Fuel and vehicle maintenance charges must be itemized, with the relevant invoices included as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter-pickup, the invoice must be specific and included for documentation purposes.

- Tools and equipment necessary for litter pickup and illegal dump cleanup operations. See definitions of *tools* and *equipment* in [Appendices](#).

- Renting or leasing tools or equipment, such as a front-end loader, portable toilets, or a van. Although these costs are eligible, we encourage partnering with local jurisdictions for the donated use of such tools or equipment.

- Capital expenditures, such as a vehicle for crew transportation. See [Chapter 6](#), Tools and Trucks Program.

- Administrative costs, such as managing this grant through record keeping and accounting. These costs are limited to 10 percent of the total grant amount. At no point can your administrative costs be greater than 10 percent of your expenditures to date. No Tools and Trucks administrative costs are allowed.

- Litter pickup and illegal dump cleanup on public lands.

- Disposal costs for litter and illegally dumped debris collected from public property. Although these costs are eligible, we encourage partnering with local jurisdictions to reduce or waive disposal fees as part of the local investments.

- One-time cleanup of an illegal dump on one particular site (not one property) on privately held lands that allow public access. The illegal dumpsite must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology will require that the recipient provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup. The CLCP requires property owners to pay disposal costs; parties cannot use CLCP funds to pay these costs. Ecology encourages local governments to work with the private property owner to cover the cost of disposal or waive disposal fees as part of the investment in the cleanup. Litter cleanup (litter only – not an illegal dump) on private property with public access, as long as no one charges the public for such access as a commercial activity (for instance, a campground with fee, or a boat launch). The litter must be the result of abuse by the public, rather than by the

landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology will require the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup.

> RCW 70.93.030(11) defines "public place" as "any area that is used or held out for use by the public whether owned or operated by public or private interests."

- Litter receptacles for placement on public property that is continuously available for public access. These are eligible with a required maintenance plan prior to the purchase of any receptacles. Ecology may deny reimbursement of the costs if there was no prior-approved maintenance plan. Maintenance and service of these receptacles are not eligible costs.

- Education and litter prevention outreach activities focusing on controlling or preventing litter and illegal dumping. These costs are limited to 20% percent of the total grant amount, excluding Tools & Trucks funding.

- Certain equipment may be purchased that will ensure access to the EAGL system. Please discuss this with your regional grant officer.

Costs That CLCP Will Not Cover

Ineligible CLCP costs include, but are not limited to:

- The costs of projects that other sources already fund, including activities covered through Local Solid Waste Financial Assistance.

- Cleanup after community fairs and special events. These costs should be part of the event itself and this program will not cover them.

- Maintenance and service of litter receptacles.

- Costs associated with applying for these funds.

- Supplies such as computers, lap tops, office furniture, etc. used to administer this program. (Exceptions may be made to ensure access to EAGL. Please discuss this with your regional grant officer.)

- Costs incurred before the effective date of the agreement, unless they are preauthorized and the agreement specifically provides for them.

- Administration costs over 10 percent of the total grant amount.

- Tools and Trucks administration costs.

- Overtime differential, unless an employee spends 100 percent of his or her time on tasks specific to the grant, and it is approved by Ecology in advance.

- Costs associated with another cleanup of an illegal dumpsite located on private land with public access if the CLCP funded an earlier cleanup of the same site. There is a one-time limit to cleanup of a specific dumpsite on private land.

- Costs associated with cleanup of litter or illegal dumpsites located on private land with no public access.

- Disposal costs for debris collected from private land. The CLCP requires property owners to pay disposal fees.

- Signs acknowledging specific organizations such as "Adopt a Roadway" groups.

- Mileage. Fuel costs must be direct billed.

- You may not charge for general equipment rental and revolving fund (ER&R) charges. Fuel and vehicle maintenance charges must be itemized, with the relevant invoices included as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.

- Undocumented costs.

Chapter 4: Developing a Program

This chapter provides steps you can take to plan and lay the groundwork for a program. If you develop a program in this fashion, you will be ready to complete and submit your CLCP and Tools & Trucks applications.

Getting Started: Questions to Ask

- Specifically describe the problem and the plan to solve it. Is the litter worse along the highway, or in publicly owned vacant lots near stores? Do illegal dumps pose a greater environmental threat?

- What is the current status of litter pickup and illegal dump cleanup activities within your county? What is the normal level of effort and resources devoted to the problem by agencies such as the state Departments of Transportation, Corrections, and Ecology? Will your efforts duplicate what others are doing for litter pickup, or will efforts be complementary?

- Who will help with your county's CLCP projects, and how? Are they ready to proceed right now, or will they need help getting ready?

- How will you recruit and train crews and/or crew supervisors and ensure safety?

- What resources will you direct towards your program? Can you partner with other agencies for contributions of volunteer time, donated equipment, waived tipping fees, and so on?

- How will you take care of recycling or disposing of the debris you collect? How will you transport it?

- What will success look like? How will you measure that? How will you show your results?

Drafting a Proposal: What Makes a Good One

Ecology wants each program to achieve the best results for the time, money, and effort invested. As you develop your proposal, clearly address or include the following:

- A thorough application. Ecology will negotiate your agreement based on the content of the application.

- A plan for the activities and schedule you expect to carry out over the two-year grant period. To be successful, your program must bring about a measurable improvement in the environment. Based on your planned activities, how much litter and illegal-dump debris do you estimate collecting from the roads, parks, and potentially harmful illegal dumpsites? How much will you recycle? What materials can realistically be sorted and recycled in your local area?

- Indications you can successfully carry out the planned activities and schedule. How supportive are local officials of cleaning up public areas?

- Expected outcomes. Each grant between Ecology and the recipient outlines expected outcomes. These expected outcomes, together with actual outcomes as reported by recipients quarterly, are used by Ecology to demonstrate the effectiveness of CLCP. Ecology must show the Legislature that local governments are effectively using the money available to them, and that limited state funds are being leveraged for maximum environmental benefit.

Community Investment / Partnerships / Local Involvement

Ecology encourages working with county and city agencies and citizen groups to come up with projects. This approach helps projects obtain the greatest possible environmental benefit for the resources invested. Agencies and groups that may be interested include:

- Correction agencies.
- Community groups.
- Health departments.
- Public works or solid waste departments.
- Solid waste advisory committees.
- Civic groups.
- Youth groups.
- Others involved in local cleanup and illegal dump projects.

It is advisable to consult with representatives of the state Department of Transportation (WSDOT), the state Department of Corrections (WDOC), the state Department of Natural Resources (WDNR) and the Ecology Youth Corps (EYC). These agencies (and the EYC) may have plans for litter pickup or illegal dump cleanup in your area. Coordination and communication with others helps avoid the duplication of effort and makes the most of limited funds.

Local health jurisdictions are responsible for enforcing ordinances and laws regarding illegal dumping. If your project involves cleaning up illegal dumps, you will need to coordinate with the local health jurisdictions.

Regional Ecology Grant Officers

Please work with the Ecology grant officer in your region to develop your program and assist with coordination among other groups and agencies involved in litter and illegal-dump activities. They can also help with the EAGL application process.

Table 4-1
Regional Ecology Grant Officers

Name	Address	Phone Number / E-Mail Address	Works with These Counties
Ariona	Southwest Regional Office PO Box 47775 Olympia WA 98504-7775	(360) 407-6351 ariona@ecy.wa.gov	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum
Laurie Dahmen	Eastern Regional Office 4601 N Monroe Spokane WA 99205-1295	(509) 329-3506 laurie.dahmen@ecy.wa.gov	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Rodney Hankinson	Central Regional Office 1250 W Alder Street Union Gap WA 98903-0009	(509) 454-7209 rodney.hankinson@ecy.wa.gov	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Steven Williams	Northwest Regional Office 3190 160th Ave SE Bellevue WA 98008-5452	(425) 213-3565 steven.williams@ecy.wa.gov	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom

Chapter 5: Applying for CLCP Funds

Application Period

The application period opens February 5, 2017, and applications are due to Ecology by 5:00 p.m. on March 7, 2019. All applications must be submitted in EAGL.

The Process

✓ **Step 1:**

Review last application and contract for your county (as applicable).

✓ **Step 2:**

The county should:

- Identify and coordinate all potential project ideas.

- Plan the project and obtain local resources.

- Ensure that one consolidated application for funding is complete. Ecology grant officers can assist with Step 2. Please call your grant officer for information and assistance. See Table 4-1 for listing of regional grant officers. See Chapter 3 for Eligibility Information.

Ecology encourages applicants to request a conference with Ecology grant officers. The conference may include other staff and jurisdictions with expertise in litter-related projects. The conference can cover:

- What money is available.

- How to apply.

- Instructions on what Ecology will require you to report.

- How Ecology will administer the grant.

- What your responsibilities are in administering the grant.

- Any concerns you may have.

✓ **Step 3:**

Create an account in SAW and complete your on-line application by following the instructions in the next section entitled "The Application". As part of the application process, the County obtains needed approvals and signatures:

- Signatures on the application must come from officials authorized to bind the resources necessary to comply with the grant terms and conditions with Ecology. The designated official must be registered in SAW and EAGL.

- If the applicant is different than the County Solid Waste Planning Authority, the applicant must coordinate with the County Solid Waste Planning Authority and fill out the "Proof of Coordination" form. As you apply in EAGL, there is a link to this form which you will download, print, and then route to the appropriate officials to obtain the proper signatures. After signatures have been gathered, upload the signed document into your application in EAGL.

- If you have any questions, contact your regional grant officer. After completing the application process, you will change the status of your application to "submit", and the application will be formally submitted to Ecology. Applications are due by close of business 5:00 p.m. March 7, 2019.

✓ **Step 4:**

The Ecology grant officer reviews the application in EAGL for completeness and eligibility. The grant officer will look for the following:

- Proposed plan for conducting litter pickup and illegal dump cleanup, over the two-year grant period.

- Estimated outcomes for how much litter and illegal dump debris the project will collect and how much it will recycle (specific types of materials crews will sort and recycle that make sense in your local area), and from where (roads, parks, illegal dumpsites, etc.).

- Indication the applicant is ready to proceed.

- Indication of community investment, partnerships, and local support in cleaning up public areas.

Once Ecology accepts an application as complete, the grant officer will initiate the 'agreement process' in EAGL.

✓ **Step 5:**

Ecology and recipient negotiate the grant scope of work. Ecology offers the agreement through EAGL. Recipient prints and signs (in blue ink) two copies of the grant and mails to appropriate Ecology grant officer. Ecology signs and the grant is activated. A copy of the signed agreement will be available in EAGL.

The Application

New User:

1. Create an account with Secure Access Washington (SAW), a secure gateway for many Washington state online services. Click here to view a four minute tutorial on "How to Obtain a Secure Access Washington (SAW) Account"

2. Enter your information. An email will be sent to you from Secure Access Washington (SAW).

3. Check your email. Click the link in the email to activate your new account and then login.

4. Select the "My Services" tab. Go to "EAGL".

Returning User:

1. Login to Secure Access Washington (SAW).

2. Select "My Services" tab and go to "EAGL".

Questions about Secure Access Washington (SAW):

Contact SAW customer support 24 hours a day, 7 days a week at 888-241-7597 (toll free).

After creating an account with SAW:

Now you are ready to apply for your grant. To do so, access your "2019-21 Application Instructions" from your EAGL "Menu Page".

Chapter 6: Tools and Trucks Program

The objective of the Tools & Trucks Program (T&T) within the CLCP is to pay for equipment and tools to aid effective, local litter control programs in all parts of the state. It provides the opportunity for programs to maintain their litter and illegal dump cleanup efforts without decreasing their regular allocations.

Funding Cycle

The funding cycle is July 1, 2019, through June 30, 2021.

Application Period 1

The application period is the same as the period for submitting the CLCP application: February 5, 2019, through 5:00 p.m. March 7, 2019. Applications for T&T funds should be included as part of the overall application package for CLCP funds.

Funds Available

As mentioned previously, $3,200,000 is available this biennium for litter pickup and illegal dump cleanup, litter prevention education and outreach, and other eligible activities. Of this amount, $150,000 has been allocated to the Tools and Trucks Program for capital purchases. Ecology encourages applicants to meet their capital project needs.

NOTE: T&T does not include supplies; see "Eligible Purchases" below.

Applying for Tools and Trucks Funds

An application form is available on-line at the EAGL site. Complete instructions for filling out the form are available as part of the on-line application process.

Complete your Tools & Trucks form with your CLCP application as a package. You will need to provide the following information on your application:

- Amount of funds requested.
- Itemize all tools or equipment you will purchase, and include an estimated cost for each.
- Project/request description: Describe what you will use each item for and how each item will benefit the CLCP project.

Structure of the Grant with Tools and Trucks Funds

If you receive Tools & Trucks funds, it will have its own identifying task within the grant and will be tracked as a separate fund source. Money cannot be transferred between fund sources in your grant without a formal amendment signed by the Recipient and Ecology.

Eligible Purchases

The following definitions determine eligibility for purchases using Tools & Trucks funds:

Tools = Tangible, personal property having a useful life of more than one year and an acquisition cost of less than $5,000 per unit (such as signs, grapplers, portable potties).

Equipment = Tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of at least $5,000 per unit (such as a truck, van or trailer).

You cannot purchase supplies using Tools & Trucks funds. However, supplies remain eligible under the litter pickup and illegal dump cleanup fund code. The definition of supplies is:

Supplies = Tangible, personal property having a useful life of less than one year and costing less than $5,000 per functional unit (such as gloves, bags).

A recipient must use items purchased under Tools & Trucks solely for activities in support of the CLCP unless Ecology authorizes other use in advance. Such alternate use must not interfere with CLCP activities. If a new recipient takes over the CLCP during or after a funding cycle, the former recipient must transfer ownership of the capital inventory purchased with these funds to the new recipient unless Ecology directs otherwise. If a recipient ceases to perform CLCP activities, or for any other reason no longer uses inventory purchased through the Tools & Trucks program for eligible activities, Ecology will handle disposition of the inventory at its discretion.

Determining Awards

Ecology will consider all requests received by the application deadline of March 7, 2019. Funding will go to those requests that best show need, capacity for usage, and environmental results that advance litter control priorities. The criteria are flexible to allow consideration of unforeseen needs and circumstances.

Ecology grant officers from all Ecology regions will meet to determine the Tools & Trucks awards.

Chapter 7: Grant Administration

Reimbursement and Progress Reporting

The recipient must complete the Payment Request, Progress Report, and D forms each quarter even if there are no expenditures to report. Ecology will no longer process monthly payment requests, only quarterly reports will be accepted.

When there are no expenditures to report, the recipient must complete four steps on each of the following forms:

- **Payment Request form**: Identify if the payment is final, enter the billing period end date, select "No" and save your work.

- **Progress Report form**: Identify if the report is final, enter the same "percent complete" as on the previous report, enter the words, "No expenditures, no progress this period" under the Summary of Accomplishments column, and save your work.

And two steps on **Form D**:

- Select "No, this payment request does not include reimbursements for any private sector contractor subcontractor", and save your work.

A complete PRPR is due 30 days after the last day of each quarter as shown in the following table.

Quarter	1 & 5	2 & 6	3 & 7	4 & 8
Months	Jul – Sep	Oct – Dec	Jan – Mar	Apr - Jun
PRPR Due Date	October 30	January 30	April 30	July 30

Please note the following:

- **Late reporting may reduce current and/or future funding.**

- Payment is on a reimbursement basis. This means you must have incurred the cost (the work must have already been performed or the purchased item received) to be eligible for reimbursement.

- Copies of invoices are required.

- Payment requests and progress reports *must be* completed in EAGL quarterly.

Backup documentation is required for all expenses, including salaries and benefits. Supporting documentation includes contractor and subcontractor invoices and receipts, time-accounting records, or any other form of record that establishes the appropriateness of an expense. These documents need to be uploaded in EAGL on the Payment Request form.

Types of Reports

Ecology uses four reports for tracking purposes:

- **Daily Worksheet** - This form helps you track day-to-day information you will need to complete a progress report. Daily Worksheets (or the equivalent) should be kept internally at the Recipient's offices and made available upon request to Ecology in a scanned format.

- **Progress Report –** To process your payment request, you must complete the report in EAGL. Information in this report helps the grant officer determine an eligible amount for reimbursement per request. Also, Ecology uses these reports to measure statewide results and to provide information to the Legislature.

- **Equipment Purchase Report** – Anytime you purchase equipment, you must complete this form and submit it in EAGL.

- **Recipient Close Out Report** – This report must be filled out in EAGL to close out your grant. The evaluation provides a summary of the entire grant period, compares estimated outcomes with actual outcomes, and identifies any lessons learned.

Recipient Record Retention Requirements

When submitting a payment request on-line, the recipient needs to upload the following into EAGL and keep the originals in their files:

- ☑ **Form E** - Monthly Time Sheet (or equivalent form showing the same information) uploaded into EAGL. This applies to all the project's workers whose salary and benefits are paid with Ecology funds.
- ☑ Invoices and receipts for items purchased using CLCP funds uploaded into EAGL.
- ☑ The Daily Worksheet or equivalent (ECY 030-54) retained in files.

Note: The State Auditor has consistently ruled that *signed* time sheets must be available.

Performance Monitoring

Performance monitoring is the ongoing review of a recipient's progress that helps Ecology see if a recipient is carrying out the scope of work described in the executed grant and making progress toward expected outcomes. The objectives of the CLCP are to remove litter from roadways and public areas, to clean up illegal dumps and to provide information to the public about prevention of litter and illegal dumping. Performance monitoring helps grant officers manage CLCP funds throughout their region, and provides critical information that we share statewide and with the Legislature. In monitoring performance, Ecology grant officers review a recipient's progress reports, files, and reimbursement requests. Grant officers may also make on-site monitoring visits.

Recipient Responsibilities for Close Out

Within 30 days of the expiration of the grant, the recipient must submit a final on-line Payment Request / Progress Report, acceptable Recipient Close Out Report, and any other documentation required as part of the grant. At a minimum, these documents include but may not be limited to:

- ☑ On-line EAGL payment request forms.
- ☑ On-line EAGL Progress Report that covers the same period the final payment request covers.
- ☑ On-line EAGL Recipient Close Out Report.
- ☑ Any other reports or documents as agreed to in the grant.

These reports will all be filled out in EAGL.

Ecology Responsibilities for Close Out

After receiving the required final documents from the recipient in EAGL, the grant officer will review the completed Recipient Close Out Report. If any equipment has been purchased, an equipment disposition should be stated if applicable. Appropriate staff may conduct a final, on-site inspection or evaluation of work accomplished.

Audit

Ecology's grant officers may review grant files and supporting documentation anytime during the course of the grant period. All grants are subject to audit for 36 months after the project is complete.

Appendices

Acronyms and Abbreviations

CLCP	Community Litter Cleanup Program
EAGL	Ecology Administration of Grants and Loans
Ecology	Washington State Department of Ecology
EYC	Ecology Youth Corps
E&E	Efficiency and Effectiveness
SAW	Secure Access Washington
SWM	Solid Waste Management at Ecology
T&T	Tools and Trucks
FPE	Final Project Evaluation
WDNR	Washington State Department of Natural Resources
WDOC	Washington State Department of Corrections
WSDOT	Washington State Department of Transportation

Glossary of Terms

Acre: an area of 43,560 square feet, equivalent to approximately one football field without the end-zones, or a property 210 feet by 210 feet. Generally used to define areas such as beaches, parks, woodlands, parks, and recreation sites. You should be recording acreage for all illegal dumps that are not on the roadway.

Administrative Costs: those costs associated with coordination, record keeping, and accounting to carry out the scope of work. These costs are not directly associated with the actual activity of litter pickup or illegal dump cleanup and are capped at 10 percent of the total grant amount. At no point can your administrative costs be greater than 10 percent of your expenditures to date. No Tools and Trucks administrative costs are allowed.

Applicant: the county solid waste planning authority, or the county approved government agency which enters into a CLCP with Ecology and which will receive and administer the funds.

Community Investment: property or services that benefit a project and that a third party contributes to the recipient (or any grantor under the agreement), without direct monetary compensation. In-kind contributions include donated or loaned real or personal property, volunteer services, and employee services a third party donates.

Crew Supervisor: the person in charge of overseeing crews while they are performing litter pickup or illegal dump cleanup.

Disposal Costs: the costs to dispose of debris at a permitted solid waste facility, also known as tipping fees.

Equipment: tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of at least $5,000 per functional unit.

Financial Manager: another term used for grant officer in the agreement.

Grant Officer: the Ecology staff person assigned to negotiate the terms of the grant, and to manage that grant with the recipient.

Project Manager: another term used for grant officer in the agreement.

Illegal Dumpsite: A location with a concentration of more than one cubic yard of discarded material, or with material you can easily distinguish from litter by the type of debris present and by presuming how it got there (that is, it was transported from a point of generation elsewhere, as opposed to being thrown out the window of a passing vehicle).

Incurred Cost: the date a service is performed or a purchased item received.

Litter: Relatively small amounts of discarded material generated in a vehicle by its occupants and thrown out the window, or generated in a similar manner by people using other modes of transportation. The term *litter* also applies to material that accidentally fell or was blown from an unsecured load on a passing vehicle.

Public Place: as defined by RCW 70.93.030(11), "any area that is used or held out for use by the public whether owned or operated by public or private interests."

Recipient: the county solid waste planning jurisdiction or county-approved government agency which enters into a CLCP grant with Ecology and which will receive and administer the funds. Examples of a recipient include but are not limited to a county public works department, city solid waste utility, city-county health district, county sheriff's department, or city planning department.

Road Mile: a thirty-foot-wide area along one side of a roadway for one mile. Cleaning one mile along both shoulders of a roadway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and the median for one mile equals four road miles cleaned.

Supplies: tangible, personal property having a useful life of less than one year and costing less than $5,000 per functional unit.

Tipping Fees: the costs to dispose of debris at a permitted solid waste facility, also known as disposal fees.

Tools: tangible, personal property having a useful life of more than one year and an acquisition cost of less than $5,000 per functional unit.

Total Hours: This includes all hours worked during litter and illegal dump cleanup activities. Example: supervisor hours, crew hours, volunteer hours, paid clean-up staff, correctional crew hours, work release crew hours etc.

Daily Worksheet
2019-2021

Date	1. Location of Litter Pickup, Illegal-Dump Cleanup, other activity (and name activity)	2. Total Supervisor Hours at this location	3. Total Crew Hours at this location		4. Total Road Miles * Cleaned at this location (applies to litter pickup only)		5. Total Acres * Cleaned at this location(applies to litter pickup only)			6. Debris Collected In pounds		7. Total Illegal Dumps Cleaned at this location	8. Amounts Recycled Reused In pounds
			Litter	Illegal Dump	State	Local	State	Local	Private	Litter	Illegal Dump		
Totals		0	0	0	0	0	0	0	0	0	0	0	0

*A road mile is defined as an area one mile in length extending 30 feet from the fog line. Cleaning one mile of both shoulders of a two-lane highway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and the median for one mile equals four road miles cleaned.

** An area of 43,560 square feet, measuring approximately 210 feet by 210 feet, equivalent to approximately one football field without the end-zones.

ECY 030-54 The Department of Ecology is an equal opportunity and affirmative action employer. This form is available online at: http://www.ecy.wa.gov/programs/swfa/grants/clcp.html.

INSTRUCTIONS

NOTE: You should consider a site an <u>illegal dump</u> if it has over one cubic yard of material or you can easily distinguish it from litter by the type of debris present and by presuming how it got there (that is, by the truckload as opposed to being thrown out the window).

1.   **Location:** For litter pickup**,** identify roadway cleaned, including milepost to milepost for all state/local roadways, parks, recreation areas, and beaches.   For illegal dumpsites, identify GPS (if known); include any other identifiers including milepost.

2.   **Total Supervisor Hours:** Document the total number of hours for supervising litter pickup and illegal dump cleanup crews, and other eligible activities.

3.   **Total Crew Hours:**   List the total crew hours spent picking up litter and cleaning up illegal dumpsites. Be sure to list total hours and not just one crewperson's hours (number of hours worked multiplied by number in crew).

4.   **Total Road Miles Cleaned at this Location:** Separately list the numbers of state and local roadway miles cleaned.

5.   **Total Acres Cleaned at this Location:** Separately list the estimated numbers of acres cleaned on state, local, and private properties - not counting roadway shoulders and medians. This includes areas such as parks, recreation areas, and beaches.

6.   **Debris Collected:** Document the pounds of litter collected, and whether you collected the debris through litter pickup activities or illegal dump cleanup activities. (Do not include pounds of litter that you recycled.)

7.   **Total Illegal Dumps Cleaned at this Location:** Identify the number of dumpsites cleaned and what property type the debris came from (public or private).

8.   **Amounts Recycled:** Document the pounds of recycled or reused debris from both litter pickup and illegal dump cleanup, and if possible, the types of materials that got sorted and recycled. (*Do not* include this number in litter or illegal dump volumes identified in number 6 above - Do Not Double Count!).

DEPARTMENT OF ECOLOGY
State of Washington

Progress Report Form
2019-2021

Community Litter Cleanup Program

Recipient Name	**Grant Number**	**Year**	**Quarter//Month**

Year:
- ☐ 2019
- ☐ 2020
- ☐ 2021

Quarter//Month:
- ☐ Jul Aug Sep
- ☐ Jan Feb Mar
- ☐ Oct Nov Dec
- ☐ Apr May Jun

Quarterly progress report outputs will now be entered into Ecology's EAGL system with each corresponding payment request.

The Progress Report form is provided as a tool for CLCP recipients to summarize quarterly totals from your *CLCP Daily Worksheet Form ECY 030-54* or equivalent tracking system. Once completed, you may upload this form as an attachment into EAGL. Please complete the following seven output fields:

1. **HOURS WORKED:** This includes all hours worked, including supervisors, paid staff, volunteers, work-release, in-custody etc.

2. **MILES CLEANED:** Cleaning one mile of both shoulders of a two-lane highway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and a median for one mile equals four road miles cleaned. Miles cleaned includes all public roads – federal, state county, city etc.

3. **ACRES CLEANED:** Estimate number of acres cleaned all public lands – federal, state county, city etc. Acres cleaned include areas such as parks, recreation points, wilderness areas, beaches etc. Acres should not include roadway shoulders or medians.

4. **NUMBER OF ILLEGAL DUMPS CLEANED:** Total number of illegal dumpsites cleaned, including state, local, and private property(one-time cleanup).

5. **POUNDS OF LITTER COLLECTED:** Total pounds of litter debris collected, *excluding recycling*. One full bag = 2.2 cubic feet = 15 pounds.

6. **POUNDS OF ILLEGAL DUMP MATERIAL COLLECTED:** Total pounds of illegal dump debris collected from public areas, *excluding recycling*.

7. **POUNDS OF MATERIAL RECYCLED:** Total pounds of all material recycled.

NOTE: Do *not* double count recycled material. Recycled material should be recorded in field #7 only, regardless of whether it was collected during litter or illegal dump work.

Form ECY 030-53 (Rev. 12/16) If you need this form in an alternate format, please call 360-407-6000. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

Publication 14-07-034   *24*   *Revised January 2019*

Community Litter Cleanup Program
Proof of Coordination

Note: The Proof of Coordination form is only required to be completed when the applicant of the grant is *not* the county solid waste planning authority.

Section 1
Affirmation of Coordination by County Solid Waste Planning Authority

Section 1 is completed by the county solid waste planning authority.

Agency Name	
Agency Address *(Street, City, State Zip)*	
Signature of authorized county solid waste official	Date
Name of Signatory	Phone
Title of Signatory	E-Mail

The above official certifies that the information submitted is true and correct to the best of his or her knowledge and that he or she is authorized to affirm proof of coordination.

Section 2
Applicant Information

The Applicant is the government agency that will actually receive CLCP
grant funds and complete a CLCP Application in Ecology's EAGL system

Federal I.D. Number	
Applicant Agency Name	
Applicant Agency Address *(Street, City, State Zip)*	
Signature of official authorized to obligate applicant's resources	Date
Name of Signatory	Phone
Title of Signatory	E-Mail

ECY 070-521