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ECOLOGY
State of Washington

Community Litter Cleanup Program

Guidelines and Application Instructions

2017-2019

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For more information contact:

Waste 2 Resources Program
P.O. Box 47600
Olympia, WA 98504-7600

Phone: (360) 407-6900

Washington State Department of Ecology - www.ecy.wa.gov

- Headquarters, Olympia 360-407-6000
- Northwest Regional Office, Bellevue 425-649-7000
- Southwest Regional Office, Olympia 360-407-6300
- Central Regional Office, Yakima 509-575-2490
- Eastern Regional Office, Spokane 509-329-3400

Development Team: Ariona
Chase Davis
Rodney Hankinson
Steven Williams

For additional information, contact your regional grant officer (see page 13 for contact information).

This information booklet is also available on the Internet via the Department of Ecology's Publications Web pages: <http://www.ecy.wa.gov/programs/swfa/grants/clcp.html>

If you need this document in a format for the visually impaired, call the Waste 2 Resources Program at (360) 407-6900. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

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Waste 2 Resources
Washington State Department of Ecology
Olympia, Washington

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Abstract/Executive Summary

This information booklet details fund allocations, eligibility requirements, application process, and performance monitoring for Ecology's Community Litter Cleanup Program. This program aids 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 fund provides the Community Litter Cleanup Program to Washington's communities. The fund 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 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 \$2,400,000 will be available for CLCP in the 2017-2019 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 take up the budget when they convene in January and final budget outcomes will be known when the Legislature adjourns.

Ecology will fund education and public outreach this biennium.

Tools & Trucks (T&T) will also be restored this biennium - \$200,000 is available. 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 Model Litter Control Account. In 1998, the Legislature dedicated 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. 50 percent of the account is allocated to Ecology's Waste 2 Resources Program (W2R) 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.

Funds Available

Ecology anticipates CLCP will receive \$2,400,000 for litter and illegal-dump cleanup activities for the period July 1, 2017, through June 30, 2019. This is subject to change and to legislative authorization. For more detailed information, see Chapter 2.

EAGL

EAGL is a comprehensive web-based grant and loan management system that allows Ecology's grant and loan clients to complete grant applications, submit payment requests with progress reports, submit Equipment Purchase Reports and closeout reports, and request amendments on-line. The system provides a streamlined application and reporting process for both external clients and Ecology staff.

The EAGL Recipient User Guide (available inside of EAGL) walks clients through many important features of the EAGL system. It also explains how to initiate and submit applications. Ecology will offer a special applicant EAGL training on Web-Ex to all our CLCP recipients on January 26, 2017. For those recipients unable to attend, they will be able to download a recording of the training.

To gain access to the EAGL system, you must first create an account through Secure Access Washington (SAW). Instructions for registering in SAW are available via the CLCP website at: <http://www.ecy.wa.gov/programs/swfa/grants/clcp.html>

Coordination with County Solid Waste Planning Authorities

County solid waste planning authorities need to coordinate with and approve all plans of CLCP grant applicants within the county. A ‘Proof of Coordination’ form will need to be completed for all applicants other than county solid waste planning authorities and uploaded to EAGL as part of the application process (see Appendix E). **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 using Ecology’s EAGL system. Ecology will create a grant for that agency, and that agency will administer the grant conditions and bill Ecology for reimbursement in EAGL. 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 who need to satisfy community service obligations can perform CLCP work under these grants.

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

Schedule/Calendar

The application period is February 1, 2017, through March 7, 2017. Ecology writes grants for a two-year period, beginning July 1, 2017 and ending June 30, 2019.

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, 2017 (that is, within 30 days of the quarter ending September 30, 2017).
- Submits no invoices within 30 days after the end of any subsequent quarter.
- Submits invoices that show insufficient activity.

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

Additional Details/Reminders

- Matching funds are not required.
- In lieu of a 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 modest funding available. To maximize project success, communities need to 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 needs to take part in planning possible projects. Planners need to 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 opportunity in how they use the funds, but they must be able to show quantifiable results: miles of roads cleaned, acres of public areas cleaned, pounds of material picked up (litter, illegal dumps and recycling) and 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 closeout 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:

- \$825,006 equally among the counties as a base amount. This amounts to 37.5 percent of the total litter and illegal-dump cleanup funding;
- \$715,000 or 32.5 percent of the funding, based on geographic and demographic factors; and
- \$559,994 the remaining 30 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 \$21,154 per county, assuming all 39 eligible counties apply for funding. The base amount ensures funding for a basic program in each county that applies.

Geographic and Demographic Factors

Four geographic and demographic factors affect allocations. Ecology derived these factors after receiving suggestions from recipients and other agencies. These factors reflect the diversity of needs statewide, indicating the potential for littering and illegal-dumping problems and the ability of counties to manage them. The four factors, each weighted equally, are:

- Area in square miles (National Association of Counties 2016).
- Population (Office of Financial Management 2016 Population Estimate).
- Miles of public roads (WSDOT 2015 Highway Performance Monitoring System).
- Miles driven on public roads (WSDOT 2015 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 \$1,699 to \$124,567. 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

Explanation of Table 2-1: Percentages listed in the four gray-shaded columns reflect an applicant's share of each respective factor (area, population, miles of road, miles driven) as a percentage of Washington in total. 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. Therefore, 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 figured 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 \$715,000 (the total amount available for geographic and demographic allocations). Using Grant County again as an example, the percentages in the four gray-shaded columns are 4.02%, 1.78%, 4.14%, and 1.32%, the sum of which equals 11.26%. Next, 11.26% is divided by four, equaling 2.81% (Grant County's Average Percent). Finally, 2.81% is multiplied by \$715,000 which equals \$20,125 – Grant County's geographic and demographic amount.

County	Area	Miles Driven	Miles of Road	Population	Percent summed	Average Percent	Amount
ADAMS	2.89%	0.89%	2.63%	0.27%	6.68%	1.67%	\$ 11,944
ASOTIN	0.96%	0.20%	0.69%	0.31%	2.15%	0.54%	\$ 3,850
BENTON	2.56%	2.63%	2.42%	2.65%	10.27%	2.57%	\$ 18,352
CHELAN	4.39%	1.12%	1.70%	1.06%	8.26%	2.07%	\$ 14,767
CLALLAM	2.62%	1.06%	2.06%	1.02%	6.77%	1.69%	\$ 12,094
CLARK	0.94%	4.97%	2.92%	6.42%	15.25%	3.81%	\$ 27,263
COLUMBIA	1.31%	0.10%	0.80%	0.06%	2.26%	0.57%	\$ 4,046
COWLITZ	1.71%	2.12%	1.86%	1.46%	7.15%	1.79%	\$ 12,774
DOUGLAS	2.74%	0.67%	2.51%	0.57%	6.48%	1.62%	\$ 11,585
FERRY	3.31%	0.21%	1.98%	0.11%	5.61%	1.40%	\$ 10,030
FRANKLIN	1.87%	1.21%	1.87%	1.23%	6.18%	1.55%	\$ 11,049
GARFIELD	1.07%	0.10%	0.68%	0.03%	1.87%	0.47%	\$ 3,347
GRANT	4.02%	1.78%	4.14%	1.32%	11.26%	2.81%	\$ 20,125
GRAYS HARBOR	2.88%	1.27%	2.14%	1.01%	7.30%	1.83%	\$ 13,052
ISLAND	0.31%	0.79%	1.03%	1.15%	3.29%	0.82%	\$ 5,878
JEFFERSON	2.72%	0.62%	1.49%	0.43%	5.27%	1.32%	\$ 9,412
KING	3.19%	27.90%	9.30%	29.30%	69.69%	17.42%	\$ 124,567
KITSAP	0.59%	3.05%	2.01%	3.66%	9.31%	2.33%	\$ 16,637
KITTITAS	3.45%	0.91%	5.01%	0.61%	9.97%	2.49%	\$ 17,825
KLICKITAT	2.81%	1.92%	2.15%	0.30%	7.17%	1.79%	\$ 12,822
LEWIS	3.62%	1.85%	2.41%	1.07%	8.94%	2.24%	\$ 15,985
LINCOLN	3.47%	0.51%	3.00%	0.15%	7.14%	1.78%	\$ 12,757
MASON	1.44%	0.83%	1.22%	0.87%	4.36%	1.09%	\$ 7,797
OKANOGAN	7.91%	0.41%	2.05%	0.58%	10.96%	2.74%	\$ 19,585
PACIFIC	1.46%	0.39%	1.28%	0.29%	3.43%	0.86%	\$ 6,137
PEND OREILLE	2.10%	0.22%	1.33%	0.19%	3.84%	0.96%	\$ 6,860
PIERCE	2.52%	11.02%	5.60%	11.76%	30.90%	7.72%	\$ 55,229
SAN JUAN	0.26%	0.10%	0.38%	0.23%	0.97%	0.24%	\$ 1,729
SKAGIT	2.61%	2.38%	2.01%	1.70%	8.69%	2.17%	\$ 15,542
SKAMANIA	2.49%	0.22%	0.96%	0.16%	3.82%	0.96%	\$ 6,836
SNOHOMISH	3.14%	9.80%	4.78%	10.76%	28.47%	7.12%	\$ 50,894
SPOKANE	2.65%	6.39%	5.60%	6.86%	21.49%	5.37%	\$ 38,421
STEVENS	3.72%	0.67%	3.96%	0.61%	8.97%	2.24%	\$ 16,027
THURSTON	1.09%	4.03%	2.51%	3.80%	11.43%	2.86%	\$ 20,425
WAHKIAKUM	0.40%	0.07%	0.42%	0.06%	0.95%	0.24%	\$ 1,699
WALLA WALLA	1.91%	0.83%	1.66%	0.85%	5.25%	1.31%	\$ 9,378
WHATCOM	3.18%	2.81%	2.40%	2.96%	11.35%	2.84%	\$ 20,297
WHITMAN	3.24%	0.69%	3.00%	0.67%	7.60%	1.90%	\$ 13,587
YAKIMA	6.45%	3.27%	6.03%	3.49%	19.24%	4.81%	\$ 34,396
TOTAL	100%	100%	100%	100%	400%	100%	\$ 715,000

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 2017-2019 is \$559,994. Ecology divided this amount by region as follows:

**Table 2-2
Efficiency and Effectiveness Allocations by Region**

Region	E&E Allocation
Central	135,000
Eastern	135,200
Northwest	219,494
Southwest	170,300
TOTAL	\$559,994

Ecology splits 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 (tonnages 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 (e.g., 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). Please 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 its 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
2017-2019 CLCP Allocations by County**

County	Base Amount	Geographic & Demographic	Efficiency & Effectiveness	Total Projected Award*
ADAMS	\$ 21,154	\$ 11,944	\$ 1,002	\$ 34,100
ASOTIN	\$ 21,154	\$ 3,850	\$ 18,996	\$ 44,000
BENTON	\$ 21,154	\$ 18,352	\$ 33,794	\$ 73,300
CHELAN	\$ 21,154	\$ 14,767	\$ 17,579	\$ 53,500
CLALLAM	\$ 21,154	\$ 12,094	\$ 20,052	\$ 53,300
CLARK	\$ 21,154	\$ 27,263	\$ 4,983	\$ 53,400
COLUMBIA	\$ 21,154	\$ 4,046	\$ 1,800	\$ 27,000
COWLITZ	\$ 21,154	\$ 12,774	\$ 19,972	\$ 53,900
DOUGLAS	\$ 21,154	\$ 11,585	\$ 23,161	\$ 55,900
FERRY	\$ 21,154	\$ 10,030	\$ -	\$ 31,184
FRANKLIN	\$ 21,154	\$ 11,049	\$ 13,997	\$ 46,200
GARFIELD	\$ 21,154	\$ 3,347	\$ 499	\$ 25,000
GRANT	\$ 21,154	\$ 20,125	\$ 20,021	\$ 61,300
GRAYS HARBOR	\$ 21,154	\$ 13,052	\$ 32,294	\$ 66,500
ISLAND	\$ 21,154	\$ 5,878	\$ 35,068	\$ 62,100
JEFFERSON	\$ 21,154	\$ 9,412	\$ -	\$ 30,566
KING	\$ 21,154	\$ 124,567	\$ 1,279	\$ 147,000
KITSAP	\$ 21,154	\$ 16,637	\$ 62,299	\$ 100,090
KITTITAS	\$ 21,154	\$ 17,825	\$ 16,221	\$ 55,200
KLICKITAT	\$ 21,154	\$ 12,822	\$ 19,324	\$ 53,300
LEWIS	\$ 21,154	\$ 15,985	\$ 35,961	\$ 73,100
LINCOLN	\$ 21,154	\$ 12,757	\$ 2,089	\$ 36,000
MASON	\$ 21,154	\$ 7,797	\$ 12,049	\$ 41,000
OKANOGAN	\$ 21,154	\$ 19,585	\$ 19,961	\$ 60,700
PACIFIC	\$ 21,154	\$ 6,137	\$ 1,009	\$ 28,300
PEND OREILLE	\$ 21,154	\$ 6,860	\$ -	\$ 28,014
PIERCE	\$ 21,154	\$ 55,229	\$ -	\$ 76,383
SAN JUAN	\$ 21,154	\$ 1,729	\$ 17,117	\$ 40,000
SKAGIT	\$ 21,154	\$ 15,542	\$ 26,504	\$ 63,200
SKAMANIA	\$ 21,154	\$ 6,836	\$ 8,010	\$ 36,000
SNOHOMISH	\$ 21,154	\$ 50,894	\$ 48,152	\$ 120,200
SPOKANE	\$ 21,154	\$ 38,421	\$ 67,525	\$ 127,100
STEVENS	\$ 21,154	\$ 16,027	\$ 4,719	\$ 41,900
THURSTON	\$ 21,154	\$ 20,425	\$ 36,021	\$ 77,600
WAHKIAKUM	\$ 21,154	\$ 1,699	\$ -	\$ 22,853
WALLA WALLA	\$ 21,154	\$ 9,378	\$ 3,468	\$ 34,000
WHATCOM	\$ 21,154	\$ 20,297	\$ 29,049	\$ 70,500
WHITMAN	\$ 21,154	\$ 13,587	\$ 1,059	\$ 35,800
YAKIMA	\$ 21,154	\$ 34,396	\$ 4,960	\$ 60,510
STATEWIDE	\$ 825,006	\$ 715,000	\$ 659,994	\$ 2,200,000

*Pending Legislative Approval

Chapter 3: Cost Eligibility

This chapter will provide you with answers to cost eligibility questions that Ecology has heard over the years. Since eligibility questions arise throughout the grant period, this chapter does not intend to 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 Ecology 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 manager.
- 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. Maintenance in proportion to litter and illegal dump use.
- Tools and equipment necessary for litter pickup and illegal-dump cleanup operations. See definitions of *tools* and *equipment* in Appendix B.
- 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 any activities the Coordinated Prevention Grant Program covers.
- 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 and so on 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 costs.
- Signs acknowledging specific organizations such as “Adopt a Roadway” groups.
- Mileage. Fuel costs must be direct billed.
- Undocumented costs.

Chapter 4: Developing a Program

This chapter provides an outline of steps you can take to plan and lay the groundwork for a program. If you have developed 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 pick-up, 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, make sure you 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 sensibly 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, along with actual outcomes as reported quarterly, provide the information Ecology will use to demonstrate to the Legislature how much the CLCP is cleaning up the state. 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 may have plans for litter pickup or illegal-dump cleanup in your area. Coordination and communication with others helps to 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 you with the new 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
Chase Davis	Eastern Regional Office N 4601 Monroe Spokane WA 99205-1295	(509) 329-3506 / chase.davis@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) 649-7048 / 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 1, 2017, and applications are due to Ecology by 5:00 p.m. on March 7, 2017. 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 also, [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 out your on-line application by following the instructions in the next section entitled “The Application”. There will be a detailed statewide training on January 26th, 2017 explaining this process. 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 from 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 for your application in EAGL, there is a link to this form which you will download and print off, and then route to the appropriate officials to obtain the proper signatures. After signatures have been gathered, upload the signed document back into EAGL.
- If you have any questions, contact your regional Grant Officer. After completing the application process, you will push the “submit” button, and the application will be formally submitted to your Ecology Grant Officer. Applications are due by close of business 5:00 p.m. March 7, 2017.

✓ 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 (i.e., what specific types of materials will crews sort and recycle that make sense in your local area?), and from where (e.g., roads, parks, and illegal dumpsites).
- 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. Recipient prints and signs (in blue ink) two copies of the grant and mails to appropriate Ecology Grant Officer. Ecology then 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 for instructions: [SAW Instructions](#).
2. Enter your information. An email will be sent to you from Secure Access Washington.
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. Next go to 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 “2017-19 Application Instructions” from the CLCP website (<http://www.ecy.wa.gov/programs/swfa/grants/clcp.html>) or 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, 2017, through June 30, 2019.

Application Period 1

The application period is the same as the period for submitting the CLCP application: February 1, 2017, through 5:00 p.m. March 7, 2017. Applications for T&T funds should be included as part of the overall application package for CLCP funds.

Funds Available

As mentioned previously, \$2,400,000 is available this biennium for litter pickup and illegal-dump cleanup, litter prevention education and outreach, and other eligible activities. \$200,000 of this funding has been allocated to the Tools and Trucks Program for capital purchases. Ecology encourages applicants to meet your 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.

You should 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, Ecology allocates this money by a dedicated fund code. It will have its own identifying task within the grant. For accounting purposes, Ecology will track it 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 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 the grant recipient changes 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, 2017. 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 will meet to determine the Tools & Trucks awards.

Chapter 7: Grant Administration

Reimbursement and Progress Reporting

Please note the following:

- Payment is on a reimbursement basis. This means you must have incurred the cost (i.e the work must have already been performed or the purchased item received) in order to be eligible for reimbursement. Copies of invoices are required.
- Payment requests and progress reports *must be* completed in EAGL quarterly.

You must submit Progress Reports with each payment request. NOTE: If you have no expenditures to report you will still need to submit a Progress Report. Ecology will no longer process monthly payment requests, only quarterly reports will be accepted. *Reports are due within 30 days following the end of the quarter.* **Note: Late reporting may reduce current and/or future funding.**

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

Types of Reports

Currently, Ecology uses four reports for tracking purposes:

- **Daily Worksheet** - This form helps you track the 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. It 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 will be required to fill out this report in EAGL.
- **Recipient Closeout Report** – this report will be filled out in EAGL in order 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

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 is the ongoing review of a recipient's progress. It assists a Grant Officer to manage CLCP funds throughout a region, and it provides critical information to share statewide and with the Legislature. In monitoring performance, Ecology staff will review a recipient's progress reports, files, and reimbursement requests. Ecology staff may also make on-site monitoring visits.

Performance monitoring helps Ecology tell if a recipient is carrying out the scope of work described in the executed grant. Monitoring will also show any progress made toward expected outcomes.

Recipient Responsibilities for Closeout

Within 30 days of the expiration of the grant, the recipient must submit a final on-line payment request, Progress Report, acceptable Recipient Closeout Report, and any other documentation required as found in the terms 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 period the final payment request covers
- On-line EAGL Recipient Closeout Report
- Any other reports or documents as agreed to in the grant.

These reports will all be filled out in EAGL. More information will be available in Fall of 2015. Additionally there will be an on-line training available at that time.

Ecology Responsibilities for Closeout

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

Audit

The Grant Officer may review your grant file 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

Appendix A: Acronyms and Abbreviations

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
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
W2R	Waste 2 Resources Program at Ecology

Appendix B: Glossary of Terms

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 pick-up 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 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.

Appendix C: Daily Worksheet



Daily Worksheet

Community Litter Cleanup Program

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 illegal dump 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 then 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. (Remember not to include this number in litter or illegal-dump volumes identified in number 6 above -- DO NOT DOUBLE COUNT!)

Appendix D: Progress Report



Progress Report Form 2017-2019

**Community Litter
Cleanup Program**

Recipient Name	Grant Number	Year	Quarter//Month
		<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019	<input type="checkbox"/> Jul Aug Sep <input type="checkbox"/> Oct Nov Dec <input type="checkbox"/> Jan Feb Mar <input type="checkbox"/> 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 360-407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

Appendix E: Proof of Coordination



**Proof of Coordination
CLCP Grants - 2017-2019**

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 [Redacted]	
Agency Address (Street, City, State Zip) [Redacted] [Redacted]	
Signature of authorized county solid waste official	Date [Redacted]
Name of Signatory [Redacted]	Phone [Redacted]
Title of Signatory [Redacted]	E-Mail [Redacted]
<i>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.</i>	

**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 [Redacted]	
Applicant Agency Name [Redacted]	
Applicant Agency Address (Street, City, State Zip) [Redacted] [Redacted]	
Signature of official authorized to obligate applicant's resources	Date [Redacted]
Name of Signatory [Redacted]	Phone [Redacted]
Title of Signatory [Redacted]	E-Mail [Redacted]

ECY 070-521

