



DEPARTMENT OF
ECOLOGY
State of Washington

Program Guidelines Local Solid Waste Financial Assistance

2017-2019 Biennium

January 2018

Publication no. 18-07-003

Publication and Contact Information

This document is available on the Department of Ecology's website at:
<https://fortress.wa.gov/ecy/publications/summarypages/1807003.html>

For more information contact:

Waste 2 Resources Program
P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6223

Washington State Department of Ecology – www.ecology.wa.gov

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

To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6900 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

Program Guidelines

Local Solid Waste Financial Assistance

2017-2019 Biennium

Waste 2 Resources Program
Washington State Department of Ecology
Olympia, Washington

This page is purposely left blank.

Table of Contents

	<u>Page</u>
Local Solid Waste Financial Assistance Team	1
2017-2019 LSWFA Timeline	3
PART I - INTRODUCTION	4
A. Purposes of local solid waste financial assistance.....	4
B. Governing laws and rules	4
List of governing laws	4
C. Definitions	4
D. Acronyms or abbreviations.....	9
PART II – PROGRAM OVERVIEW.....	10
A. Guidelines.....	10
B. Funding source and availability.....	10
C. Ecology’s Administration of Grants and Loans (EAGL).....	10
D. Allocation of state financial assistance.....	10
Solid Waste Enforcement	10
Planning & Implementation	11
E. Local contribution requirements.....	11
F. Period of performance	11
G. Lifecycle of an Agreement in EAGL	11
PART III – PROGRAM CHANGES.....	12
A. Chapter 173-312 and 173-313 WAC revised	12
B. Our new name.....	12
C. Ecology’s budget request for LSWFA	12
D. ‘Partnering local government’	12
E. ‘Local contribution’ and ‘grant’	13
F. Initial allocation of financial assistance	13
G. Disbursement of unrequested financial assistance	13
H. ‘Subsequent funding opportunities’ and ‘offset cycle’	13
I. Project priority.....	13
J. Recipient performance evaluation.....	13

K. Rescind an offer.....	14
L. Retroactive costs.....	14
M. Indirect rate.....	14
N. Form D required	14
PART IV – ELIGIBILITY AND COORDINATION	15
A. Eligible applicants criteria.....	15
Planning and Implementation Financial Assistance.....	15
Solid Waste Enforcement Financial Assistance	15
B. Coordination requirements	16
Primary Responsible Local Government Applicant.....	16
Partnering Local Government Applicant.....	16
Jurisdictional Health Department Applicant	16
C. Eligible projects criteria	17
General Eligibility Statement	17
Funding priority.....	17
D. Eligible costs	17
PART V – APPLICATIONS AND EVALUATION	18
A. Application preparation and submittal	18
Pre-application technical assistance	18
Scope of work.....	18
Available budget.....	18
Local contribution requirements.....	18
Submitting an application.....	20
B. Application evaluation.....	20
Initial screening	20
Project evaluation	20
PART VI – AGREEMENTS AND AMENDMENTS	21
A. Negotiations and formal offer	21
B. Disbursement of unrequested funds	21
C. Agreement must be signed	22
D. Amendments.....	22
Administrative adjustments	22
Budget deviation.....	22

Formal Amendment.....	23
Determining ‘unspent’ and reobligating funds.....	23
PART VII – REIMBURSEMENT AND PERFORMANCE MONITORING.....	25
A. Complete payment request package	25
B. Payment Request forms	25
Final payment requests	26
Supporting documentation.....	26
Ecology review and approval	26
Ten percent budget deviation	26
Expenditures table	26
C. Progress Report form.....	27
Completing the Progress Report form.....	27
Standardized reporting units.....	28
Summary of accomplishments for the reporting period	28
The Metrics table	28
Staff hours	30
Outputs or publications.....	30
D. Equipment Purchase Report	30
E. Form D: Contractor Participation Report	30
F. Performance standards.....	31
Evaluating performance.....	31
Tips for success	31
PART VIII – PROGRAM ADMINISTRATION	32
A. Cost-reimbursement	32
B. Statewide vendor registration	32
C. Insufficient funds to fulfill terms.....	32
D. Close out.....	33
E. File management and records retention.....	33
Paper records	33
Electronic records	33
Audits	33
Appendices.....	34
Appendix A. Examples of eligible activity.....	34

A. Planning	34
B. Moderate risk waste (MRW)	34
C. Waste reduction and recycling (WRR)	35
D. Organics (ORG)	36
E. Solid waste enforcement (SWE).....	37
Appendix B. Ineligible costs and exceptions	38
A. Green building	38
B. State legislated Product Stewardship programs	38
C. Disposal and clean-up	38
D. Landfills	39
E. Biosolids.....	39
F. Solid and hazardous waste	39
G. Water related.....	39
H. Natural disasters	40
Appendix C. FINAL 17-19 Allocation Table.....	41

List of Tables

	<u>Page</u>
Table 1: Local Solid Waste Financial Assistance Team Contact Information	2
Table 2: 2017-2019 LSWFA Schedule.....	3
Table 3: Request for reimbursement deadlines.....	25
Table 4: Metrics Table	28
Table 5: FINAL 17-19 ALLOCATION TABLE	42

Local Solid Waste Financial Assistance Team

Regional Staff

Ecology regional staff serve as the main contact for recipients in their assigned jurisdictions. Local Solid Waste Financial Assistance (LSWFA) regional staff negotiate and administer Agreements from application to close out, answer related questions, and answer questions related to Ecology's Administration of Grants and Loans (EAGL) online system.

Statewide Coordinator

The LSWFA statewide coordinator is the main contact for the overall administration of the LSWFA program. The coordinator assists LSWFA regional staff and recipients with EAGL-related and LSWFA program questions. The coordinator ensures the LSWFA program is administered consistently throughout the state.

Waste 2 Resources EAGL Administrator

The EAGL administrator for the Waste 2 Resources (W2R) Program is the main contact for EAGL-related questions and LSWFA eligibility questions as they relate to Ecology's administrative requirements.

W2R Management Liaison

The W2R Program Management Team assigns one of its members as liaison to the LSWFA team. The liaison coordinates information flow between the LSWFA team and the W2R Program Management team and generally supports the overall function of the LSWFA team.

LSWFA Work Group

Stakeholders are an important component of the LSWFA process. The Work Group is comprised of eight stakeholders representing Eastern and Western Washington. The members also represent both recipients of solid waste enforcement (SWE) and planning and implementation (P&I) financial assistance.

Table 1: Local Solid Waste Financial Assistance Team Contact Information

Regional Staff	Ecology Address	Ecology Phone/Email	Jurisdictions
Canming Xiao	Central Regional Office 1250 West Alder Street Union Gap WA 98903	509-575-2842 canming.xiao@ecy.wa.gov	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Lynette Kuehl	Eastern Regional Office 4601 N Monroe Spokane WA 99205	509-329-3434 lynette.kuehl@ecy.wa.gov	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Vicki Colgan	Northwest Regional Office 3190 – 160th Ave SE Bellevue WA 98008	425-649-7224 vicki.colgan@ecy.wa.gov	Snohomish, Kitsap, King County and some King County cities
Diana Wadley	Northwest Regional Office 3190 – 160th Ave SE Bellevue WA 98008	425-649-7056 diana.wadley@ecy.wa.gov	Island, San Juan, Skagit, Whatcom, and some King County cities
Greg Gachowsky	Southwest Regional Office PO BOX 47775 Olympia WA 98504	360-407-6125 greg.gachowsky@ecy.wa.gov	Clark, Cowlitz, Lewis, Mason, Pacific, Wahkiakum
Peter Lyon	Southwest Regional Office PO BOX 47775 Olympia WA 98504	360-407-6381 peter.lyon@ecy.wa.gov	Clallam, Grays Harbor, Jefferson, Pierce, Skamania, Thurston
Statewide Coordinator	Ecology Address	Ecology Phone/Email	Jurisdictions
Tami Ramsey	Department of Ecology PO BOX 37600 Olympia WA 98503	360-407-6223 tami.ramsey@ecy.wa.gov	Statewide
EAGL Administrator	Ecology Address	Ecology Phone/Email	Jurisdictions
Vacant	Department of Ecology PO BOX 37600 Olympia WA 98503	360-407-6112	Statewide
Management Liaison	Ecology Address	Ecology Phone/Email	Jurisdictions
Peter Lyon	Department of Ecology PO BOX 47775 Olympia WA 98504	360-407-6381 peter.lyon@ecy.wa.gov	Statewide

2017-2019 LSWFA Timeline

Governor Inslee signed a capital budget on January 19, 2018. Ecology will update this table before the application period.

Table 2: 2017-2019 LSWFA Schedule

Date	Action			
TBD	Pre-application training and consultations with potential recipients.			
TBD	Application period opens: LSWFA 17-19 guidelines, FINAL allocation table, and application forms available.			
TBD	Application period closes.			
TBD	Agreements drafted, processed internally.			
TBD	Formal offers begin.			
TBD	Agreement effective date.			
Agreement Effective Date - Ecology Signature Date	Retroactive Costs.			
Quarterly Deadlines: October 30 January 30 April 30 July 30	Due dates for quarterly payment requests and progress reports (PRPRs); updating spending plans, and if applicable, equipment purchase reports (EPRs).			
	Q1, Q5 Jul-Sept	Q2, Q6 Oct - Dec	Q3, Q7 Jan-Mar	Q4, Q8 Apr-Jun
October 1-December 31, 2018	Ecology and recipient work together to confirm budget needs for remainder of biennium.			
January 15, 2019	Last date to initiate an Amendment to de-obligate anticipated “unspent” funds.			
March 1, 2019	Due date for recipient signed Amendment (reallocation or deobligate funds).			
June 30, 2019	Agreement end date.			
July 30, 2019	Due date for final payment request progress report (PRPR) and recipient close out report (RCOR).			

PART I - INTRODUCTION

A. Purposes of local solid waste financial assistance

The purpose of Local Solid Waste Financial Assistance (LSWFA) is to:

- Provide financial assistance for local solid and hazardous waste planning.
- Promote regional solutions and intergovernmental cooperation for eligible projects.
- Promote efficient implementation of programs contained in local solid and hazardous waste management plans.
- Help local governments prevent or minimize environmental contamination through compliance with state and local solid and hazardous waste laws and rules. Compliance includes the enforcement of rules and regulations promulgated under chapter 70.95 Revised Code of Washington (RCW).

B. Governing laws and rules

The Washington Legislature authorized a financial assistance program under the Model Toxics Control Act, [RCW 70.105D](#) to support local solid and hazardous waste planning and implementation, and to enforce rules and regulations governing solid waste handling. The Department of Ecology administers this Local Solid Waste Financial Assistance program through [chapter 173-312 Washington Administrative Code \(WAC\)](#).

List of governing laws

- [RCW 82.21.030, Pollution tax](#)
- [RCW 70.105D.070, Toxics control accounts](#)
- [Chapter 70.95 RCW, Solid Waste Management – reduction and recycling](#)
- [Chapter 70.95C RCW, Waste Reduction](#)
- [Chapter 70.95I RCW, Used Oil Recycling](#)
- [Chapter 70.105 RCW, Hazardous Waste Management](#)

C. Definitions

ACTIVITY - Work performed to help complete a task and achieve the expected outcomes.

AGREEMENT - The formal contractual document that details the terms and conditions, scope of work, budget, and schedule for LSWFA-funded projects. The Agreement is executed by the authorized signatories of the recipient and Ecology.

AGREEMENT EFFECTIVE DATE - The start date of an Agreement and the earliest date on which eligible costs can be incurred.

AGREEMENT EXPIRATION DATE - The end date of an Agreement and the latest date on which eligible costs can be incurred.

AGREEMENT SIGNATURE DATE - The date an Agreement is signed by the Ecology-authorized signatory.

AMENDMENT - The document that details changes or revisions in the terms and conditions of the original Agreement, and includes the authorized signatures of both Ecology and the recipient.

APPLICATION - The forms prepared by Ecology and used by a local government to request financial assistance from the LSWFA program.

AUTHORIZED OFFICIAL - Title of a recipient's system role in EAGL, which allows a user to manage organization information, assign organization user roles, and initiate, edit and submit applications and reports.

AUTHORIZED SIGNATORY - A person or persons designated to sign an Agreement and any Amendments on behalf of the recipient and Ecology.

BACKUP DOCUMENTATION - Documents such as time-accounting, receipts, and payable invoices confirming expenditures itemized on the Expenditures table in the payment request form.

BENEFITS - The cost of employment fees/taxes required by law and paid by the employer, such as Social Security, Medicare tax, pension/retirement, health insurance, State Industrial Insurance, and unemployment insurance. Benefits are part of the recipient salary and benefit cost when calculating the indirect charge for a project.

BIENNIUM - A 24-month fiscal period, which starts July 1 of an odd-numbered year and ends June 30 of the following odd-numbered year.

CAPITAL EXPENDITURE - Funds spent to acquire capital assets or make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. Examples of assets include a building, equipment, vehicle, and machinery. Capital purchases must increase LSWFA project productivity, and require prior written approval before purchase.

CASH EXPENDITURE - Any funds spent by the recipient for project related costs, including direct costs of goods and/or services, salaries and benefits of recipient employees, indirect costs, and payments made to contractors.

CLOSE OUT - The process of reconciling all administrative matters to end an Agreement.

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG) - A dangerous waste generator whose dangerous wastes are not subject to regulation under chapter 70.105 RCW, Hazardous Waste Management, because the amount accumulated is below the threshold for regulation and meets the conditions prescribed in WAC 173-303-070(8)(b).

CONTRACTOR - Title of a recipient's system role in EAGL that allows a user to initiate and edit applications. A contractor is also an entity who is paid directly by recipients for goods or services received under a contract.

COORDINATION - Notification by the local government with primary responsibility for maintaining the local solid waste plan, that funds are available for solid and hazardous waste planning and implementation. Notification must be provided to local solid waste plan signatories and to the local government required by chapter 70.105 RCW to adopt the local hazardous waste plan. Coordination also includes consultation between local governments when a partnering local government requests financial assistance through the primary responsible local government. Both parties confirm project eligibility and a budget. Completing the Proof of Coordination form Ecology provides in the application process is required.

COST INCURRED DATE - The date a purchased item is delivered or a service is performed.

DELIVERABLE - Item or activity identified in the Agreement that must be completed by the recipient before Ecology approves reimbursement or confirms completion of a task.

DISPOSAL SITE - A facility where final or interim disposal of solid waste occurs, including a transfer station, but not a drop box facility.

ECOLOGY'S ADMINISTRATION OF GRANTS AND LOANS (EAGL) - Ecology's web-based system used to apply for, manage, track, monitor, and close out grants and loans issued by Ecology.

ECOLOGY CLOSE OUT REPORT - Data form in EAGL, completed by LSWFA regional staff, that collects information about the accomplishments at the end of an Agreement from Ecology's perspective.

ELIGIBLE APPLICANT - The local government with primary responsibility for maintaining its Ecology-approved local solid waste plan, or a partnering local government that complies with coordination requirements, or a jurisdictional health department authorized to adopt the local solid waste ordinance.

EQUIPMENT - Tangible, nonexpendable, personal property with a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system.

HOUSEHOLD HAZARDOUS WASTE (HHW) - Household waste that exhibits any of the properties of dangerous wastes and is exempt from regulation under chapter 70.105 RCW, Hazardous Waste Management. HHW can also include other solid waste identified in the local hazardous waste management plan prepared pursuant to chapter 70.105 RCW, Hazardous Waste Management.

INTERLOCAL AGREEMENT - An agreement between the recipient and another government developed in accordance with chapter 39.34 RCW, Interlocal Cooperation Act.

INDEPENDENT CITY - A city that has an Ecology-approved local solid waste plan, used a solid waste advisory committee (SWAC) or a SWAC-like entity to develop the plan, and can provide for solid waste disposal sites wholly within its jurisdiction.

INDIRECT RATE - Term used to describe those costs incurred for but not readily identifiable with a task. The standard indirect rate for LSWFA is 25 percent. However, Ecology will approve a recipient's federally approved indirect rate up to 30 percent with documentation to substantiate the rate. If the recipient does not have a federally approved indirect rate, Ecology will continue to approve the rate at 25 percent.

IN-KIND INTERLOCAL - Contributions made to a LSWFA-funded project by another government under a valid written agreement between the recipient and the other government that details the work to be accomplished, the goods and services to be provided, and the value thereof. If the recipient reimburses another governmental entity for any portion of its contribution, the amount paid to the other entity is not an interlocal cost. It is a cash expenditure on the part of the recipient. Only the non-reimbursed portion of the other governmental entity's contribution is an interlocal cost.

JURISDICTION - A specific geographic area containing a defined legal authority, such as the boundary lines of a county or city.

JURISDICTIONAL HEALTH DEPARTMENT - A city, county, city-county or district public health department.

LANDFILL - A disposal facility or part of a facility at which solid waste is permanently placed in or on land including facilities that use solid waste as a component of fill.

LOBBYING - The act of influencing or attempting to influence an officer or employer of a government agency, a legislator, an officer or employee of the Legislature, or an employee of an individual legislator who has the power to influence funding decisions. Lobbying does not include an organization's act of communicating with the members of that organization, unless the communication is for influencing legislation.

LOCAL CONTRIBUTION - The required percentage of project-eligible costs borne by the recipient as cash expenditures or in-kind interlocal.

LOCAL GOVERNMENT - Any political subdivision, regional governmental unit, solid waste disposal district, municipal, or public corporation, and includes cities, towns, and counties. The term encompasses but does not refer specifically to departments within a city, town, or county.

LOCAL HAZARDOUS WASTE PLAN - The plan to manage moderate-risk waste (MRW) that a local government is required to prepare under RCW 70.105.220.

LOCAL SOLID WASTE MANAGEMENT PLAN - The written plan to manage solid waste that a local government is required to prepare under RCW 70.95.080. The local solid waste management plan may include a separate local MRW plan.

MODERATE RISK WASTE (MRW) - Solid waste that is limited to conditionally exempt small quantity generator (CESQG) waste, and household hazardous waste (HHW).

MUNICIPAL COMPOSTING - Composting activities that use a collection system (e.g. self-haul), consistent with chapter 173-350 WAC. These activities turn urban waste such as yard debris, woody debris, and food waste into a valuable soil amendment. Home composting and agricultural composting are not municipal composting.

ORGANIC MATERIALS - Organic materials include any solid waste that is a biological substance of plant or animal origin capable of microbial degradation. Organic materials include, but are not limited to, manure, yard debris, food waste, food processing wastes, wood waste, and garden wastes.

ORGANIC MATERIALS MANAGEMENT - Management of organic materials includes but is not limited to composting, anaerobic digestion, and other conversion technologies such as bioenergy, and biofuels.

PRIMARY RESPONSIBLE LOCAL GOVERNMENT - The local jurisdiction responsible for maintaining its Ecology-approved Solid Waste Management Plan, and is listed on the LSWFA allocation table for Planning and Implementation funds.

PARTNERING LOCAL GOVERNMENT - A local jurisdiction that is not the primary responsible local government, and may become an eligible applicant for planning and implementation financial assistance through coordination with a primary local government.

PAYMENT REQUEST PROGRESS REPORT (PRPR) - Data entry forms in EAGL used to report and confirm Agreement expenditures and progress by task, and that initiates LSWFA reimbursement.

PROJECT INCOME - Revenue the recipient receives that was directly generated by a project, or earned only as a result of the project during the Agreement period. Project income must be reported, and unless expressed otherwise in the Agreement, must be credited to the LSWFA project budget on the next payment request. A synonym of Task Income.

READER - Title of a recipient's system role in EAGL that allows a user to only view applications and reports.

RECIPIENT - A local government that is awarded local solid waste financial assistance.

RECIPIENT BILLING CONTACT - The person designated by the recipient in the Agreement as the main contact for fiscal issues. The billing contact often has the title of Recipient Financial Officer in EAGL.

RECIPIENT CLOSE OUT REPORT - Data form in EAGL, completed by the recipient, and summarizes information about the accomplishments at the end of an Agreement from the recipient's perspective.

RECIPIENT FINANCIAL OFFICER - Title of a recipient's system role in EAGL that allows a user to initiate and submit reports.

RECIPIENT PROJECT MANAGER - Title of a recipient's system role in EAGL that allows a user to edit applications, and initiate and submit reports, and is the person designated by the recipient in the Agreement as main contact for project management issues.

RECYCLABLE MATERIALS - Solid waste separated for recycling or reuse and identified as recyclable material in the local solid waste plan.

RECYCLING - Transforming or remanufacturing solid waste into usable or marketable materials for use other than landfill disposal or incineration as defined in chapter 173-350 WAC.

RETROACTIVE COSTS - Project-eligible costs incurred between the Agreement effective date and the Agreement signature date.

RISK ASSESSMENT - The ongoing process that identifies and analyzes hazards or barriers to achieving Ecology objectives. Ecology uses the risk assessment to respond to hazards or barriers.

SOLID WASTE OR WASTES - All putrescible and non-putrescible solid and semi-solid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

SOLID WASTE ADVISORY COMMITTEE (SWAC) - Local committee as described in and required by RCW 70.95.165; also, the SWAC-like entity required by Ecology for independent cities requesting financial assistance. The SWAC or SWAC-like entity must actively assist and participate in development of a new plan, and the development or maintenance of existing plans in order to meet financial assistance eligibility requirements.

SOLID WASTE HANDLING - Collection, transportation, treatment, storage, use, processing, other management, or final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery of energy or material resources from such wastes or the conversion of the energy in such wastes to more useful forms or combinations.

SPENDING PLAN - A data entry form in EAGL used to report the recipient's expected and actual spending by quarter.

TASK - Another name for project and includes activity to complete the task or project.

TASK GOAL - A description of why the task is being done that defines successful completion.

TASK INCOME - Revenue the recipient receives that was directly generated by a task, or earned only as a result of the task during the Agreement period. Task income must be reported, and unless expressed otherwise in the Agreement, must be credited to the LSWFA task budget on the next payment request. A synonym of Project Income.

TASK OUTCOME - A quantitative and measurable change because of doing the task.

TOTAL ELIGIBLE COST – The total budget of the Agreement or Task that is an amount equal to the sum of LSWFA and the local contribution of 25 percent.

VERMICOMPOSTING - A managed process by which live colony worms convert organic residues through their digestive tract into dark, granular fertilizer.

D. Acronyms or abbreviations

BMP	Best Management Practice
C&D	Construction & Demolition
CESQG	Conditionally Exempt Small Quantity Generator
Department	Washington State Department of Ecology
Ecology	Washington State Department of Ecology
EAGL	Ecology Administration of Grants and Loans system
ECOR	Ecology Close Out Report
ECY	Washington State Department of Ecology
HHW	Household Hazardous Waste
HWMP	Hazardous Waste Management Plan
IMP	Planning and Implementation
LSWFA	Local Solid Waste Financial Assistance
LTCA	Local Toxics Control Accounts
MRW	Moderate Risk Waste
MTCA	Model Toxics Control Act
OFM	Office of Financial Management
OMB	Office of Management and Budget
ORG	Organics
P&I	Planning and Implementation
PBT	Persistent Bioaccumulative Toxins
PMT	Ecology's W2R Program Management Team
PRPR	Payment Request Progress Report
RCOR	Recipient Close Out Report
RCW	Revised Code of Washington
SQG	Small Quantity Generator
SWAC	Solid Waste Advisory Committee
SWE	Solid Waste Enforcement
SWMP	Solid Waste Management Plan
W2R	Waste 2 Resources Program
WAC	Washington Administrative Code
WRR	Waste Reduction and Recycling

PART II – PROGRAM OVERVIEW

A. Guidelines

These guidelines for Local Solid Waste Financial Assistance describe program requirements and the application process. They are written to facilitate understanding and compliance with chapter 173-312 WAC. All recipients of financial assistance are responsible for complying with applicable accounting and auditing requirements as defined within state laws and rules. Recipients must also comply with requirements as defined in these guidelines and with the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (Yellow Book) published at the time an Agreement is offered by Ecology.

B. Funding source and availability

Financial assistance is awarded within the limits of available funds through legislative appropriation and allotment. Ecology's obligation to reimburse eligible costs is contingent upon the availability of funds. The legislature has the authority to identify alternative fund sources.

Funding for Local Solid Waste Financial Assistance (LSWFA) traditionally comes from the Local Toxics Control Accounts (LTCA), established under chapter 70.105D RCW, the Model Toxics Control Act (MTCA). This law, passed by voter initiative in 1988, established a tax on first possession of hazardous substances in the state, RCW 82.21.030. The amount available each biennium depends on the legislative appropriation from the account or alternative funding identified by the legislature.

C. Ecology's Administration of Grants and Loans (EAGL)

EAGL is a web-based application that Ecology uses to manage the entire lifecycle of an Agreement from application to close out. The applicant must apply for Local Solid Waste Financial Assistance through EAGL, or in rare circumstances, another process defined by Ecology. Applying in EAGL requires the person has access to their organization's account through EAGL's public interface, and is registered in EAGL through [SecureAccess Washington \(SAW\)](#).

D. Allocation of state financial assistance

Ecology calculates the financial assistance available for application based on funding allocated by the legislature for local solid waste financial assistance each biennium using the following parameters:

Solid Waste Enforcement

A portion not less than 20 percent of the total allocation each biennium or a minimum of \$2.925 million, whichever is greater, is set aside for the enforcement of rules and regulations adopted under chapter 70.95 RCW.

Planning & Implementation

When the overall allocation for LSWFA is above \$14.625 million in a biennium, 80 percent of the total allocation is for eligible planning and implementation projects. Below \$14.625 million, planning and implementation will receive an amount minus the \$2.925 million minimum set aside for solid waste enforcement.

E. Local contribution requirements

A recipient is reimbursed at a rate of 75 percent of Ecology-approved costs incurred. This means the local contribution is 25 percent of Ecology-approved costs incurred. The local contribution can include cash expenditures and or in-kind interlocal contributions.

F. Period of performance

Financial assistance is obligated for a maximum period of two years. The two year time period aligns with the state fiscal biennium that begins July 1 of an odd numbered year and ends two years later on June 30.

G. Lifecycle of an Agreement in EAGL

The lifecycle of an Agreement in EAGL includes:

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

PART III – PROGRAM CHANGES

A. Chapter 173-312 and 173-313 WAC revised

In 2015, Ecology began the process to amend chapter 173-312 WAC, Coordinated Prevention Grants. Language from chapter 173-313 WAC, Local Solid Waste Enforcement Grant Regulation was moved to chapter 173-312 WAC, then chapter 173-313 WAC was repealed.

B. Our new name

Coordinated Prevention Grants (CPG) was renamed as “LSWFA” in part due to stakeholder request. Local Solid Waste Financial Assistance better reflects the purpose of the financial assistance program. The new name makes it clear it supports local government’s solid waste programs.

C. Ecology’s budget request for LSWFA

The process for acquiring a biennial budget for the LSWFA program starts in the spring of an even-numbered year. The agency budget requests are submitted to the Office of Financial Management in the fall. Ecology anticipates seeking input from the LSWFA workgroup when determining a budget each biennium. The 2017-19 budget request for the LSWFA program was \$28.2 million, but the legislature failed to pass a capital budget after three special sessions during the 2017 Legislative Session. Ecology is reducing the request to \$15 million in the 2018 Supplemental Capital Budget to compensate for the biennial time already passed, so that local governments can successfully implement solid waste programs in the second year of the biennium.

D. ‘Partnering local government’

The term ‘partnering local government’ encompasses the old terms ‘lead implementation agency’ and ‘designated lead’. A partnering local government is not responsible for maintaining the local solid waste plan and is not listed on the allocation table. It may become an eligible applicant for financial assistance through coordination with the primary responsible local government. After complying with the coordination requirements for a partnering local government, it can apply directly with Ecology for a portion of the primary responsible local government’s allocation. Ecology provides the Proof of Coordination form through the application process.

E. ‘Local contribution’ and ‘grant’

The concept of shared fiscal responsibility is not new; however, the term ‘local contribution’ is new and replaces the term ‘match’. See [Part V](#) for more information on local contribution requirements including an explanation of in-kind interlocal.

The term ‘grant’ is eliminated to the extent possible when referring to the Local Solid Waste Financial Assistance program. This change is largely in response to changing the program name.

F. Initial allocation of financial assistance

A portion not less than 20 percent of the total allocation each biennium or an amount equal to the total sum of \$75,000 per county, whichever is greater, replaces the historic 20 percent of the total allocation for enforcement of rules and regulations adopted under chapter 70.95 RCW. This means the portion set aside for solid waste enforcement is a minimum of \$2.925 million.

G. Disbursement of unrequested financial assistance

Funds remaining after initial awards are offered are referred to as “unrequested” or “unallocated” and will be distributed as soon as possible at the onset of the biennium. Ecology distributes these funds to primary responsible local governments, excluding independent cities, and jurisdictional health departments. Disbursement of unrequested funds at the onset of the biennium reduces the likelihood of a secondary, competitive cycle.

H. ‘Subsequent funding opportunities’ and ‘offset cycle’

The term “subsequent funding opportunities” is now being used in place of “offset cycle”. Ecology will announce subsequent funding opportunities when additional funds become available in a biennium. Ecology will prepare guidelines and an application for each subsequent funding opportunity.

I. Project priority

Ecology is encouraging applicants to consider the statutorily defined project priority list when applying for financial assistance. All projects must include a measurable outcome. The LSWFA team is available to assist with developing projects to include a measurable outcome.

J. Recipient performance evaluation

Ecology will work with stakeholders in the 17-19 biennium to help develop performance standards for evaluating recipient performance starting in the 2019-2021 biennium. For the remainder of this biennium, Ecology will practice using draft performance measures and processes to help develop final expectations.

K. Rescind an offer

When the recipient does not return a signed Agreement to Ecology within four months of the formal offer, Ecology may rescind the offer and redirect funds to another recipient. Redirection of funds will follow the disbursement of unrequested funds criteria in [Part VI. B](#) of these guidelines.

L. Retroactive costs

Retroactive costs are project-eligible costs incurred between the effective start date identified in the Agreement and the date Ecology signs the Agreement. The recipient incurs retroactive costs at its own risk. The recipient may request reimbursement for costs after Ecology signs the Agreement and within ninety days of the Ecology signature date. Ecology encourages the recipient to submit for retroactive cost reimbursement in its first payment request. Ecology may deny requests submitted later than the ninety-day deadline.

M. Indirect rate

The standard indirect rate for LSWFA is 25 percent. Ecology can approve a recipient's federally approved indirect rate up to 30 percent, when the recipient provides documentation to substantiate the rate. If the recipient does not have a federally approved indirect rate, Ecology will apply the standard rate of 25 percent.

N. Form D required

Ecology requires all grant and loan recipients administered through Ecology, to submit Form D with each payment request progress report (PRPR), regardless of funding source. Form D identifies contractors, their contact information, and business type status. It is located in the PRPR in EAGL.

PART IV – ELIGIBILITY AND COORDINATION

A. Eligible applicants criteria

Eligible applicants for LSWFA are limited to:

- Local governments with primary responsibility for maintaining their Ecology-approved local solid waste plan.
- Partnering local governments that comply with coordination requirements.
- Jurisdictional health departments authorized to adopt the local solid waste ordinance.

Planning and Implementation Financial Assistance

Applicants eligible for planning and implementation financial assistance are limited to:

- Primary responsible local governments.

Eligibility for planning and implementation financial assistance may extend to local governments required by chapter 70.105 RCW to adopt the local hazardous waste plan when the local government applies for planning financial assistance as a partnering local government.

Eligibility for planning financial assistance may extend to a city to write its initial solid waste management plan under the following conditions:

- The city is preparing to become an independent city as defined in these guidelines.
- The city applies for planning financial assistance as a partnering local government.
- The city provides for disposal site(s) wholly within its jurisdiction.
- The city writes the plan with the participation of a SWAC-like entity.

Eligibility for implementation financial assistance may extend to a partnering local government when it complies with coordination requirements.

Solid Waste Enforcement Financial Assistance

Applicants eligible for solid waste enforcement (SWE) financial assistance are limited to:

- Jurisdictional health departments.

The jurisdictional health department must be in possession of an adopted solid waste ordinance under RCW 70.95.160 or be in the process of adopting the ordinance. The ordinance must meet the minimum requirements of chapter 173-350 WAC, and where applicable, must also meet the minimum requirements of chapter 173-351 WAC.

B. Coordination requirements

Coordination requirements are specific to the applicant. Eligible applicants for planning and implementation LSWFA are required to coordinate. Eligible applicants for solid waste enforcement financial assistance are exempt from coordination requirements.

To comply with coordination requirements, each applicant must complete the coordination form and instructions provided by Ecology in the application process. Ecology may deny applications that do not meet these requirements.

Primary Responsible Local Government Applicant

The primary responsible local government must:

- Notify signatories to its local solid waste plan that financial assistance is available.
- Notify the local government, required by chapter 70.105 RCW to adopt the local hazardous waste plan, that financial assistance is available.
- Complete the coordination form and instructions provided by Ecology in the application process.

A partnering local government has the right to ask the primary responsible local government for a portion of its available funds; however, the primary responsible local government is not obligated to comply with the request.

Partnering Local Government Applicant

When a partnering local government requests a portion of a primary responsible local government's available funds, it must:

- Coordinate with the primary responsible local government to determine an amount it may be allowed to request directly through the application process with Ecology.
- Complete the coordination form and instructions provided by Ecology in the application process.

The primary responsible local government is not obligated to comply with any requests made by a partnering local government for a portion of the primary responsible local government's available funds.

Jurisdictional Health Department Applicant

Jurisdictional health departments that apply for solid waste enforcement financial assistance are exempt from coordination requirements. Jurisdictional health departments that apply for planning and or implementation financial assistance are considered a partnering local government and must comply with the coordination requirements for a partnering local government.

C. Eligible projects criteria

General Eligibility Statement

The purpose of LSWFA is to help support local programs in accordance with chapters 70.95, 70.95C, 70.95I, and 70.105 RCW. Programs include local hazardous and solid waste planning, implementation of eligible activity in local hazardous and solid waste plans, and enforcement of rules and regulations governing solid waste handling. These programs are designed to prevent or minimize environmental contamination resulting from improper management or disposal of solid waste, and can include programs for resource recovery.

All jurisdictions have met the statutory requirement to prepare a local solid and hazardous waste management plan. Local solid waste plans must be maintained to reflect current conditions.

Funding priority

Financial assistance reserved for local solid waste enforcement programs can only be used to enforce rules and regulations adopted under chapter 70.95 RCW. Solid waste enforcement programs are not included in the order of priority identified in statute for eligible solid waste programs.

Financial assistance reserved for local solid waste planning and implementation can only be used to develop or maintain the Ecology-approved local solid or hazardous waste management plans, and to implement eligible programs identified in those plans. Eligible solid waste programs in order of priority are:

- Local HW plans and programs.
- Local SW plans and programs.

Ecology encourages applicants to consider statutory priority when applying for financial assistance.

D. Eligible costs

The scope of work in each Agreement generally identifies the costs Ecology expects the recipient to charge to a specific task. These costs should be necessary and reasonable to complete the task, must be allowable as identified in the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (Yellow Book), and must not be specifically excluded from LSWFA.

All costs submitted for reimbursement must meet these requirements and be supported by documentation approved by Ecology.

If you have questions about eligible costs, contact a member of the LSWFA team.

See [Appendix B](#) for a list of ineligible costs, including Ecology's interpretation and identified exceptions.

PART V – APPLICATIONS AND EVALUATION

A. Application preparation and submittal

Application forms are available through the EAGL system (or in rare instances, another process provided by Ecology). Applicants must register in SecureAccess Washington and EAGL before they can access LSWFA applications in EAGL. Application information and general instructions for navigating the EAGL system are accessible through the [LSWFA website](#).

SecureAccess Washington's toll-free customer support is available 24 hours a day, seven days a week at 888-241-7597.

Ecology may announce the period of application through the ListServ, ECY-SOLID-WASTE-FINANCIAL-ASSIST, or another service available to Ecology. To subscribe to this ListServ, visit listserv.ecology.wa.gov.

Pre-application technical assistance

Ecology recommends a pre-application conference as a first step in applying for financial assistance. LSWFA staff will listen to your ideas and work with you to confirm eligibility. This step may help reduce the time it takes you to apply for LSWFA funding. It may also reduce the time between application and Agreement Requires Signature status in EAGL.

Scope of work

A scope of work is defined in the application form and will be used in building the eventual Agreement. A scope of work must include:

- Work to be performed.
- Who will perform the work.
- Costs an applicant expects reimbursed.
- An outcome that is measurable.
- Summarized work plan and/or deliverables.
- Spending plan.

Available budget

Governor Inslee signed a capital budget on January 19, 2018 that includes \$10 million for LSWFA from the State Building Construction Account (SBCA). A copy of the final allocation table is in Appendix C. It includes distribution criteria recommended by the LSWFA Work Group SWE representatives for the solid waste enforcement (SWE) portion of the allocation.

Local contribution requirements

Recipients of local solid waste financial assistance are required to contribute 25 percent of project-eligible costs as cash expenditures and/or in-kind interlocal. The applicant's intent to use in-kind interlocal must be stated in the application. Ecology will confirm the contribution meets requirements, and prepare the Agreement accordingly.

Cash Expenditures

Cash expenditures are expenses paid by the recipient for project-eligible costs. Expenditures may include direct costs of goods and services, recipient salaries and benefits, indirect costs, and payments made to contractors.

The expenses must be:

- An eligible project cost paid by the recipient.
- Not reimbursed by Ecology.

In-Kind Interlocal

In-kind Interlocal contributions are those made to a project by another government under a valid written agreement.

The written agreement must be between the recipient and another local government, and detail the work to be accomplished, the goods and services to be provided, and the value of those contributions. If the recipient reimburses the other governmental entity for any portion of its contributions, the amount paid to the other entity is not an interlocal cost; it is a cash expenditure on the part of the recipient. Only the portion of the other governmental entity's contribution that is not reimbursed is considered an interlocal cost.

Additional conditions include:

- Ecology has reviewed the written interlocal agreement and confirmed the contributions are eligible.
- The costs would be deemed eligible if incurred by the recipient.
- The recipient must not reimburse the other government for its contribution.
- The costs are reported as in-kind interlocal on in the Payment Request form in EAGL.
- Expenditures are documented in the same way as costs incurred by the recipient.

Contributions Not Eligible

- Costs used as in-kind on another project. No expenditures or in-kind contributions used as match on one project may be used as match on another project.
- Costs paid by the same funding source. A local contribution that is paid from another LSWFA Agreement is ineligible.
- Other grant funds. The recipient must check funding program guidelines or the agency issuing the other grant to ensure funds from the other grant can be used as a local contribution for the LSWFA Agreement.
- Income received from penalties and fines cannot be used as local contribution.
- Revenue or project income generated from the project cannot be used as local contribution unless expressly permitted in the Agreement. Ecology expects revenue or project income will be itemized as a credit in the Payment Request unless expressed otherwise in the Agreement.
- Services or property financed by income earned by contractors, unless expressly permitted in the Agreement.

Submitting an application

An application for LSWFA must include a commitment by the applicant for a local contribution. The local contribution is 25 percent of the total eligible cost of the Agreement. The person identified in the application as the authorized signatory for the applicant agrees to this commitment upon submitting the application.

All applicants must use EAGL, the electronic system provided by Ecology to apply for LSWFA, unless otherwise instructed by Ecology.

The applicant must upload all required documents and submit the complete application by the due date identified in the announcement.

B. Application evaluation

Initial screening

Applications must pass Ecology's initial review before Ecology screens individual projects for eligibility. The criteria Ecology uses in the initial review is applied in the following order:

1. Did the applicant comply with coordination requirements?
2. Is the applicant eligible for financial assistance?
3. Is the application complete?
4. Does the project or program:
 - Maintain a local hazardous or solid waste management plan?
 - Implement a local hazardous or solid waste program identified in the plan?
 - Enforce rules and regulations governing solid waste handling?

Ecology may deny the application or return it for modifications, depending on the results of the initial screening.

After initial application review, Ecology will further evaluate each project in the application and may work with the applicant to assess eligible activity and costs while drafting the scope of work. You can find examples of eligible activity in [Appendix A](#) of these guidelines.

Project evaluation

There are three basic tests to help Ecology determine if LSWFA is an eligible funding source to support a project and reimburse costs. The project:

1. Is identified in the local hazardous or solid waste management plan.
2. Meets local need.
3. Can produce a measurable outcome.

Once Ecology confirms a project is eligible, LSWFA regional staff can begin drafting the scope of work. Planning and enforcement projects are likely to be drafted first. Implementation projects require more scrutiny. Ecology will scope a project so that the expected outcome is achieved by the end of the Agreement period, and will negotiate a budget that both parties agree is sufficient to complete the scope of work.

PART VI – AGREEMENTS AND AMENDMENTS

A. Negotiations and formal offer

An Agreement is a formal agreement between Ecology and the recipient describing the performance expectations and rights of the parties. An Agreement contains the following sections:

- Title Section
- General Information
- Recipient Information
- Ecology Information
- Authorizing Signatures Page
- Scope of Work
- Budget
- General Terms and Conditions
- Agreement-specific Terms and Conditions (as applicable)
- Special Terms and Conditions (as applicable)

Ecology will work with the recipient to prepare the Agreement. LSWFA staff will draft a scope of work for each task based on information gathered during pre-application meetings, from the application, and through negotiating details with the applicant.

LSWFA staff will contact the applicant to confirm the details in each task's scope of work and each task budget. LSWFA staff will then take the appropriate internal steps to prepare the Agreement as a formal offer.

B. Disbursement of unrequested funds

Ecology will distribute “unrequested funds” statewide at the onset of the biennium to local governments identified on the allocation table; independent cities are excluded. Distribution of unrequested funds will first occur in the original designation SWE to SWE, IMP to IMP. The recipient may use unrequested funds to create a new task in the Agreement.

Unrequested funds are the difference between what is available for applicants as identified on the allocation table and what is offered in the final negotiated Agreement. In other words, the funds available at the onset of the biennium that were not requested or awarded become unrequested. Ecology is committed to redistributing unrequested IMP and SWE funds as quickly as possible using the following methodology.

1. Ecology follows up with all recipients not requesting their full allocation to confirm the amount requested.
2. Budget increases using unrequested funds are limited to local governments identified on the allocation table (excluding independent cities).
3. Ecology provides a field in the application form for the applicant to request a budget increase if additional funds become available.
4. Ecology negotiates scopes of work and budgets, and drafts Agreements.
 - Agreements are offered as soon as possible to applicants that are not eligible for the budget increase or did not request a budget increase on their application form.

- Agreements are offered as soon as possible after the application period closes and the budget increase amounts are calculated to applicants that requested a budget increase. Ecology anticipates this process should not delay Agreement offers.

C. Agreement must be signed

The EAGL online system will auto-generate a notification when your Agreement is ready for signature. LSWFA staff may follow this notification with an email reminding you to confirm the Recipient Contact Form is accurate. Print two copies of the Agreement and acquire the authorizing signature(s) in blue ink on both copies.

Mail both signed Agreements to the [regional staff](#) assigned to serve your jurisdiction.

The LSWFA recipient must return the signed Agreement to Ecology as soon as possible. If the local signature process requires additional time, contact your regional LSWFA staff. If the recipient has not contacted Ecology or returned the signed Agreement within four months of the EAGL system auto-generated notification, Ecology may rescind the Agreement offer.

D. Amendments

Administrative adjustments

Administrative adjustments such as changes in telephone numbers, addresses, project officers, supervisors, or contact persons for Ecology or the recipient do not require Amendments. However, the recipient must notify the LSWFA staff of these changes promptly because Ecology requires LSWFA staff to send a written notice to the Fiscal Office when these changes occur.

Budget deviation

Without warning, a system functionality built into EAGL allows the recipient to itemize costs in excess of a task's budget, and allows for Ecology to approve them. Though, the system will never allow reimbursement of costs in excess of Ecology's Agreement share, a budget deviation can automatically occur in each PRPR. The automatic budget deviation is capped when the total of deviations reaches 10 percent of the total Agreement budget. This functionality can be problematic for Agreements with more than one task because the deviation is automatic. A budget deviation can unexpectedly short another task budget without your knowledge or approval.

Ecology encourages the recipient not to itemize costs in excess of a task's budget. Contact the LSWFA regional staff immediately when anticipating a budget redistribution to discuss options.

Formal Amendment

Any change to the agreement, beyond administrative adjustments, requires a formal Amendment requested by the recipient through the EAGL system. Circumstances triggering a formal Amendment include, but are not limited to:

- The recipient and Ecology agree to revise the scope of work or objectives of the project, whether or not there is an associated budget revision.
- The recipient and Ecology agree to add or remove funds from the Agreement.
- The recipient and Ecology agree to a budget redistribution.

The formal Amendment includes an Amendment effective date and becomes binding when it is signed by the authorized officials of both the recipient and Ecology. Due to internal administrative deadlines, Ecology is unable to entertain a formal Amendment request after Quarter 6 (December), and all formal Amendments must be signed and returned by the recipient to Ecology no later than April 15 in Quarter 8.

Determining ‘unspent’ and reobligating funds

LSWFA regional staff monitor spending throughout the Agreement period and work with the recipient to reduce budgets as needed and increase budgets as early as possible, using unspent funds. When a budget amount is determined excessive for the remaining work and time in the Agreement period, both parties can agree to amend the Agreement to reduce the budget. This process is called a budget decrease or a deobligated Agreement and Ecology refers to these funds as “unspent”. Comparably, both parties can agree to amend the Agreement to increase the budget. Ecology refers to this process as a budget increase or a reobligation using unspent funds.

Ecology uses the following methodology to confirm Agreements that require a deobligation or reobligation Amendment:

1. Ecology sends a statewide email to recipients in Quarter 6 (October). Recipients are asked to update their spending plan and respond with one of the following three confirmations by January 15:
 - “The remaining budget for each task is enough to cover the expected costs incurred for the remaining work in each task. We expect to spend out the Agreement budget by the end of the Agreement period.”
 - “The remaining budget for at least one task is more than enough to cover the expected costs incurred for the remaining work in that task. We will initiate an Amendment in EAGL to reduce task budget(s) that are more than enough.”
 - “The remaining budget for at least one task is not enough to cover the expected costs incurred for the remaining work in that task. We expect to spend out the Agreement budget by the end of Quarter 6 (December), will continue to incur costs through the end of the Agreement period, and would like a budget increase to help offset those costs.”
2. Ecology staff works with recipients for a response through the end of Quarter 6 (December).
3. Deobligation Amendments must be initiated by January 15.
4. Ecology staff draft and must offer reobligation Amendments no later than January 30.
5. The recipient-signed Amendment must be returned to Ecology no later than March 1.

Ecology considers the following criteria when reobligating “unspent” funds:

- Funds are first offered in the region of origin and then statewide, and retain the original designation: SWE to SWE, IMP to IMP.
- The recipient must be in good standing for their administration of LSWFA in the biennium. An Ecology region may use additional criteria such as local need, environmental impact, and availability of other funding sources to help prioritize offers in the region. The criterion used must be documented by the region.
- Funds may not be used to create a new task in the Agreement.
- Funds that remain after statewide consideration, regardless of original designation, will become available using criteria and a process recommended by the LSWFA Work Group and approved by Ecology.

PART VII – REIMBURSEMENT AND PERFORMANCE MONITORING

A. Complete payment request package

You are required to submit a complete payment request package at least once per quarter. If you do not incur expenses during a quarter, you are still obligated to submit a progress report.

If equipment is purchased in the quarter, you must also complete and submit an Equipment Purchase Report for each piece of equipment.

A complete payment request package includes:

- Payment Request form and supporting documentation.
- Progress Report form.
- Equipment Purchase Report when applicable (one report per single piece of equipment valued greater than \$4,999).
- Form D-Contractor Participation Report.
- Spending Plan (updated).

Ecology will process complete payment request packages within 30 days of receipt.

Incomplete payment requests may cause a delay in reimbursement and will impact performance evaluations. Ecology will complete a practice performance evaluation concurrent with processing each payment request. This practice evaluation will be accessible by the recipient.

B. Payment Request forms

The recipient must complete the Payment Request form each quarter even if there are no expenditures to report. When there are no expenditures to report, the recipient only has four steps to complete on the Payment Request form: Identify if the payment is final, enter the billing period end date, select “No” if there are no expenditures to report, and save your work.

A complete PRPR is due 30 days after the last day of each quarter as shown in the following table. However, in consideration of the delayed agreement start date due to the legislature not approving a capital budget in 2017, Ecology will allow flexibility in the deadline for the first payment request. After an appropriation for this program is confirmed, Ecology will follow up with a modified table.

Table 3: Request for reimbursement deadlines

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

Final payment requests

Final payment requests must be submitted within 30 days of the agreement expiration date or July 30 whichever comes first. Ecology may not be able to reimburse final requests that are received after the due date.

Supporting documentation

Recipients must upload documentation that supports each cost itemized in the Expenditures table. These documents may be grouped into a single file or several files, and are most often provided in the personal data file (PDF) format. Documentation must be provided in the same order as itemized on the Expenditure table, and uploaded into the Payment Request form.

Documentation includes, but may not be limited to:

- Copies of receipts or payable invoices, including a confirmation of the date of goods received or services performed.
- Time accounting reports that include:
 - Employer's total cost per employee per pay period.
 - Employee's hours by date and task.

Ecology review and approval

LSWFA regional staff approve, modify or deny costs itemized in the Expenditures table.

Regional staff rely on the Agreement, program guidelines, and [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (Yellow Book) to make the determination. Ecology may contact the recipient for help in the determination, or may return the request for modifications, or may make the decision to deny the cost in whole or in part. When a cost is denied in whole or in part, regional staff will write a brief explanation in the comment field for that line item.

Ten percent budget deviation

EAGL system functionality allows the recipient to itemize and Ecology to approve costs in excess of a task budget which could result in a deviation of budgets between tasks. Since moving funds between tasks requires a formal amendment, Ecology encourages the recipient:

- NOT to itemize costs in excess of the task's available budget.
- To contact the LSWFA regional staff immediately if a budget redistribution is anticipated.
- See [Budget deviation](#) for more details.

Expenditures table

The Expenditures table includes drop down boxes for almost all cells in the table. It is important the recipient select the correct category option for the expenditure. Collecting accurate data is only possible when the correct 'Item Category' is selected and when the recipient itemizes 'Item Category' costs accurately. The following is a list of the ten 'Item Category' options followed by an explanation of what qualifies under each option:

- Salaries - select when the cost is only recipient salaries or wages.

- Benefits - select when the cost is only recipient benefits (not combined with recipient salaries or wages).
Note: Benefits typically consist of social security, Medicare, worker's compensation, unemployment insurance, pension plan, other life insurance, and leave. Fringe benefits, such as a car or clothing allowance, are a separate cost category and should not be included in the benefit rate.
- Salaries/Benefits - select when the cost is a combination of recipient salaries or wages AND benefits.
- Indirect - select when charging for indirect. Indirect is 25 percent of the recipient salaries/benefits itemized on the same Expenditures table unless a higher rate up to 30 percent was approved by Ecology. Itemizing an indirect cost is optional and must be consistently exercised throughout the Agreement period.
- Contracts - select when the cost is associated with a legally binding written contract between the recipient and contractor for the rendering of professional services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor related costs.
- Goods and Services - select when the cost is associated with the purchase of a product or service, material, or supplies.
- Travel - select when the cost is associated with lodging, meals, mileage, car rental, parking, ferry, and toll fees related to the task. Registration costs are itemized under Goods and Services.
- Equipment - select when the cost is a 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 or system. When the item has a useful life of less than one year and an acquisition cost of less than \$5,000 per functional unit or system it is itemized under Goods and Services.
- Property - select when the cost is associated with purchase of land, including crops and mineral rights, land improvements, structures, and appurtenances to them, excluding moveable machinery and equipment.
- Other - select when the cost does not fit under any other category option.

C. Progress Report form

The recipient must complete the Progress Report form each quarter even when the recipient is not requested reimbursement of expenditures in the quarter. In this case, the recipient only has four steps to complete on the 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 column titled, 'Summary of accomplishments for this reporting period', and save your work.

Completing the Progress Report form

Ecology monitors task progress to assure compliance with the terms and conditions of the Agreement.

The recipient must identify each task's percent complete on each Progress Report form. The column with the title, 'Percent Complete', relates to the scope of work for each task, and may or may not align with the percentage of funds spent overall. The 'Percent Complete' is cumulative throughout the agreement period, which means this number should increase with each Progress

Report. The only exception is when NO request for reimbursement was made in the same period.

Standardized reporting units

Standard measurements and conversions to assist the recipient in reporting outcomes are available in the [General Measurement Standards and Reporting Guidelines](#).

Summary of accomplishments for the reporting period

Under the column heading, ‘Summary of accomplishments for this reporting period’, include a narrative that:

- Addresses the estimated outcomes identified in each task’s scope of work.
- Summarizes the accomplishments in the reporting period.
- Supports the costs itemized in the corresponding Payment Request form.

The Metrics table

The recipient must enter data in the Progress Report Metrics table at the bottom of the form. Brief instructions for each metric question are provided below. Implementation recipients are asked to fill out the first set of questions labeled ‘Implementation’ while Solid Waste Enforcement (SWE) recipients respond to the second set of questions preceded by SWE.

It is important that the LSWFA program reports only outcomes achieved with LSWFA and the required local contribution. Outcomes achieved with additional funds should not be entered.

Ecology frequently receives legislative requests to provide information about the work supported by the LSWFA program. Your accurate reporting will help us quantify and communicate the information.

Table 4: Metrics Table

Metric	Instructions (Do not report the same data twice)
Implementation Number of Businesses Contacted	Enter the number of businesses you contacted to participate in an IMP activity.
Implementation Number of Businesses Participating	Enter the number of businesses participating in an IMP activity.
Implementation Number of Residents Contacted	Enter the number of residents or households you contacted to participate in an IMP activity.
Implementation Number of Residents Participating	Enter the number of participants in an IMP program.
Implementation Pounds of Organics diverted (do not include food)	Enter pounds of measurable organic waste not created. Do NOT include food rescued to feed people; DO include lowering the amount of waste produced (such as described in EPA’s Food Too Good to Waste toolkit), and other source-reduction activities including on-site management of woody and other yard debris. (Prevented or reduced waste) Include the pounds of organic material not going to the landfill. Do NOT include food rescued to feed people; DO include on-site management (such as small scale anaerobic digestion or

	composting), off-site AD and composting, animal feed, and energy recovery (such as woody debris used for combined heat and power (CHP)). (Recovered waste)
Metric	Instructions (Do not report the same data twice)
Implementation Pounds of edible food recovered/rescued	Enter pounds of edible surplus food rescued, intended to feed people. (Rescued food)
Implementation Pounds of edible food recovered/rescued	Enter pounds of edible surplus food rescued, intended to feed people. (Rescued food)
Implementation Pounds of edible food recovered/rescued	Enter pounds of edible surplus food rescued, intended to feed people. (Rescued food)
Implementation Pounds of MRW used in exchange programs	Enter pounds of household hazardous materials (HHW) collected and offered for reuse, shared, or donated. (Reused waste)
Implementation Pounds of MRW recycled	Enter pounds of household hazardous materials (HHW) collected for recycling (transformed into a marketable material). (Recycled waste)
Implementation Pounds of MRW properly disposed	Enter pounds of household hazardous waste (HHW) collected for energy recovery, waste water treatment, incineration, or a hazardous waste landfill. (Diverting waste)
Implementation Pounds of material used in exchange programs (diverted from waste stream)	Enter pounds of recyclable materials that retain their original form and were intended to be exchanged shared, or donated. (Reused waste)
Implementetation Pounds of material recycled	Enter pounds of recyclable materials collected and intended for processing into a new item. (Recycled waste)
Number of Documents produced (i.e. a comprehensive solid or hazardous waste plan, solid waste ordinance or code)	Enter the number of plans, reports studies, ordinances, etc., completed in this period. Use the "General Comment" box in the Progress Report form to list these documents by name.
SWE Number of NEW facility/site permit applications received & reviewed this period	DISREGARD THIS METRIC.
SWE Number of facility/site complaints received this period	Enter the number of complaints received for each permitted and conditionally exempt solid waste facility or site. Use the "General Comment" box in the Progress Report form to list each facility or site and identify the complaint.
SWE Number of facility/site enforcement actions this period	Enter the number of enforcement actions initiated. Use the "General Comment" box in the Progress Report form to list each action for each facility or site.
SWE Number of facility/site inspections this period	Enter the number of inspections performed at permitted and conditionally exempt solid waste facilities or sites. Upload a copy of each inspection report in the Progress Report form.
SWE Number of EXISTING facility/site permits reviewed this period	DISREGARD THIS METRIC.
SWE Number of EXISTING facility/site permits renewed this period	DISREGARD THIS METRIC.
SWE Number of facility/site permits issued this period	Enter the number of permits issued or renewed for each permitted solid waste facility or site. Use the "General Comment" box in the Progress Report form to list these facilities or sites by name.

Metric	Instructions (Do not report the same data twice)
SWE Number of non-facility/site solid waste complaints received this period	Excluding permitted solid waste facilities or sites; enter the number of illegal dump or improper disposal complaints received.
SWE Number of non-facility/site solid waste complaints resolved this period	Excluding permitted solid waste facilities or sites, enter the number of illegal dump or improper disposal complaints resolved, including resolving complaints received in previous reports.
SWE Number of hours worked on non-facility/site solid waste work this period	HOURS: NOT SOLID WASTE FACILITIES OR SITE – Enter the hours itemized on the Expenditure table in the corresponding Payment Request form for illegal dump investigation and solid waste related complaint resolution. Include hours providing technical assistance for compliance with state solid waste regulations and local ordinances, and outreach for preventing violations in the first place.

Staff hours

Ecology frequently receives legislative requests to provide information about FTE's funded with LSWFA. The last metric in the table, "[SWE Number of hours worked on non-facility/site solid waste work this period](#)" may be used to respond to these and other requests for information.

Outputs or publications

Upload copies of LSWFA outputs created or published during the reporting period like outreach materials, newsletter, signage, photos, etc. or any other document that illustrates the work accomplished. The upload feature is found near the bottom of the progress report form.

D. Equipment Purchase Report

The Equipment Purchase Report (EPR) is completed by the recipient for each piece of equipment purchased during the quarter. The EPR is a separate report from the PRPR and is initiated on the same page in EAGL as the PRPR. After completing, the recipient must apply the status "Equipment Purchase Report Submitted" to submit their report.

E. Form D: Contractor Participation Report

The recipient must complete the Form D with each quarterly PRPR. Follow the instructions on the form. If you are not requesting reimbursement for any contractor expenditures in the quarter, the recipient only has two steps to complete on the Form D, select "No, this payment request does not include reimbursements for any private sector contractor subcontractor", and save your work.

F. Performance standards

Ecology is responsible for administering the LSWFA program. Ecology monitors recipient performance to ensure that overall allocation for this program is spent and spent within the limitations of the program. Ecology LSWFA staff may conduct onsite visits during the course of the Agreement period. Performance is monitored through spending, project progress, and close out reports. Performance monitoring confirms that:

- The scope of work described in the executed Agreement is performed.
- All activity in the Agreement is performed in an effective, timely manner and according to the schedule and budget in the executed Agreement.
- Recipients comply with the scope of work and terms of the Agreement, as well as [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (Yellow Book) and these guidelines.

Evaluating performance

Ecology will be evaluating performance to improve administration of LSWFA at the local level and within Ecology.

Ecology will practice performance measures and processes during this biennium. The draft performance measures will be included in the EAGL system and associated with Ecology's review of each PRPR. Recipients are able to see the results of the evaluation based on this practice. The draft measures used during this biennium are strictly for testing and developing final performance measures.

Practicing will help develop final performance measures and processes for evaluating recipient performance in future biennia. Ecology will seek input from stakeholders to help develop the final performance measures throughout this biennium.

Tips for success

General requirements for all Ecology-administered grants are in the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (Yellow Book). The LSWFA guidelines may be more stringent in specific areas, and will take precedence in LSWFA-related decisions.

The following is a list of suggestions that should help recipients meet Ecology's administrative performance expectations:

- Regularly communicate with Ecology LSWFA staff.
- Understand each task's scope of work.
- Follow all the terms of the Agreement.
- Refer to LSWFA guidelines.
- Refer to Ecology's [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (Yellow Book) for contracting and procurement procedures.
- Create reminders for reporting deadlines and important dates.
- Attend and participate in trainings.
- Create and maintain a LSWFA file.

PART VIII – PROGRAM ADMINISTRATION

A. Cost-reimbursement

Ecology disburses the recipient award on a cost-reimbursement basis. This means a recipient must incur the cost before it is eligible for reimbursement. An incurred cost is the date the recipient receives the item or the service is performed. The recipient must also be in possession of a payable invoice that identifies the date an item was received or the service was performed.

For example:

- You order a truck on March 15; the cost-incurred date is the date that truck is delivered and in your possession – NOT the date you ordered the truck or the date you paid for it or the date on the invoice.
- You hire a contractor to build an enclosure at your MRW facility; the dates of cost incurred are the dates the contractor works – NOT the date they invoice for the work.

B. Statewide vendor registration

Washington State's Department of Enterprise Services (DES) issues all payments and maintains a central vendor file for Washington State agency use to process vendor payments. You must register as a statewide vendor to receive LSWFA reimbursements. This registration process also allows you to sign up for direct deposit payments, also known as electronic fund transfers (EFT).

[Complete the registration process online.](#)

If you have questions about the vendor registration process or setting up direct deposit payments, contact DES at the Payee Help Desk at (360) 664-7779 or payeehelpdesk@des.wa.gov.

C. Insufficient funds to fulfill terms

Ecology's ability to make payments is contingent on availability of funding. In the event funding from state sources is withdrawn, reduced, or limited in any way after an LSWFA Agreement is signed by Ecology, and prior to completion or expiration date of that Agreement, Ecology may need to terminate the Agreement, in whole or part. Ecology may renegotiate the Agreement, subject to new funding limitations or conditions. Ecology may also elect to suspend performance of the Agreement until Ecology determines the funding insufficiency is resolved. Ecology will make a reasonable attempt to provide notification as soon as possible.

Ecology's policy is to reimburse eligible costs incurred by the recipient through the effective date of termination or suspension of the Agreement. Reimbursed costs are agreed to by Ecology and the recipient. In no event will Ecology's reimbursement exceed Ecology's total responsibility under the Agreement and any Amendments.

D. Close out

Before close out occurs, the recipient must submit all final documents and Ecology must approve them.

Final documents the recipient submits include:

- Final Payment Request forms
- Final Progress Report forms
- Recipient Close Out Report

All final documents must be submitted by the due date identified in the [2017-2019 LSWFA Timeline](#).

Ecology LSWFA staff will review and, as necessary, work with the recipient to approve recipient's final documents. Ecology LSWFA staff will complete and submit the Ecology Close Out Report, that summarizes the results of the Agreement from Ecology's perspective.

E. File management and records retention

Ecology requires recipients to maintain a file of all Agreement-related information for at least three years from the date Ecology closes the Agreement. The recipient should organize Agreement financial records to provide an audit trail for all expenditures, and keep all paper records in a common file. The date an Agreement is closed in EAGL is the start date of the retention period.

Paper records

Required LSWFA file contents include:

- Signed Agreement and all signed Amendments.
- Signed interlocal agreements and contracts related to the Agreement or Amendment(s).
- Any RFPs and contract award documents.
- Property/equipment documents when applicable, such as Ecology purchase approvals and recipient's inventory control.
- Outputs/deliverables (advertisements, brochures, fact sheets, surveys and reports).
- Correspondence (maintain an electronic file for electronic correspondence).
- Engineering documentation and field inspection reports of all construction work.

Electronic records

Electronic records have the same record retention as their paper version.

Audits

Ecology has the right to audit the Agreement files for three years after closing the Agreement.

Appendices

Appendix A. Examples of eligible activity

Financial assistance is reserved for local hazardous waste program planning and implementation, local solid waste planning and implementation, and for enforcement of rules and regulations governing solid waste handling. An activity eligible for LSWFA must provide an outcome that is measurable or be an element in a task that includes a measurable outcome. Ecology will negotiate scopes of work to ensure activity can be completed within the Agreement period with the available budget.

A. Planning

Hazardous Waste Plan maintenance

Local hazardous waste management plans contain a description of plans or programs to manage moderate risk wastes that are generated or otherwise present within the jurisdiction (RCW 70.105.220). There is no statutory requirement for a local government to review or update their local hazardous waste plan. However, for an MRW activity to be eligible, it must be included in the plan. Ecology's guidelines for developing and updating local hazardous waste plans can be viewed in [Publication No. 10-07-006](#).

Solid Waste Plan maintenance

Local solid waste management plans contain a description of plans or programs to manage solid waste. Managing solid waste includes collection, handling, management services, and programs designed to meet the unique needs of the local government (RCW 70.95.080). State law requires local governments to maintain their plan in a current condition and to review and revise it in a six-year cycle, if necessary (RCW 70.95.110). For an activity to be eligible, it must be included in the plan. Ecology may limit reimbursement of plan maintenance to elements in the plan needing revision. Ecology's guidelines for developing solid waste management plans and other options for plan revisions can be viewed in [Publication No. 10-07-005](#).

B. Moderate risk waste (MRW)

Financial assistance is reserved for activities included in the local hazardous waste management plan. Ecology will review the plan and evaluate proposed activity on a case-by-case basis to determine eligibility, including costs. Measurable outcomes are required. The following list includes activities typically eligible and is not all inclusive:

Fixed Facility Operations

- HHW collected and disposed

Household Hazardous Waste (HHW) Collection Events or Programs

- Mobile

Health and Safety

- MRW elements of emergency response plans
- Staff training and safety

MRW Education

- Local regulations, ordinances
- Toxics reduction programs, such as Integrated Pest Management

Persistent Bioaccumulative Toxins (PBT)

- Reduction or removal
- Collection
- Education
- Policy development
- Planning

Conditionally Exempt Small Quantity Generator (CESQG) Programs

- Business education and technical assistance, including waste audits
- Elements of award or incentive programs, such as EnviroStars
- Business outreach, program promotion

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

Planning

- Studies, operation and maintenance plans, design documents
- Local regulations, ordinances

C. Waste reduction and recycling (WRR)

Financial assistance is reserved for activities included in the local hazardous or solid waste management plan. Ecology will review the plan and evaluate proposed activity on a case-by-case basis to determine eligibility, including costs. Measurable outcomes are required. The following list includes activities typically eligible and is not all inclusive:

Recycling Facility Operations

Recycling Collection Events or Programs

- Drop box
- Mobile
- Multi-family
- Curbside
- School and business
- Exchange or reuse
- Special, targeted collection

Health and Safety

- Staff training and safety

WRR Education

- Technical assistance
- Outreach such as presentations, workshops, training
- Residential, commercial, and school programs
- Limited elements of award and recognition programs
- Education to residents and businesses about Environmentally-preferred Purchasing (EPP)

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

Planning

- Studies, operation and maintenance plans, design documents
- EPP policy development

D. Organics (ORG)

Financial assistance is reserved for activities included in the local solid waste management plan. Ecology will review the plan and evaluate the proposed activity on a case-by-case basis to determine eligibility, including costs. Measurable outcomes are required. The following list includes activities typically eligible and is not all inclusive:

Organics Management

- Composting
- Anaerobic digestion
- Other conversion technologies

Organics Programs

- Food waste prevention, such as Food Too Good to Waste
- Edible surplus food rescue
- Curbside and drop off collection
- Natural yard care, including least toxic alternatives education
- Agricultural including organics use, waste management, and technical assistance
- Wood chipping

Health and Safety

- Staff training and safety

Organics Education

- Technical assistance
- Outreach such as presentations, workshops, training
- Residential, commercial, institutional, and school programs
- Limited elements of award and recognition programs
- Master composter and/or gardener programs

Capital Expenditures

- New construction, improvements
- Site acquisition
- Equipment

Planning

- Studies, operation and maintenance plans, design documents

E. Solid waste enforcement (SWE)

Solid waste enforcement financial assistance is reserved for enforcing rules and regulations adopted under chapter 70.95 RCW. Measurable outcomes are required. The following list includes activities typically eligible and is not all inclusive:

Planning

- Solid waste handling guidelines
- Codes, ordinances, and/or regulations

Administration

- Local solid and hazardous waste management plan(s) review
- Legal fees

SWE Education

- Solid and hazardous waste regulations
- Preventing violations with outreach such as presentations, workshops, and trainings
- Technical assistance for compliance

Enforcement

- State minimum functional standards (chapters 173-350, 173-351, 173-304 WAC)
- Environmental monitoring (limited sampling of groundwater and/or landfill gas)
- Waste tires

Inspections

- Solid waste handling facilities and sites
- Authorize disposal of abandoned junk vehicles

Permitting

- Solid waste handling facilities and sites

Investigation

- Illegal dumps
- Complaints

Equipment or tools

- Monitoring equipment such as probes or groundwater sampling equipment

Special programs

- Locating closed and/or abandoned landfills

Appendix B. Ineligible costs and exceptions

The following activity or related costs are identified as ineligible for reimbursement with LSWFA. Some are ineligible based on statute, while others are ineligible based on program policy. Under narrow circumstances, there are exceptions to ineligible costs. Ecology offers some interpretation and some exceptions to ineligible costs. Exceptions require Ecology to consider requests on a case-by-case basis and make it difficult to provide definitive examples, or to provide a decisive explanation. Contact a member of the LSWFA team for more information.

A. Green building

- High performance buildings.
 - Ecology interprets high performance buildings as those structures incorporating sustainable or ‘green’ practices that meet certain construction and/or equipment standards that are proven to save energy, water, air, land, material, and human resources. Ecology supports the concepts and results of green building practices; however, the costs associated with these practices are not eligible for LSWFA.

B. State legislated Product Stewardship programs

- Collection and recycling of electronics and peripherals covered under the E-Cycle Washington program.
- Collection and recycling of mercury-containing lights covered under the LightRecycle Washington program.

C. Disposal and clean-up

- Disposal of material collected for recycling.
 - **Exception:** The recipient is allowed a one-time option in a biennium to dispose of recyclable material when markets no longer exist for the material. The recipient must immediately notify Ecology about the change in markets, and prior to incurring the disposal costs.
- Disposal of solid waste.
 - **Exception:** Incidental garbage or non-recyclable material from a collection event or that ends up in a drop box may be eligible for reimbursement under these conditions:
 - The task must include operations, such as a collection event or drop box program.
 - The cost for disposal does not exceed 10 percent of the task budget.
 - The garbage is considered incidental to recycling operations.
- Disposal of used oil that is not contaminated. Ineligible costs extend to disposing of lab packs that contain used oil that is not contaminated.
 - Many facilities use Chlor-d-tect test to determine whether or not used oil is contaminated. However, the Chlor-d-tect test is only an indicator and not sensitive enough to detect the presence of PCBs in used oil. Therefore, Ecology and the Environmental Protection Agency (EPA) recommend facilities send used oil samples to an accredited lab (and receive lab results) prior to pumping it from collection tanks. Knowing definitively if the used oil is contaminated or not will help the facility avoid increased costs and potential penalties. Guidance on used oil specifications can be found in [WAC 173-303-515\(4\)](#).
 - Laboratory testing is eligible.
 - Management of oil determined to be contaminated through laboratory or field testing is eligible.

- Disposal of latex paint. Ineligible costs extend to managing lab packs that contain latex paint.
- Purchasing containers to use for collecting solid waste for disposal.
- Disposal of refuse from a publicly accessible container at a facility and event.
 - **Exception:** Disposal costs for incidental refuse generated from facility operations and events. An example of incidental refuse could be a bag or box or any other type of packaging the customer used to transport the material they dropped off at the facility or event.
- Cleanup and disposal of illegal dumps, including illegal dumps in a recycling drop box and on the property where recycling drop boxes are located.
- CESQG recycling and disposal.
 - **Exception:** Education and outreach to promote the local CESQG program are eligible costs.
 - **Exception:** During normal hours of operating an HHW program, the recipient may use staff to collect and process CESQG when it charges a fee for the service. It is Ecology's expectation that fees charged for the service are itemized as revenue in the PRPR to help offset the costs.

D. Landfills

- Solid waste incinerator feasibility studies, construction, maintenance, and/or operation.
- New landfill construction or landfill expansion; or landfill upgrading at an operating facility to meet the requirements of chapters 173-350 and 173-351 WAC.
- Landfill closure as required by chapters 173-350 and 173-351 WAC.

E. Biosolids

- Biosolids managed under chapter 173-308 WAC. Chapter 173-350 WAC, Solid Waste Handling Standards, is not applicable to biosolids managed under chapter 173-308 WAC because biosolids are not a solid waste. For this reason, costs associated with biosolids feasibility studies, trainings, compliance, and monitoring are not eligible for reimbursement through LSWFA.
 - **Exception:** If a facility permitted under chapter 173-350 WAC accepts biosolids in its operations, staff time is eligible for reimbursement only when staff is monitoring the facility for compliance, including reviews of operations plans and permit renewals.
 - **Exception:** An activity regulated under chapter 173-350 WAC, accepts biosolids in its operations, staff time is eligible when staff is operating the facility.

F. Solid and hazardous waste

- Solid and hazardous waste expenses not directly related to compliance with state solid and hazardous waste laws and rules.

G. Water related

- Projects designed to address restoration of Puget Sound, funded in a competitive grant process, that are in conflict with the action agenda developed by the Puget Sound Partnership under RCW 90.71.310. Ecology will not provide LSWFA that is prohibited under RCW 90.71.310.
- Installation and repair of groundwater monitoring wells.

- Water sampling when conducted on behalf of an owner or operator of a solid waste site or facility.
- Managing out-of-state waste.

H. Natural disasters

- Natural disasters where there is no hazardous substance contamination.
 - Costs resulting from a natural disaster are considered on a case-by-case basis. Ecology will work with local governments to determine eligible costs and/or scope an eligible project. The project must be contained in the local solid or hazardous waste management plan and in the Agreement scope of work. Examples of eligible project costs could include:
 - Developing language or a section for inclusion in a solid or hazardous waste plan that addresses how the local government expects to manage disaster debris.
 - Inspection and/or authorization for disposal of abandoned or unidentifiable cars in the aftermath of a natural disaster.

Appendix C. FINAL 17-19 Allocation Table

Governor Inslee signed a capital budget on January 19, 2018. The final allocation table calculates amounts available for application for Local Solid Waste Financial Assistance in the 2017-2019 biennium.

Calculations for SWE are based on the following factors: a minimum total amount of \$2.925 M, includes a fixed amount of \$50,000 for each jurisdictional health department (JHD), except multi-county JHDs divide a single \$50,000 fixed amount by the number of counties within the JHD; a per capita amount relative to each county's population and a cap of \$145,000 per JHD, including multi-county JHDs.

Table 5: FINAL 17-19 ALLOCATION TABLE

COUNTY	2016 POPULATION ¹	SOLID WASTE PLANNING & IMPLEMENTATION (P&I)			SOLID WASTE ENFORCEMENT (SWE)		
		FIXED AMOUNT	PER CAPITA P&I	TOTAL P&I	FIXED AMOUNT	PER CAPITA SWE	TOTAL SWE
ADAMS	19,510	\$100,000	\$8,623	\$108,623	\$50,000	\$5,446	\$55,446
ASOTIN	22,150	\$100,000	\$9,790	\$109,790	\$50,000	\$6,183	\$56,183
BENTON ³	190,500	\$100,000	\$84,196	\$184,196	\$25,000	\$53,176	\$78,176
CHELAN ³	75,910	\$100,000	\$33,550	\$133,550	\$25,000	\$21,189	\$46,189
CLALLAM	73,410	\$100,000	\$32,445	\$132,445	\$50,000	\$20,491	\$70,491
CLARK	461,010	\$100,000	\$203,754	\$303,754	\$50,000	\$95,000	\$145,000
COLUMBIA	4,050	\$100,000	\$1,790	\$101,790	\$50,000	\$1,130	\$51,130
COWLITZ	104,850	\$100,000	\$46,341	\$146,341	\$50,000	\$29,268	\$79,268
DOUGLAS ³	40,720	\$100,000	\$17,997	\$117,997	\$25,000	\$11,366	\$36,366
FERRY ³	7,700	\$100,000	\$3,403	\$103,403	\$16,667	\$2,148	\$18,815
FRANKLIN ³	88,670	\$100,000	\$39,190	\$139,190	\$25,000	\$24,751	\$49,751
GARFIELD	2,200	\$100,000	\$972	\$100,972	\$50,000	\$614	\$50,614
GRANT	94,610	\$100,000	\$41,815	\$141,815	\$50,000	\$26,410	\$76,410
GRAYS HARBOR	72,820	\$100,000	\$32,184	\$132,184	\$50,000	\$20,327	\$70,327
ISLAND	82,910	\$100,000	\$36,644	\$136,644	\$50,000	\$23,144	\$73,144
JEFFERSON	31,090	\$100,000	\$13,741	\$113,741	\$50,000	\$8,678	\$58,678
KING	1,418,300	\$100,000	\$626,850	\$726,850	\$50,000	\$95,000	\$145,000
CITY OF SEATTLE ²	686,800	\$0	\$303,547	\$303,547	\$0	\$0	\$0
KITSAP	262,590	\$100,000	\$116,058	\$216,058	\$50,000	\$73,299	\$123,299
KITTITAS	43,710	\$100,000	\$19,319	\$119,319	\$50,000	\$12,201	\$62,201
Klickitat	21,270	\$100,000	\$9,401	\$109,401	\$50,000	\$5,937	\$55,937
LEWIS	76,890	\$100,000	\$33,983	\$133,983	\$50,000	\$21,463	\$71,463
LINCOLN	10,640	\$100,000	\$4,703	\$104,703	\$50,000	\$2,970	\$52,970
MASON	62,320	\$100,000	\$27,544	\$127,544	\$50,000	\$17,395	\$67,395
OKANOGAN	41,730	\$100,000	\$18,444	\$118,444	\$50,000	\$11,649	\$61,649
PACIFIC	21,180	\$100,000	\$9,361	\$109,361	\$50,000	\$5,912	\$55,912
PEND OREILLE ³	13,290	\$100,000	\$5,874	\$105,874	\$16,667	\$3,710	\$20,377
PIERCE	844,490	\$100,000	\$373,242	\$473,242	\$50,000	\$95,000	\$145,000
SAN JUAN	16,320	\$100,000	\$7,213	\$107,213	\$50,000	\$4,555	\$54,555
SKAGIT	122,270	\$100,000	\$54,040	\$154,040	\$50,000	\$34,131	\$84,131
SKAMANIA	11,500	\$100,000	\$5,083	\$105,083	\$50,000	\$3,210	\$53,210
SNOHOMISH	772,860	\$100,000	\$341,583	\$441,583	\$50,000	\$95,000	\$145,000
SPOKANE	398,370	\$100,000	\$176,069	\$276,069	\$50,000	\$95,000	\$145,000
CITY OF SPOKANE VALLEY ²	94,160	\$0	\$41,616	\$41,616	\$0	\$0	\$0
STEVENS ³	44,100	\$100,000	\$19,491	\$119,491	\$16,666	\$12,309	\$28,975
THURSTON	272,690	\$100,000	\$120,522	\$220,522	\$50,000	\$76,119	\$126,119
WAHKIAKUM	4,000	\$100,000	\$1,768	\$101,768	\$50,000	\$1,116	\$51,116
WALLA WALLA	60,730	\$100,000	\$26,841	\$126,841	\$50,000	\$16,951	\$66,951
WHATCOM	212,540	\$100,000	\$93,937	\$193,937	\$50,000	\$59,328	\$109,328
WHITMAN	47,940	\$100,000	\$21,188	\$121,188	\$50,000	\$13,382	\$63,382
YAKIMA	250,900	\$100,000	\$110,888	\$210,888	\$50,000	\$70,042	\$120,042
TOTAL	7,183,700	\$3,900,000	\$3,175,000	\$7,075,000	\$1,750,000	\$1,175,000	\$2,925,000

Footnotes:

(1) Population data from the Office of Financial Management – data as of April 1, 2016: <http://www.ofm.wa.gov/pop/april1/default.asp>.

(2) Cities listed on this table have an Ecology approved independent solid waste management plan consistent with RCW 70.95.080(3)(a). The dollar figure given for cities is based on per capita only. It is allowable for a city and county to negotiate a differing dollar amount; not to exceed the total allocated for the county.

(3) Multi-county jurisdictional health departments include Ferry, Pend Oreille and Stevens; Benton and Franklin; and Chelan and Douglas.