



DEPARTMENT OF
ECOLOGY
State of Washington

Program Guidelines Local Solid Waste Financial Assistance

2019-2021 Biennium

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Program Guidelines

Local Solid Waste Financial Assistance

2019-2021 Biennium

Solid Waste Management

Washington State Department of Ecology

Olympia, Washington

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About Local Solid Waste Financial Assistance

Our Mission and Goals

Local Solid Waste Financial Assistance (LSWFA) supports local government implementation of eligible projects identified in their local solid and hazardous waste management plans, and local enforcement of solid waste handling laws and rules. LSWFA requirements are balanced with Ecology's statewide goals and with local needs. Goals in the State Solid and Hazardous Waste Plan may direct local plans, though local plans determine the use of LSWFA in the jurisdiction.

Who We Are

Regional Staff

Ecology regional staff are the main contacts for recipients. They negotiate and administer agreements from application to close out. They provide technical assistance about LSWFA and Ecology's Administration of Grants and Loans (EAGL) online system.

Grants Technical Assistance Lead

The Grants Lead is the main contact for Ecology regional staff, providing assistance with EAGL. ~~and LSWFA eligibility questions.~~

Statewide Fund Coordinator

The fund coordinator oversees administration of the LSWFA program, ensuring consistency throughout the state. The fund coordinator works with Ecology regional staff and the LSWFA Work Group on developing program policy, **is the main point of contact for LSWFA eligibility questions**, and supports the Grants Technical Assistance Lead with EAGL.

SWM Management Liaison

Ecology's Solid Waste Management (SWM) 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 Program Management team and generally supports overall function of the LSWFA team.

LSWFA Work Group

Communication and feedback between local governments and Ecology is a vital component of the LSWFA process. The LSWFA Work Group is comprised of eight local government representatives. Four of the members are from Eastern Washington and four are from Western Washington. The members represent recipients of solid waste enforcement (SWE) and planning and implementation (P&I) financial assistance.

How to Contact Us

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
Paula Wesch	Eastern Regional Office 4601 N Monroe Spokane WA 99205	509-329-3545 paula.wesch@ecy.wa.gov	Adams, Asotin, Ferry, Garfield, Grant, Lincoln, Pend Oreille, Stevens
Steven Gimpel	Eastern Regional Office 4601 N Monroe Spokane WA 99205	509-329-3592 steven.gimpel@ecy.wa.gov	Columbia, Franklin, Spokane, 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
Peter Lyon (interim)	Southwest Regional Office PO BOX 47775 Olympia WA 98504	360-407-6381 peter.lyon@ecy.wa.gov	Clark, Cowlitz, Lewis, Mason, Pacific, Wahkiakum
Peter Lyon (interim)	Southwest Regional Office PO BOX 47775 Olympia WA 98504	360-407-6381 peter.lyon@ecy.wa.gov	Clallam, Grays Harbor, Jefferson, Pierce, Skamania, Thurston
Grants Technical Assistance Lead	Ecology Address	Ecology Phone/Email	Jurisdictions
Kelsey Dunne	Department of Ecology PO BOX 37600 Olympia WA 98503	360-407-6129 kelsey.dunne@ecy.wa.gov	Statewide
Statewide Fund Coordinator	Ecology Address	Ecology Phone/Email	
Tami Ramsey	Department of Ecology PO BOX 37600 Olympia WA 98503	360-407-6223 tami.ramsey@ecy.wa.gov	
Management Liaison	Ecology Address	Ecology Phone/Email	
Peter Lyon	Department of Ecology PO BOX 47775 Olympia WA 98504	360-407-6381 peter.lyon@ecy.wa.gov	

2019-2021 Proposed Timeline

The biennial budget for LSWFA comes from the State of Washington.

Table 2: 2019-2021 LSWFA Schedule

Date	Action			
January 1, 2019	Pre-application and consultations with potential recipients begins.			
May 8, 2019	Anticipated - Application period opens. Guidelines, FINAL allocation table, and application forms available.			
	Recipient training offered. Ecology can begin processing applications and drafting agreements.			
June 7, 2019	Application period closes.			
	Formal offers may begin after the State Budget is passed and before July 1, 2019; however, the earliest Ecology will sign an agreement is July 1, 2019.			
July 1, 2019	Agreement effective date, regardless of Ecology signature date.			
July 1, 2019 - Ecology Signature Date on Agreement	Costs incurred in this time frame are called “retroactive costs” and should be requested for reimbursement in the first PRPR submitted.			
Submittal due dates: October 30 January 30 April 30 July 30	Submit a complete payment request and progress report (PRPR) package, including updating the Spending Plan at least quarterly.			
	<table border="1" data-bbox="475 1087 1370 1182"> <tr> <td data-bbox="475 1087 699 1182">Quarters 1 & 5 Jul-Sept</td> <td data-bbox="699 1087 924 1182">Quarters 2 & 6 Oct-Dec</td> <td data-bbox="924 1087 1148 1182">Quarters 3 & 7 Jan-Mar</td> <td data-bbox="1148 1087 1370 1182">Quarters 4 & 8 Apr-Jun</td> </tr> </table>	Quarters 1 & 5 Jul-Sept	Quarters 2 & 6 Oct-Dec	Quarters 3 & 7 Jan-Mar
Quarters 1 & 5 Jul-Sept	Quarters 2 & 6 Oct-Dec	Quarters 3 & 7 Jan-Mar	Quarters 4 & 8 Apr-Jun	
October 1- December 31, 2020	Ecology and recipient work together to confirm budget needs for remainder of biennium (unspent process).			
March 15, 2021	Target date to initiate last amendments.			
May 1, 2021	Target date for Ecology to receive all recipient signed amendments.			
June 30, 2021	Agreement end date.			
July 30, 2021	Recipient final due date for close out.			

PART I - INTRODUCTION

A. Purpose statement

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.

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 LSWFA 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 - An agreement that details changes or revisions to the terms and conditions of the original agreement that is signed by the authorized signatures of both Ecology and the recipient.

APPLICATION - Forms prepared by Ecology in EAGL and used by a local government to request financial assistance from the LSWFA program.

AUTHORIZED ENCAMPMENT - A publicly owned site specifically established as a place for people experiencing homelessness to camp.

AUTHORIZED OFFICIAL - Title of a recipient's system role in EAGL, which allows the 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 to support all expenditures reported on a payment request.

BENEFITS - The cost of employment fees/taxes required by law and paid by the employer, such as Social Security, Medicare, 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, starting July 1 of an odd-numbered year and ending 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 - Regardless of the source of the funds, any cash spent by the recipient for project-related costs, including:

- Direct costs of goods and/or services.
- Salaries and benefits of recipient employees.
- Indirect costs.
- Payments made to contractors.

CLOSE OUT - The process of reconciling all administrative matters relative to a grant or loan to close the file.

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG) - A dangerous waste generator whose dangerous wastes are conditionally exempt from regulation under chapter [70.105](#) RCW, Hazardous waste management, solely because the waste is generated or accumulated in quantities 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 any entity who is paid directly by the recipient 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 financial assistance is available for solid and hazardous waste planning and implementation. Notification must be provided to local solid waste plan signatories and the local government that is required by chapter [70.105 RCW](#) to adopt the local hazardous waste plan. Coordination also includes consultation between local governments where the partnering local government requests financial assistance through a primary responsible local government for the purposes of determining its project eligibility and a budget.

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

CULTURAL RESOURCES - Physical evidence or place of historical human activity: A site, object, landscape, structure landscape, or natural feature of significance to a group of people traditionally associated with it.

CULTURAL RESOURCES REVIEW - May be required through the State Environmental Policy Act (SEPA), under Section 106 of the Federal National Historic Preservation Act (for federally funded agreements), or Washington State Executive Order 05-05 Archeological and Cultural Resources.

DELIVERABLE - Item or activity identified in the agreement that must be completed by the recipient before Ecology approves reimbursement or completion. Deliverables may or may not have a due date.

DEOBLIGATED FUNDS - For the purposes of this funding program, deobligated funds are the downward adjustment of a previously incurred obligation and may be reobligated within the same period of original appropriation.

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

EAGL - Ecology's administration of grants and loans. This is 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 - A form for collection information about the completion of tasks or deliverables.

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.

ELIGIBLE COST - Costs that meets all criteria established in the agreement and funding program guidelines.

ENCAMPMENT - A publicly owned place with temporary accommodations consisting of huts or tents, including areas where vehicles are parked for the purpose of sheltering in place, and can include sidewalks or under bridges.

ENVIRONMENTALLY PREFERABLE PURCHASING - Also known as sustainable procurement, EPP is the purchase of products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

EQUIPMENT - Tangible, 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.

EXPENDITURE - See CASH EXPENDITURE.

HOUSEHOLD HAZARDOUS WASTE (HHW) – Any waste that exhibits the properties of dangerous wastes but is exempt from regulation under chapter 70.105 RCW, Hazardous waste management, solely because the waste is generated by households. Household hazardous waste 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 - A rate approved by the recipient's federal agency. If the recipient doesn't have a federally approved rate, LSWFA will approve the rate at 25 percent.

INFRASTRUCTURE - The basic physical and organizational structures and facilities necessary to protect the environment, such as portable toilets and garbage services.

IN-KIND INTERLOCAL - In-kind contributions made to a 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 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 nonreimbursed portion of the other governmental entity's contributions 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 its members, unless the communication is for influencing legislation.

LOCAL CONTRIBUTION - The required portion 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 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. This Plan may include a separate local hazardous waste plan.

MODERATE RISK WASTE (MRW) - Solid waste that is limited to conditionally exempt small quantity generator (CESQG) waste and household hazardous waste (HHW) as defined in Chapter 173-350 WAC.

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 - 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 - Organized activity that includes but is not limited to composting, anaerobic digestion, and other conversion technologies such as bioenergy, and biofuels.

OUTCOME - The environmental result, effect, or consequence that will occur from carrying out a program or activity related to the goal or objective of a grant. A quantitative and measurable change as a result of doing the task.

OUPUT - An environmental activity or effort and associated work products related to the goal or objective that will be provided by a specified date.

PRIMARY LOCAL GOVERNMENT - A local government with a department-approved solid waste plan that was developed using a solid waste advisory committee (SWAC), and has the primary responsibility for maintaining that plan, excluding an Independent City.

PARTNERING LOCAL GOVERNMENT - A local government that does not have the primary responsibility for maintaining the local solid waste plan, and may become an eligible applicant for solid and hazardous waste planning and implementation financial assistance through coordination with a primary responsible local government.

PAYMENT REQUEST PROGRESS REPORT (PRPR) - Data entry forms in EAGL to report agreement expenditures and/or progress by task.

PROJECT INCOME - Funds received by the recipient and directly generated by a project, or earned only as a result of the project during the period of 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.

READER - Title of a recipient's system role in EAGL that allows a user to only view applications and reports. Readers do not receive system notifications generated by EAGL.

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 payment request/progress reports. This role may complete Payment Request forms, but cannot enter any information on the Progress Report form.

RECIPIENT PROJECT MANAGER - Title of a recipient's system role in EAGL that allows a user to edit applications, and initiate and submit certain reports. This role cannot enter any information on the Payment Request form.

RECYCLABLE MATERIALS - Solid wastes that are separated for recycling or reuse, including, but not limited to, papers, metals, and glass, that are identified as recyclable material pursuant to a local comprehensive solid waste plan.

RECYCLING - Transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration. Recycling includes processing waste materials to produce tangible commodities.

REOBLIGATED FUNDS - For the purposes of this funding program, reobligated funds are the obligation of deobligated funds for a different authorized use.

RELINQUISHED FUNDS - For the purposes of this funding program, relinquished funds are funds that the Primary, through coordination, releases without prejudice to another government before submitting their application.

RESTORATION - The process of assisting the recovery of an ecosystem that has been degraded, damaged, or destroyed.

RETROACTIVE COSTS - Project-eligible costs incurred between the effective start date of the agreement and before the department signature date on the agreement.

RISK ASSESSMENT - An ongoing process that includes identifying and analyzing risks to achieving Ecology objectives, and deciding how to respond.

SCOPE OF WORK - The objectives, tasks, and deliverables to be accomplished under an agreement.

SOLID WASTE , WASTE MATERIALS OR WASTES - All putrescible and non-putrescible solid and semisolid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, contaminated soils and contaminated dredged material, and recyclable materials.

SOLID WASTE ADVISORY COMMITTEE (SWAC) - The local committee as described in and required by RCW [70.95.165](#); and the SWAC-like entity required by the department 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 under this chapter.

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.

STATE SHARE - Ecology share. The maximum dollar amount of financial assistance that may be reimbursed to the recipient under the terms of the agreement.

SUPPLIES - All tangible personal property other than tools or equipment necessary to carry out a scope of work (with a useful life of less than one year and an acquisition cost of less than \$5,000).

SWAC-LIKE ENTITY - See SOLID WASTE ADVISORY COMMITTEE.

TASK INCOME - See Project Income.

TASK OUTCOME - A quantitative and measurable change as a result of doing the task.

TENT CITY - A large collection of tents, typically one forming temporary or makeshift accommodations for people experiencing homelessness.

TOOLS - Tangible personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.

TOTAL ELIGIBLE COST - The amount authorized under the agreement, which includes both Ecology's and the recipient's match share.

UNREQUESTED FUNDS - For the purposes of this funding program, unrequested funds are money that the Primary does not request and did not relinquish. If another government, through coordination, does not apply for the full amount relinquished to them by the Primary, these funds are also unrequested.

UNSHELTERED HOMELESS - Someone who lives in a place that is not meant for human habitation, such as those sleeping under bridges, on sidewalks, or in unauthorized encampments.

UNSPENT FUNDS - For the purposes of this funding program, unspent funds are money that a recipient estimates within six (6) months of the agreement end date that it cannot spend.

D. Acronyms and abbreviations

AD	Anaerobic Digestion
BMP	Best Management Practice
C&D	Construction & Demolition
CESQG	Conditionally Exempt Small Quantity Generator
Department 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
EPP	Environmentally Preferable Purchasing
EPR	Equipment Purchase Report
GAAP	Generally Accepted Accounting Practices
HHW	Household Hazardous Waste
HWMP	Hazardous Waste Management Plan
IMP	Planning and Implementation
IPM	Integrated Pest Management
JHD	Jurisdictional Health Department
LSWFA	Local Solid Waste Financial Assistance
LSWFA WG	Local Solid Waste Financial Assistance Work Group
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 Bio-accumulative Toxins
PDF	Personal Data File
PLG	Partnering Local Government
PMT	Ecology's SWM Program Management Team
Primary	Local government with primary responsibility
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
SWM	Solid Waste Management program
SWMP	Local Solid Waste Management Plan
WAC	Washington Administrative Code
WRR	Waste Reduction and Recycling

PART II – PROGRAM ADMINISTRATION

The LSWFA staff appreciate the time you spend reviewing these *Guidelines* which promote the success of this program. We encourage you to [contact us](#) with any questions. Thank you!

A. Guidelines

These LSWFA Guidelines 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. 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. Applicants apply for LSWFA through EAGL, or in rare circumstances, another process defined by Ecology. Accessing EAGL requires the person is authorized in their Organization’s account through EAGL’s public interface, and is registered in EAGL through [SecureAccess Washington \(SAW\)](#).

C. Statewide vendor registration

You must register as a statewide vendor to receive reimbursements from LSWFA. Washington State’s Department of Enterprise Services (DES) issues all payments to registered vendors and maintains a central vendor file that Ecology uses when processing payments.

Ecology’s fiscal department gets your statewide vendor number from your Organization’s information in EAGL during the beginning of the grant period. If you experience difficulty receiving payments, confirm your Organization’s statewide vendor number in EAGL is correct. If you update this number in EAGL, please alert your Ecology contact because there is no link between EAGL and the payment system. Additionally, EAGL doesn’t automatically notify our fiscal department of the change.

The [DES registration process](#) allows you to sign up for direct deposit payments, also known as electronic fund transfers (EFT). Follow the link, to complete the online registration process.

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.

D. 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.

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.

E. Formula for allocating state financial assistance

Ecology publishes a DRAFT table of the allocated amounts based on the Governor's proposed budget, and a FINAL table shortly after the final State budget is approved. Calculations for available financial assistance is based on funding allocated by the legislature for LSWFA 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.

F. 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:

- Eligible project costs paid by the recipient.
- Costs not reimbursed elsewhere 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.

G. 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.

H. Period of performance

Financial assistance is obligated for a maximum period of two (2) years. This period aligns with the state fiscal biennium that begins July 1 of an odd-numbered year and ends two (2) years later on June 30.

I. 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

These *Guidelines* expand on specifics of the agreement lifecycle.

J. Environmental Preferable Purchasing

State agencies, local governments, and private companies have many opportunities to reduce the impact of their operations through environmentally preferable purchasing (EPP), also known as sustainable procurement. Ecology requests recipients consider sustainable procurement. By purchasing environmentally preferable goods and services, governments and businesses can reduce the impact of their operations, potentially save money, and influence manufacturers and vendors to offer goods and services that are safer and more climate friendly. Washington state agencies are directed to increase environmental purchasing by both [executive order and legislation](#).

K. Tips for success

General requirements for all Ecology-administered grants can be reviewed 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 Regional Ecology LSWFA staff.
- Understand the scope of work for each Task.
- Follow all the terms of your agreement.
- Refer to these *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 Ecology provided trainings.
- Create and maintain a LSWFA file.

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 versions.

Outputs or publications

Ecology acknowledgement or use of logo

When a recipient produces reports, technical documents, publications, brochures, and other materials using funding from Ecology, the recipient is required to **acknowledge** in those materials, Ecology's support. An example acknowledgement could be something like, "Support provided in part by the Washington State Department of Ecology."

Ecology's logo should not be used without Ecology prior approval.

Audits

Ecology reserves the right to audit the agreement files for three years after closing the agreement. The State Auditor reserves the right to examine all files pertaining to the agreement, if selected for audit.

PART III – PROGRAM CHANGES

A summary of changes to the Local Solid Waste Financial Assistance program from the previous biennium are listed here.

A. Ecology's budget request

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 Agency supported budget request for the LSWFA program in 2019-2021 was \$28.24 million. The Governor's budget published in December 2018 included \$20 million for LSWFA.

B. Offering agreements

To help expedite the signature process, Ecology may offer agreements after the State budget is approved and before July 1, 2019.

Ecology cannot reimburse costs a recipient incurs **prior to the effective date of the agreement** which is usually July 1, of the new biennium. Recipients may incur costs after the effective date of the agreement and before the agreement is signed by Ecology at the discretion and risk of the recipient.

Agreements returned signed by the recipient will be held until Ecology can legally sign the agreement, which is anticipated to be July 1, 2019.

C. Recipient performance evaluation

The LSWFA Performance Evaluation form has been updated. It was modified from the 17-19 biennium to reduce the number of criterion to 11. It is now a part of the EAGL system and associated with Ecology's review of each quarterly Payment Request / Progress Report (PRPR) submitted by the recipient. Recipients are able to see the results of their evaluation and provide comments in the form by opening the form found in View Forms on the Application Menu. See [Performance Evaluation](#).

D. Recycling Disposal Verification form

In the 2017-2019 biennium, and in response to the unknown impacts of China Blue Sky, Ecology included an exception to allow for a one-time reimbursement of costs to dispose of material collected for recycling when there were no longer markets for the material.

In this biennium, costs incurred under a *Recycling Operations* task, including collection and transportation, will become ineligible for reimbursement if the material is being disposed rather than recycled. Recipients with a *Recycling Operations* task will be required to complete and upload additional backup documentation before costs incurred under a *Recycling Operations* task can be approved. Completion of the form(s) means the recipient, the primary contractor(s)/vendor(s), and others in the “chain-of-custody” attest to the best of their knowledge, the materials collected, transported or otherwise handled are recycled and not disposed.

Ecology will provide the forms and instructions, and will work directly with all recipients with a *Recycling Operations* task.

E. Homeless Encampment Response Pilot project

LSWFA is expanding project eligibility to allow the use of Planning and Implementation (P&I) and Solid Waste Enforcement (SWE) funds to pilot this project. The homelessness crisis is happening in real time. As new information becomes available throughout the remainder of this biennium, eligible work and costs may expand for this pilot from what is outlined in guidelines. Should this occur, agreements may need to be amended to include new work and costs.

The purpose of the work is to protect the environment from impacts of homeless encampments on publicly owned land through solid waste cleanup and preventing further environmental harm.

See [New pilot project - homeless encampment response](#).

PART IV –COORDINATION AND ELIGIBILITY

A. Coordination requirements

Coordination requirements are specific to the applicant. Every eligible applicant 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 the requirements.

Primary Local Government Applicant

The Primary 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 for a portion of its available funds; however, the Primary is not obligated to comply with the request.

When a Primary identifies the portion of its funds a partnering local government can apply for, those funds are identified through the coordination form and are no longer available to the Primary. This action is referred to as *relinquished funds*. Relinquished funds that are not requested by the partnering local government in their application will be redistributed as unrequested funds. If the unrequested amounts have already been determined, the funds may be redistributed as “unspent”.

Partnering Local Government Applicant

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

- Coordinate with the Primary 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.

As stated above, the Primary is not obligated to comply with any requests made by a partnering local government for a portion of the Primary’s available funds.

After complying with the coordination requirements for a partnering local government, Ecology will work directly with the applicant to negotiate the agreement. From his point forward, it is the responsibility of the Partnering Local Government (and not the Primary Local Government) to meet the terms and outcomes in their agreement.

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.

B. Eligible applicants

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.

All applicants eligible for LSWFA may use their agreement budgets to implement the homeless encampment response pilot project.

Planning and Implementation Financial Assistance

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

- Primary 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*.
- 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.

C. Project eligibility and criteria

General eligibility statement

Local Solid Waste Financial Assistance supports local programs in accordance with chapters 70.95, 70.95C, 70.95I, and 70.105 RCW. Programs include local hazardous and solid waste planning, and plan maintenance, implementation of eligible activity in those 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.

New pilot project – homeless encampment response

Ecology is expanding project eligibility to include a homeless encampment response pilot project. Ecology recognizes homelessness is a complex problem, and that local and state governments are creating programs to provide shelter, temporary housing, food, and other services to address the problem.

LSWFA may be used for projects to clean up and dispose solid waste from homeless encampments located on publicly owned land. LSWFA funds including funds typically for SWE are eligible to implement this project.

Local governments interested in using LSWFA in future biennia to perform this work should ensure pertinent information is included in the local solid waste management plan.

Funding eligibility

Recipients may use Planning and Implementation (P&I) and Solid Waste Enforcement (SWE) funds to pilot this project.

Eligible work

Eligible cleanup work is limited to encampments on publicly owned lands. Infrastructure and purchased services are considered on a case-by-case basis. Eligible work can include but is not limited to:

- Recipient staff and or contractors perform:
 - Response planning and implementation; cleanup.
 - Coordination/collaboration with other governments and agencies.
 - Investigations, inspections, locate, and follow-up.

- Infrastructure, purchased services, such as:
 - Provide and service portable toilets.
 - Provide garbage collection.

Eligible costs

Eligible costs can include but are not limited to:

- Purchased services, including contracts.
- Supplies (determined case-by-case and specifically identified in the agreement).
- Cleanup, including transportation and disposal of materials from encampments (cleanup of used syringes is included but does not include costs associated with a syringe exchange program).
- Recipient staff time and or contracts.

Outcome measures

Outcome measures can include but are not limited to:

- Pounds of garbage cleaned up and disposed, must also track and report:
 1. Number of sites cleaned up.
 2. Number of cleanups (count each time the same site is cleaned).
- Pounds of bicycle parts recycled, number of carts returned.
- Square footage of area cleaned, track and report critical areas separately.

Ineligible costs

This funding opportunity is specific to addressing homeless encampment cleanup. Costs not eligible for reimbursement include, but are not limited to:

- Cameras, fences, or signage.
- Landscape or beautification, including ground/soil restoration after cleanup or in preparation to receive the homeless at a new site/location.
- Syringe collection program for the purpose of preventing illegal discarding of used syringes in public places (this program is eligible as a stand-alone task).
- Programs/projects where funding is provided elsewhere or by other governments and agencies such as cleanup of contaminated ground/soil through Remedial Action Grants or cleanup funded by the state departments of Transportation, Commerce, and Health.
- Cleanup of illegal dump sites not specifically associated with the homeless (funds for illegal dump cleanup are available through Ecology's Community Litter Cleanup Program).
- Costs to move an existing homeless encampment to a new location (costs to set up infrastructure at the new location may be eligible and will be determined on a case-by-case basis).
- Costs to create an authorized encampment, such as purchasing or leasing property, and preparing a new location to receive people experiencing homelessness.

See [Appendix D](#) for an Example Agreement Scope of work.

Funding priority

Financial assistance reserved for local solid waste planning and implementation (P&I) 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 statutory 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 and may determine that a recipient should prioritize their P&I financial assistance for hazardous and solid waste management planning per [RCW 70.105.D.070](#) and [WAC 173-312-050](#).

Financial assistance reserved for local solid waste enforcement (SWE) programs can only be used to enforce rules and regulations adopted under chapter 70.95 RCW. There is no statutory priority for SWE programs.

D. Eligibility criteria

Eligible cash expenditures are reimbursable, in whole or in part, with agreement funds. Only eligible cash expenditures and interlocal in kind contributions may be used to meet the local contribution requirement. The recipient may not receive reimbursement in excess of actual cash expenditures. Ecology grant and loan funds may not be used for a financial gain to the recipient.

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 most current version of Ecology's *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 backup documentation approved by Ecology.

See [Part VIII – Payment Request](#). See also [Appendix B](#) for a list of ineligible costs and exceptions.

PART V – APPLICATION AND SCREENING

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. General instructions for navigating the EAGL system are accessible through the [Ecology's website](#).

Application instructions for LSWFA in 19-21 will be provided in a separate document and are also located on any page in EAGL.

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 when you apply and when Ecology offers the agreement.

Scope of work

Your answers to the application questions will help Ecology develop a scope of work. The scope of work must include:

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

Available budget

A copy of the final allocation table is in [Appendix C](#). The LSWFA Work Group recommended criteria that Ecology used to calculate the amounts available to each local government identified on the table:

Planning & Implementation (P&I)

A maximum total amount of 80%, includes a fixed amount of \$100,000 for each county, excluding cities listed on the table; and a per capita amount based on the county percentage of state population or the city percentage of the county population (King and Spokane county populations are reduced by populations for cities of Seattle and Spokane, respectively).

Solid Waste Enforcement (SWE)

A minimum total amount of \$2.925M, includes a fixed amount of \$37,500 for each jurisdictional health department (JHD), except multi-county JHDs divide a single \$37,500 fixed amount by the number of counties within the JHD; a per capita amount relative to each JHDs population; and a cap of \$225,000 per JHD, including multi-county JHDs.

B. Submitting an application

An application for LSWFA includes a commitment by the applicant to meet the local contribution requirements. The person identified in the application as the authorized signatory for the applicant agrees to this commitment upon submitting the application.

All applicants 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.

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.

Project evaluation

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*.

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, written, contractual document, between Ecology and the recipient that details all of the agreement terms and conditions. It describes the performance expectations and rights of the parties. The agreement is the primary source document for the relationship between the parties.


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. Returning the signed agreement

The Authorized Official(s) for your Organization will receive an EAGL auto-generated **Agreement Requires Signature** email. This is Ecology's official notification that an agreement is being offered and is ready for recipient signature. LSWFA staff may also send an email follow-up reminding you of the following:

1. Review the Recipient Contacts form before printing
 - You can find this form by selecting View Forms on the Application Menu screen under the option *View, Edit and Complete forms*
 - Open the Recipient Contacts form listed under the gray banner, *Application Forms*, and edit as needed. Save the form.
2. Confirm EAGL roles before printing.
 - It is important that each member of your Organization who needs access to your agreement and or subdocument is assigned the correct role in EAGL. The Authorized Official for your Organization can add people and edit roles in the system by selecting View Management Tools on the Application Menu screen under the option Access Management Tools.
 - Select ADD/EDIT PEOPLE. Use the Search feature to add a new person or view the current people already assigned to activate, deactivate and or change a role.
 - To “activate”: Check the box to the left of their name, assign a role by selecting it from the drop down menu under the ‘Role’ column, and enter a start date under the ‘Active Dates’ column. Save your work.
 - To “deactivate”: Simply enter an end date in the Active Dates column. Save your work.
 - To change a role, simply select a different role from the drop down menu. Save your work.

3. Print Two Copies of the agreement and sign in blue ink
 - Under the gray banner, *Agreement Forms*, select the  icon.
 - Print two copies of the agreement, sign and date both.
 - Ecology will return one original to you.

4. Mail both signed and dated original agreements to Ecology within 60 days. If more time is needed, contact us before 60 days to agree on a later date. The agreed upon date must be in writing. To help expedite the process, Ecology suggests you mail the agreements directly to Headquarters:

USPS

Attn: Tami Ramsey
Department of Ecology
Solid Waste Management
PO Box 47600
Olympia WA 98504

FED EX

Attn: Tami Ramsey
Department of Ecology
Solid Waste Management
300 Desmond Drive
Lacey WA 98503

If the recipient has not contacted Ecology or returned signed agreements within four months of the EAGL auto-generated **Agreement Requires Signature** email (which is Ecology's official notification that an agreement is being offered and is ready for recipient signature), Ecology may rescind the agreement offer.

C. Unrequested funds

“Unrequested funds” are funds not claimed by the Primary Local Government (Primary) or a Partnering Local Government (PLG) in the application. Only county local governments with primary responsibility for solid waste management and jurisdictional health departments with primary responsibility to enforce solid waste rules and regulations can request these funds.

The only opportunity to request these funds is before submitting an application. Make the request on the Additional Funds and Coordination form before submitting your application.

Ecology will make every effort to increase agreements with “unrequested funds” before changing the status of the agreement to Agreement Requires Signature. When this is not possible, agreements must be amended to increase the budget with “unrequested funds”.

Qualifications for receiving unrequested funds

1. You are a Primary and the full amount available to you, as identified on the allocation table, was claimed either by you or in coordination with a PLG. You cannot be considered for unrequested funds if the full award available to you was not requested in the first place.

2. You are a PLG that meets the following criteria*:
 - The PLG’s Primary does not apply or requests \$0.
 - A valid interlocal agreement between the Primary and PLG provides the PLG authority to act as lead and fiscal agent to apply for and administer grants on behalf of the Primary.
 - The PLG manages elements of the solid waste system the same as if the Primary were lead, including primary responsibility for maintaining the local solid waste management plan.
 - The PLG must have requested the full amount available to the Primary as identified on the Allocation Table.

*If you are a PLG that meets this criteria, answer “yes” on the Additional Funds and Coordination form that you are the county local government or jurisdictional health department listed on Ecology’s LSWFA allocation table.

3. Your request was entered on the Additional Funds and Coordination form during the application process and an amount in state share was identified.

Redistribution of unrequested funds

Ecology tracks applicants requesting additional funds and confirms they meet the qualifications to receive them. Through the screening process, Ecology follows up with all Primary’s that did not request their full allocation to confirm the amount requested is accurate.

Unrequested funds retain their original designation, P&I and SWE. Ecology confirms the total unrequested amount by original designation and then calculates the amount of unrequested available for redistribution.

Ecology contacts the qualified recipient to confirm they will accept the additional amount offered. These recipients may use unrequested funds to create a new task in the agreement and or may elect, through coordination, to relinquish a portion of the additional funds to a PLG.

The unrequested funds are added to the initial agreement before the formal offer or through a formal amendment if the agreement was already executed. Recipients accepting these funds can choose to experience a slight delay in receiving the initial agreement offer and avoid a formal amendment. The delay allows for the process to be completed.

D. Unspent funds

Determining “unspent”

Ecology monitors spending throughout the agreement period and works with recipients to reduce budgets as needed.

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 deobligating funds. Ecology refers to the deobligated funds as “unspent”.

Ecology uses the following methodology to confirm agreement budgets are excessive:

- Ecology sends a statewide email to recipients in October of Quarter 6.
- Ecology staff works with recipients to get a written response no later than December of Quarter 6.

During this process, Ecology may discover the remaining budget in an agreement is not enough to cover the costs a recipient has already incurred or expects to incur for the remainder of the agreement period. Additionally, we may discover the agreement budget is enough but task budgets need to be redistributed to cover task costs in the remainder of the period. [See Reobligating unspent funds.](#)

E. Amendments

The Authorized Official(s) for your Organization will receive an EAGL auto-generated **Amendment Requires Signature** email. This is Ecology's official notification that an Amendment is being offered and is ready for recipient signature. LSWFA staff may follow this notification with reminders. See [Section B](#) above, and follow steps 1-4 for an amendment.

Due to internal administrative deadlines, Ecology may be unable to entertain an amendment request after December in Quarter 6. All formal amendments must be returned to Ecology, signed by the recipient no later than May 1 in Quarter 8.

Any change to an agreement may require an amendment, which must be in writing and signed by all parties before it becomes effective.

Changes that require an amendment

- Scope of work or the objectives of the project.
- Budget, whether for an increase or decrease.
- Funding, whether for an increase or decrease.
- Redistributing costs among budget tasks that exceed 10 percent deviation of the total eligible costs of the funding distribution. See [LSWFA and the budget deviation.](#)
- Special Terms and Conditions, or agreement-specific Terms and Conditions.

LSWFA and the budget deviation

For the reasons stated below, Ecology is instructing the recipient to:

- Notify Ecology staff before itemizing costs in excess of a task's remaining budget when there are two tasks in the agreement.
- Not itemize costs in excess a task's remaining budget when there are at least three tasks in the agreement.

Ecology will determine the appropriate next steps on a case-by-case basis and cannot allow, under any circumstances, a budget deviation if changes require an amendment. [See Changes that require an amendment.](#)

When an amendment is not required, Ecology may instruct the recipient to itemize costs in excess of a task's remaining budget and allow the deviation to occur in final PRPRs in order to help spend out the remaining agreement budget.

How does the EAGL function work?

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 and is capped when the total of deviations reaches 10 percent of the total agreement budget.

Why is this function problematic?

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. Additionally, task budgets are adjusted with the deviation and then do not align with agreement budget EAGL which causes inconsistencies in the data EAGL reports related to task budget.

Administrative Changes – no amendment required

Administrative changes such as telephone numbers, addresses, or contact persons for either Ecology or the recipient, do not require an amendment. The recipient must maintain up-to-date organization and contact information. The recipient may update its contact information at any time in EAGL.

Reobligating unrequested funds

Unrequested funds that are not added to the initial agreement before the formal offer must added through the formal amendment process. [See Redistribution of unrequested funds.](#)

Reobligating unspent funds

Ecology considers the following criteria when reobligating "unspent" funds:

- The recipient must be in good standing for their administration of LSWFA in the biennium.
- Unspent funds are first offered in the Ecology region of origin and then statewide, and retain their original designation, IMP or SWE.
- 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 criteria used will 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 – PROGRESS REPORTING

A. General information

It is an agency requirement for all recipients of Ecology grants and loans to submit a progress report each quarter. EAGL ties a progress report to a payment request which means that both must be submitted. If you do not incur expenses during a quarter, you are still required to submit a progress report. [See Progress Report Fields.](#)

Ecology monitors task progress to ensure compliance with the terms and conditions of the agreement. Reporting is done in EAGL. For general EAGL information related to progress reporting, consult the User Manual under My Training Materials found at the top of any page in EAGL.



B. Reporting timeline

Ecology requires recipients to complete progress reports and submit one with each payment request, or at least quarterly, if there are no expenditures to reimburse. If there are expenditures in a period that the recipient expects reimbursed, the recipient must submit for reimbursement. When the recipient receives invoices late, they can submit them on the next PRPR submitted. Waiting for invoices is not an acceptable excuse for submitting late PRPRs.

Quarterly periods start with the first three months of the biennium and run for eight quarters over two years. Due dates for submitting a progress report are 30 days after a quarter ends.

Table 3: Progress reporting deadlines

Quarters	1 & 5	2 & 6	3 & 7	4 & 8
Months in each Quarter	July – September	October – December	January – March	April – June
Progress Report due date	October 30	January 30	April 30	July 30

C. Progress report fields

The Progress Report form is not funding program specific and therefore includes fields that LSWFA does not require the recipient to complete. EAGL auto-populates some fields in the form. The fields LSWFA recipients are required to complete, and a brief explanation for how to complete them, are listed below.

The recipient completes a Progress Report form at least quarterly, even when not requesting reimbursement of expenditures in the same quarter. This helps to communicate to Ecology that you are still an active recipient.

A brief explanation is provided in each field for what to enter when there are no expenditures requested for reimbursement in the quarter.

***Final**

The only time “Yes” is selected for “Final” is when the recipient intends to close out the agreement. Select “No” for all reports.

Percent Complete

The “Percent Complete” relates to the scope of work for each task, and may or may not align with the percentage of funds spent overall.

It is cumulative throughout the agreement period, which means this number increases with each Progress Report. The only exception is when no request for reimbursement was made for the same period. In this case, the “Percent Complete” would remain the same as on the previous report or be “0” if it’s the first Progress Report.

Summary of accomplishments for this reporting period

If there are no expenditures requested for reimbursement in the quarter, please enter the following or modify as it accurately reflects your situation:

- “No staff turnover since last reporting period”.
- “Task is on schedule as expected”.
- “No expenditures, no task work this period”.

Otherwise, for every Task Title, provide a brief description of the work accomplished. If tasks were broken out by activity, then you must provide the report by activity. Check your agreement to confirm if tasks were broken out by activity.

Below is an example of how to format an MRW Collection and Management task broken into two activities: Used Oil Collection program and an Integrated Pest Management program.

*** By Task Progress**

Task Title	Summary of accomplishments for this reporting period
MRW Collection and Management	Used Oil Collection Program – all 8 county sponsored locations were managed this period; 10 tons of used oil from DIY oil changes was collected and properly managed. Integrated Pest Management Program – 2 active ingredient reviews were completed this period (see attached reports for more detail).

Below is an example of how to format a SWE task broken into two activities: Solid Waste Facilities/Sites (Permitted/Exempt) and Solid Waste Investigation, Assistance, Enforcement.

*** By Task Progress**

Task Title	Summary of accomplishments for this reporting period
Solid Waste Enforcement	Solid Waste Facilities/Sites (Permitted/Exempt) – 20 facility inspections were completed, copies of all inspection reports are uploaded below. Solid Waste Investigation, Assistance, Enforcement – 50 complaints were received this period, 18 cases were closed.

General Comment

This field is optional and can be used to enter information you feel is important to share. If you run out of character space in the Summary of accomplishments, expound on accomplishments here.

Upload Supporting Documents

Upload copies of LSWFA outputs created or published during the reporting period like outreach materials, newsletters, signage, photos, etc. or any other documents that illustrate the work accomplished. The upload feature is found near the bottom of the Progress Report form.

Do not upload financial supporting documents here.

If facility inspections are required, as identified in the agreement scope of work for solid waste enforcement tasks, upload them here.

D. List of required forms

Besides the Payment Request and Progress Report form, a list of the forms a recipient is required to complete and submit, and a brief description of each is provided below. Information for how to complete EAGL forms can be found in the User Manual under My Training Materials found at the top of any page in EAGL. Information for how to complete forms that are specific to LSWFA will be included in the description.

Spending Plan and Outcomes Data Collection

Outcomes Data Collection

Outcomes are reported each quarter and correspond with the costs identified on the Payment Request form. The Outcomes Data Collection Section of this form is set up by Ecology during the agreement Initiated status. Ecology, in collaboration with the recipient, selects a unit of measure and the overall expected outcome for each individual measure identified for each task.

After the agreement is active, the recipient is responsible for reporting on each measure for each quarter and in conjunction with submitting a PRPR. The recipient is asked to only report the outcomes achieved with LSWFA support. LSWFA support is equal to 100% of the approved costs itemized on the Payment Request form. Enter a zero (0) if no outcomes were achieved for that measure in the period. Please do not enter data that was already accounted for in another period.

General measurements and conversions to assist the recipient in reporting accurate data are available in the [Measurement Standards for Solid Waste and Recovered Materials](#). This publication is updated regularly.

Spending Plan

Ecology requires the recipient complete the spending plan portion of the Spending Plan and Outcomes Data Collection form as part of the application process, and then keep it current throughout the agreement period. Spending Plan reports are run monthly and utilized by the Solid Waste Management's budget manager.

The recipient can select from the drop down list, task titles for each task in the application. An amount for each task is then entered for every quarter reflecting the total costs a recipient expects to incur in that quarter. The amounts must be state share plus local contribution and equal the agreement total eligible cost. For your convenience, the form will reflect the same total eligible cost as on the General Information form.

1. When no costs are expected to incur in the quarter, enter \$0.
2. When the budget for a task is spent-out in a quarter, enter \$0 for the remaining quarters.
3. After submitting the PRPR, update the amount in each quarter for each task, with the actual total requested for reimbursement for that task.
4. Ecology will adjust the amount if approved costs are different.
5. Save the form.

Equipment Purchase Report

If equipment is purchased in the quarter, the recipient submits one Equipment Purchase Report (EPR) for each piece of equipment or property that has a useful life of more than one year and is valued at \$5,000 or more. The value includes tax and shipping. See Section 13 of the EAGL User Manual if more information is needed to complete and submit the form.

Form D: Contractor Participation Report

The recipient is responsible for completing the Form D: Contractor Participation Report with each PRPR. Follow the instructions on the form or refer to Section 12 of the EAGL User Manual if more information is needed to complete and submit the form.

PART VIII – PAYMENT REQUESTS

A. General information

Ecology is required to pay a request for reimbursement within 30 days of receiving a complete payment request/progress report (PRPR). The 30 day clock starts when the PRPR is submitted (time stamped in EAGL); the clock stops when the PRPR is returned for modifications and then restarts at 0 when modifications are submitted.

Cost-reimbursement

Ecology disburses payments on a cost-reimbursement basis. This means a recipient must incur the cost before it becomes 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 items that are delivered, a recipient can manually identify the delivery date on the invoice.

For example:

- You order a print job on March 15; the cost-incurred date is the date that job is delivered and in your possession – NOT the date you ordered it or the date you paid for it or the date on the invoice. A “certification”, such as a note on the invoice when the item is in the hands of the recipient, meets our needs for the required backup documentation.
- 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.

Costs incurred dates

- *Date incurred* start date must be on or after the agreement effective date.
- *Date incurred* end date must be on or before the oldest billing period end date entered in the PRPR.
- *Date incurred* end must also be on or before the agreement expiration date.

B. Initiating a Payment Request / Progress Report in EAGL

Each PRPR has a title/name that refers to a particular quarter of the year. A PRPR is available for six months—beginning the first day of the quarter it’s named for, through the last day of the following quarter. You may start the PRPR within the time period of the PRPR title, but you do NOT have to complete it within that time period. Once started, that PRPR will be available to you until it’s submitted. Keep in mind, you can have costs earlier than the start of the titled quarter (in case you need to pick up costs that may have been missed or didn’t receive a bill in time to claim it on the PRPR submitted for the time period the work was done).

You may have eligible expenditures that fall outside the date range provided in the title/name. As long as those costs were incurred after the agreement effective date and before the agreement expiration, EAGL will allow you to include them in the request. Choose the title/name that best fits the quarter you are requesting reimbursement in.

For recipients that receive late invoices in the 3rd month of the quarter, with the exception of a final PRPR due July 30, these invoices can be itemized in subsequent PRPRs; you are not restricted to submitting invoices in just the period a cost was incurred.

C. Payment Request form

Recipients 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 completes the following steps on the Payment Request form:

1. Identify if the payment is final.
2. Enter the billing period end date.
3. Select “No”, there are no expenditures to report.
4. Save the form.

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

Table 4: Request for reimbursement deadlines

Quarters	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

Expenditures table

Drop down boxes

Drop down boxes for almost all cells are included in the table. It is important the recipient select the correct category option for the expenditure. Collecting accurate data that supports the LSWFA program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options follows along with 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 are the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. 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. LSWFA indirect is 25 percent of the recipient salaries/benefits itemized on the same Expenditures table, unless a higher rate up to 30 percent was pre-approved by Ecology. Charging for indirect costs are optional and the option must be consistently exercised throughout the agreement period.
- **Contracts** - select when expenses are associated with a legally-binding, written agreement 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 expenses are associated with purchase of a product or service, material, or supplies.
- **Travel** - select when costs are associated with lodging, meals, mileage, vehicle rental, parking, ferry, and toll fees. Registration costs are itemized under Goods and Services. For current state travel rates, see [OFM's travel rates](#) that tend to adjust in January and October, so check back as needed.
- **Equipment** - select when the expense is a tangible, 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 including tax and shipping. If the item has a useful life of less than one year and cost less than \$5,000 per functional unit or system, itemize 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, but exclude moveable machinery and equipment.
- **Other** - select when the cost does not fit under any previous category options, such as Use Tax.

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 follow the same order as itemized on the Expenditure table. Upload it in Uploads link accessed through the Payment Request form.

Documentation includes, but may not be limited to:

- Copies of receipts or payable invoices that confirm the date of goods received or services performed.
- Any required verification forms (recycling).
- Time accounting reports that include:
 1. Rate of pay or a report that shows the total an employee costs the employer in the period worked, such as a labor distribution report.

paTran		Project Expense Transaction Detail Report						Page: 2	
11/7/2018	4:21PM	County							
		4/1/2018		through		9/30/2018			
Project/Grant # sw03180		Local Solid Waste Financial Assistance							
Date	Reference	Description	Account #	Labor	Benefits	Materials	Other	Total	
Project/Grant Total: sw03180		Local Solid Waste Financial Assistance		1,415.29	320.16	22.68	73,519.14	75,277.27	

2. Time accounting or time sheet that shows the hours an employee worked by date and task. For example, the following report is for an employee who works on one task in the agreement:

pyActHstSumDet		Activity History Summary/Detail Report							
11/7/2018	3:41:00PM	County							
		From 4/1/2018		Through		9/30/2018			
Emp #	Employee Name	Hour Type	Date	Src	Hours	Rate	Amount	Acct # / PA #	
Emp #:	MARK (Continued)								
	MARK	r	06/23/2018	W	8.00	0.0000	341.23	PA#	E sw03180.5

Ecology review and approval

LSWFA regional staff approve, modify or deny costs itemized in the Expenditures table. Regional staff rely on the agreement, these *Guidelines*, and [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#) to make the determination. Staff 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. In the latter case, regional staff will enter a brief explanation in the Comment field for that line item.

Final payment requests

A final payment request and the Recipient Close Out Report (RCOR) must be submitted within 45 days of the agreement budget reaching \$0 or by July 30 of Quarter 8, whichever comes first. Ecology may not be able to reimburse final requests that are received after July 30.

PART IX – PURCHASING AND CONTRACTS

General Requirements

The recipient may procure goods and services related to performance under an LSWFA agreement. See [Administrative Requirements for Recipients of Ecology Grants and Loans \(Yellow Book\)](#), Part V – Purchasing and Contracts for an overview of procurement requirements for goods and services, public works, and architectural and engineering services.

General Principles

The recipient must use procurement practices that are consistent with state laws and rules and, when applicable, federal law. This ensures fair, legal, and open competition. Ecology may ask the recipient to provide documentation that it followed all applicable laws and requirements.

Cost Basis of a Contract

The cost basis for a contract can be either cost-reimbursement, unit price, fixed-price, time and materials, or any combination of these four methods. No contracts may be written for "cost-plus-a-percentage-of-cost" or "percentage of construction cost."

PART X – RECIPIENT PERFORMANCE

Ecology is responsible for administering the LSWFA program, which is periodically reviewed by the State Auditor. Ecology monitors recipient performance to ensure that overall allocation for LSWFA is spent and spent within the regulatory limits of the program. Performance is monitored through project progress, spending, and close out reports to confirm:

- 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*.

LSWFA staff may conduct onsite visits during the course of the agreement period. After an onsite visit, Ecology will complete and submit a Site Visit Report in EAGL.

Performance evaluation

Goals for performance monitoring

Ecology has two goals for evaluating recipient performance in the biennium to: 1) ensure the total allocation for LSWFA is spent; and 2) highlight administrative areas needing improvement so that we increase efficiency in grant administration for both the recipient and Ecology.

At any time in the agreement period if the recipient or Ecology determine the remaining budget is unlikely to be fully spent, Ecology will work with the recipient to decrease the agreement budget through an amendment. These funds are referred to as “unspent” and will be reobligated to another agreement before the end of the biennium. See [Unspent funds](#).

LSWFA Performance Evaluation form

This form is now a part of the EAGL system and associated with Ecology’s review of each quarterly Payment Request/Progress Report (PRPR) submitted. It was modified from the 17-19 biennium to reduce the number of criterion to 11. Recipients are able to see the results of their evaluation and provide comments in the form by opening the form found in View Forms on the Application Menu.

Evaluation results

Full funding is achieved when a score of 140 or more is reached. A recipient’s budget in the next biennium could be reduced up to 10 percent if a score of at least 140 points is not achieved in the current biennium. Scores below 140 do not automatically trigger a budget reduction in the next biennium.

Ecology will carefully examine all scores below 140 points and anticipates partnering with the LSWFA Work Group to help formulate a recommendation.

Performance criteria and scoring

The updated criteria and scoring process are the result of Ecology's collaboration with the LSWFA Work Group.

Scoring is weighted to prioritize spending all funds in an agreement. A recipient can reach 140 points if they spend the entire agreement budget. The recipient can also reach 140 points if they don't spend the agreement budget, but meet the other performance criteria. Scores may be below 140 points when the recipient does not spend the agreement budget and also does not meet the other performance criteria.

Request reconsideration

If a recipient's budget is reduced, they will be notified after the application period for funding in the following state biennium is closed. A recipient may request within seven (7) calendar days of the notification, that Ecology reconsider the decision. The request must be submitted in writing and detail the reasons for the request.

PART XI – CLOSE OUT

At the end of your agreement – or after your agreement budget is spent, all final documents become due, and Ecology approves them before the agreement can be closed.

Final documents to submit include:

- Final PRPR
- Recipient Close Out Report

All final documents must be submitted within 45 days of spending out or no later than July 30 in Quarter 8, whichever comes first.

Ecology LSWFA staff will review and, as necessary, work with the recipient to approve the final documents.

After Ecology completes and submits the Ecology Close Out Report, the agreement is officially closed when the status is Agreement Inactive.

Completing the Recipient Close Out Report (RCOR)

The RCOR is an Agency-wide form that cannot be edited by individual grant programs. It contains fields that LSWFA does not require the Recipient to complete, though, the form must be completed by the recipient and submitted concurrent with their final PRPR. The following guidance is provided for recipients of LSWFA:

1. **Summary of Accomplishments.** For every task Title in the Report, provide a brief description of the work accomplished. If tasks were broken out by activity, provide the summary by activity as shown in the following example:

Task Title	Summary of Accomplishments*	Actual Outcome*
MRW COLLECTION AND MANAGEMENT	<p>Mobile Collection Events: coordinated 4 events.</p> <p>Paint Recovery and Diversion: partnered with 10 local paint stores to offer residents a point of return for unused latex paint.</p> <p>Integrated Pest Management: contractor held 4 workshops to provide TA and training related to IPM.</p> <p>Green Cleaning Workshops: through the Master Recyclers program, 8 green cleaning workshops were held.</p>	<p>140 tons of HHW were properly managed; 600 pounds of hazardous waste was identified in 15 school science labs for proper management.</p>

2. **Actual Outcome.** In this field, you can paste the roll-up data from your “Spending Plan and Outcomes Data Collection form” found in EAGL. To the best of your ability, especially if outcomes were identified by activity in your scope of work, break out actual outcomes by activity.

3. **Lessons Learned.** This field is provided for you to enter information you feel is important to share. If you run out of character space, you can upload additional information using the “Upload Supporting Documents” feature at the bottom of the form.
4. **List of documents prepared under this agreement.** If documents were core to a task or activity identified in your agreement’s scope of work, list them in this field. Please also upload copies of each document listed using the “Upload Supporting Documents” feature at the bottom of the form (optional if already uploaded in a PRPR).
5. **General Comment.** This field is provided for you to enter information you feel is important to share. If you run out of character space, you can upload additional information using the “Upload Supporting Documents” feature at the bottom of the form.

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 produces 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, as 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 expected costs. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Fixed Facility Operations

- HHW collected
- HHW properly managed

Household Hazardous Waste Collection Events or Programs

- Satellite or special collection
- Mobile or curbside collection

Health and Safety

- Job related staff training
- Safety training

MRW Education

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

Persistent Bio-accumulative 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
- MRW elements of emergency response plans

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 expected costs. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Recycling Facility Operations

- Materials collected for recycling
- Materials handled and or transported for recycling

Recycling Collection Events or Programs

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

Health and Safety

- Job related staff training
- Safety training

WRR Education

- Technical assistance
- Outreach such as presentations, workshops, training
- Residential, commercial, and school programs
- Limited elements of award and recognition programs
- Environmentally preferable purchasing (EPP)

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

Planning

- Studies, operation and maintenance plans, design documents
- 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 expected costs. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Organics Management

- Composting
- Anaerobic digestion
- Other conversion technologies
- Prevention activities

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

- Job related staff training
- Safety training

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
- Facility improvements
- Site acquisition
- Equipment

Planning

- Studies, operation and maintenance plans, design documents
- Policy development

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 gives examples of 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
- Solid waste handling sites

Investigation

- Illegal dumps
- Solid waste complaints

Equipment or tools

- Monitoring equipment such as probes or groundwater sampling equipment
- Safety equipment or tools

Special programs

- Locating closed and/or abandoned landfills
- Others determined eligible on a case-by-case basis, including costs

Appendix B. Ineligible costs and exceptions

The following activities and related costs are identified as ineligible for reimbursement with LSWFA. Some are ineligible based on statute, while others are ineligible based on LSWFA policy.

Under narrow circumstances, there are exceptions to certain ineligible costs. Exceptions require Ecology to consider requests on a case-by-case basis, which make it difficult to provide definitive examples, or decisive explanations. Where we could, examples of exceptions are provided, following the bulleted ineligible cost and marked as “**Exception**”. Please contact your Ecology regional LSWFA staff for more information.

A. 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

These programs are already fiscally supported by the State:

- 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 costs

- Disposal of material collected for recycling.
- Disposal of solid waste.

Exception: Incidental garbage, or non-recyclable material from a collection event or facility operations or that ends up in a drop box, may be eligible for reimbursement under these conditions:

1. Agreement must include an MRW or recycling operations task.
2. The cost for disposal does not exceed 10 percent of the task budget.
3. The garbage is considered incidental to operations.

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.

Exception: Cleanup and disposal performed under the Homeless Encampment Response Pilot project.

- Containers purchased for collecting solid waste for disposal.
- Cleanup and disposal of illegal dumps, including illegal dumps in a recycling drop box and on the property where recycling drop boxes are located.

- 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 recommend that facilities send used oil samples to an accredited lab (and receive lab results) prior to pumping it from collection tanks. Knowing definitively whether 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\(4\)](#). **Exception:** Laboratory testing and management of oil determined to be contaminated through laboratory or field testing are eligible.
- Disposal of latex paint.
Ineligible costs extend to managing lab packs that contain latex paint.
- 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 staff managing HHW may also handle CESQG when it charges a fee for the service. It is Ecology's expectation that these fees 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 management

- Biosolids managed under chapter 173-308 WAC.
Chapter 173-350 WAC, Solid Waste Handling Standards, is not applicable to these biosolids, 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 are operating the facility.

F. Solid and hazardous waste expenses

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

G. Water related expenses

- 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 cannot 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.

H. Natural disasters

- Natural disasters where there is no hazardous substance contamination.
Exception: 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:
 1. 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.
 2. Inspection and/or authorization for disposal of abandoned or unidentifiable cars in the aftermath of a natural disaster.

Appendix C. FINAL 19-21 Allocation Table



Local Solid Waste Financial Assistance Solid Waste Management FINAL 19-21 Biennium Allocation Table

Updated 4.29.19

COUNTY	2018 POPULATION ¹	SOLID WASTE PLANNING & IMPLEMENTATION (P&I)			SOLID WASTE ENFORCEMENT (SWE)			TOTAL LSWFA
		FIXED AMOUNT	PER CAPITA P&I	TOTAL P&I	FIXED AMOUNT	PER CAPITA SWE	TOTAL SWE	
ADAMS	20,020	\$100,000	\$8,558	\$108,558	\$37,500	\$5,905	\$43,405	\$151,963
ASOTIN	22,420	\$100,000	\$9,584	\$109,584	\$37,500	\$6,613	\$44,113	\$153,696
BENTON ³	197,420	\$100,000	\$84,389	\$184,389	\$18,750	\$58,227	\$76,977	\$261,367
CHELAN ³	77,800	\$100,000	\$33,257	\$133,257	\$18,750	\$22,946	\$41,696	\$174,953
CLALLAM	75,130	\$100,000	\$32,115	\$132,115	\$37,500	\$22,159	\$59,659	\$191,774
CLARK	479,500	\$100,000	\$204,968	\$304,968	\$37,500	\$141,424	\$178,924	\$483,892
COLUMBIA	4,150	\$100,000	\$1,774	\$101,774	\$37,500	\$1,224	\$38,724	\$140,498
COWLITZ	107,310	\$100,000	\$45,871	\$145,871	\$37,500	\$31,650	\$69,150	\$215,021
DOUGLAS ³	42,120	\$100,000	\$18,005	\$118,005	\$18,750	\$12,423	\$31,173	\$149,178
FERRY ³	7,780	\$100,000	\$3,326	\$103,326	\$12,500	\$2,295	\$14,795	\$118,120
FRANKLIN ³	92,540	\$100,000	\$39,557	\$139,557	\$18,750	\$27,294	\$46,044	\$185,601
GARFIELD	2,210	\$100,000	\$945	\$100,945	\$37,500	\$652	\$38,152	\$139,097
GRANT	97,350	\$100,000	\$41,613	\$141,613	\$37,500	\$28,713	\$66,213	\$207,826
GRAYS HARBOR	73,610	\$100,000	\$31,465	\$131,465	\$37,500	\$21,711	\$59,211	\$190,676
ISLAND	83,860	\$100,000	\$35,847	\$135,847	\$37,500	\$24,734	\$62,234	\$198,081
JEFFERSON	31,590	\$100,000	\$13,504	\$113,504	\$37,500	\$9,317	\$46,817	\$160,321
KING	1,459,800	\$100,000	\$624,008	\$724,008	\$37,500	\$187,500	\$225,000	\$949,008
CITY OF SEATTLE ²	730,400	\$0	\$312,218	\$312,218				\$312,218
KITSAP	267,120	\$100,000	\$114,184	\$214,184	\$37,500	\$78,785	\$116,285	\$330,468
KITTITAS	45,600	\$100,000	\$19,492	\$119,492	\$37,500	\$13,449	\$50,949	\$170,442
KLICKITAT	21,980	\$100,000	\$9,396	\$109,396	\$37,500	\$6,483	\$43,983	\$153,378
LEWIS	78,380	\$100,000	\$33,504	\$133,504	\$37,500	\$23,118	\$60,618	\$194,122
LINCOLN	10,810	\$100,000	\$4,621	\$104,621	\$37,500	\$3,188	\$40,688	\$145,309
MASON	64,020	\$100,000	\$27,366	\$127,366	\$37,500	\$18,882	\$56,382	\$183,748
OKANOGAN	42,490	\$100,000	\$18,163	\$118,163	\$37,500	\$12,532	\$50,032	\$168,195
PACIFIC	21,420	\$100,000	\$9,156	\$109,156	\$37,500	\$6,318	\$43,818	\$152,974
PEND OREILLE ³	13,540	\$100,000	\$5,788	\$105,788	\$12,500	\$3,994	\$16,494	\$122,281
PIERCE	872,220	\$100,000	\$372,840	\$472,840	\$37,500	\$187,500	\$225,000	\$697,840
SAN JUAN	16,810	\$100,000	\$7,186	\$107,186	\$37,500	\$4,958	\$42,458	\$149,644
SKAGIT	126,520	\$100,000	\$54,082	\$154,082	\$37,500	\$37,316	\$74,816	\$228,898
SKAMANIA	11,890	\$100,000	\$5,083	\$105,083	\$37,500	\$3,507	\$41,007	\$146,089
SNOHOMISH	805,120	\$100,000	\$344,158	\$444,158	\$37,500	\$187,500	\$225,000	\$669,158
SPOKANE	412,140	\$100,000	\$176,174	\$276,174	\$37,500	\$149,815	\$187,315	\$463,489
CITY OF SPOKANE VALLEY ²	95,810	\$0	\$40,955	\$40,955				\$40,955
STEVENS ³	45,030	\$100,000	\$19,249	\$119,249	\$12,500	\$13,281	\$25,781	\$145,030
THURSTON	281,700	\$100,000	\$120,416	\$220,416	\$37,500	\$83,085	\$120,585	\$341,001
WAHKIAKUM	4,100	\$100,000	\$1,753	\$101,753	\$37,500	\$1,209	\$38,709	\$140,462
WALLA WALLA	61,800	\$100,000	\$26,417	\$126,417	\$37,500	\$18,227	\$55,727	\$182,144
WHATCOM	220,350	\$100,000	\$94,191	\$194,191	\$37,500	\$64,990	\$102,490	\$296,681
WHITMAN	49,210	\$100,000	\$21,035	\$121,035	\$37,500	\$14,514	\$52,014	\$173,049
YAKIMA	254,500	\$100,000	\$108,789	\$208,789	\$37,500	\$75,063	\$112,563	\$321,352
TOTALS	7,427,570	\$3,900,000	\$3,175,000	\$7,075,000	\$1,312,500	\$1,612,500	\$2,925,000	\$10,000,000

Appendix D. Example Scope of Work Language

Task Title: Homeless Encampment Response

Task Cost: \$

Task Description:

Activity – Cleanup

Recipient staff will coordinate with other departments and local agencies to cleanup five (5) active encampments and continue to keep them clean; and cleanup five (5) abandoned encampments. Recipient may cleanup more locations as they are discovered.

Cleanup and disposal are eligible on publicly-owned sites/locations only.

Recipient may contract for assistance with cleanup. Reimbursement for costs incurred by contractors to perform work identified in this Task are subject to the same eligibility and reimbursement requirements as the RECIPIENT, and require ECOLOGY approval.

Recipient is encouraged to review the Master Contract provided by Department of Enterprise Services (DES) for information about vendors with experience to cleanup and dispose of materials that meet the Recipient's specific circumstances and need.

Recipient staff and or contractors will investigate active and abandoned encampments to assess and prioritize for cleanup.

Activity – Infrastructure, purchased services

Recipient will purchase services to provide portable toilets and garbage collection at shelter-in place locations and other locations where the Recipient has previously assessed these services are practical.

Recipient staff and or contractors will investigate active encampments to assess the level of infrastructure needed.

Expected Task Costs:

Costs eligible for reimbursement with supporting documentation include:

- Contracts, purchased services identified in the scope of work.
- Supplies for cleanup: bags, protective gear.
- Cleanup costs: time, transportation, and disposal of materials from encampments.
- Time: planning/coordination of cleanup.
- Costs not listed here but pre-approved in writing by Ecology.

Costs not eligible for reimbursement:

- Overtime compensation (all hours are calculated at the regular rate of pay).
- Costs not specifically identified or pre-approved in writing by Ecology.

Task Goal Statement:

The goal of the task is to protect the environment through cleanup and prevent continued environmental harm at encampments.

Task Expected Outcome*:

Recipient estimates,

- 11,375 pounds of garbage is cleaned up from 10 encampments and properly disposed.
- 10,000 pounds of garbage is prevented from improper disposal because garbage collection containers were installed at five (5) active encampments and regularly serviced.
- 100 cleanups are performed at 10 encampments (includes multiple cleanups at the same encampments).

Recipient will track and report the pounds of garbage cleaned and properly disposed from scale tickets, and continue to track the pounds of garbage properly disposed from records provided by garbage service providers.

Anticipating multiple cleanups at the same encampment, Recipient will track and report quarterly, the number of encampments cleaned and the number of cleanups performed at each encampment.

*See the complete list of volume to weight conversion factors for solid waste maintained by the U.S. Environmental Protection Agency:

- Mixed Textiles, Loose Cubic Yard = 125-175 pounds
- Municipal Solid Waste,
Mixed MSW- Multifamily uncompacted Cubic Yard = 95 pounds

Ecology standard volume to weight conversions:

- Propane tanks One tank = 30 pounds

Deliverables:

1. Coordination, assessments complete – July 30, 2020
2. Cleanup(s) begin – August 1, 2020
3. Report pounds disposed from number of cleanups performed at number of encampments cleaned through September 30 – October 30, 2020
4. Cleanup(s) continue – June 30, 2021
5. Portable toilets and garbage containers delivered – September 1, 2020
6. Report pounds disposed from number of cleanups performed at number of encampments cleaned October through December 30 – January 30, 2021
7. Report pounds disposed from number of cleanups performed at number of encampments cleaned January through March – April 30, 2021
8. Ongoing service provided at locations where portable toilets and garbage containers were delivered – June 30, 2021
9. Report pounds disposed from number of cleanups performed at number of encampments cleaned April through June – July 30, 2021