



Community Litter Cleanup Program Funding Guidelines

2021-23

By

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For the **Solid Waste Management Program**

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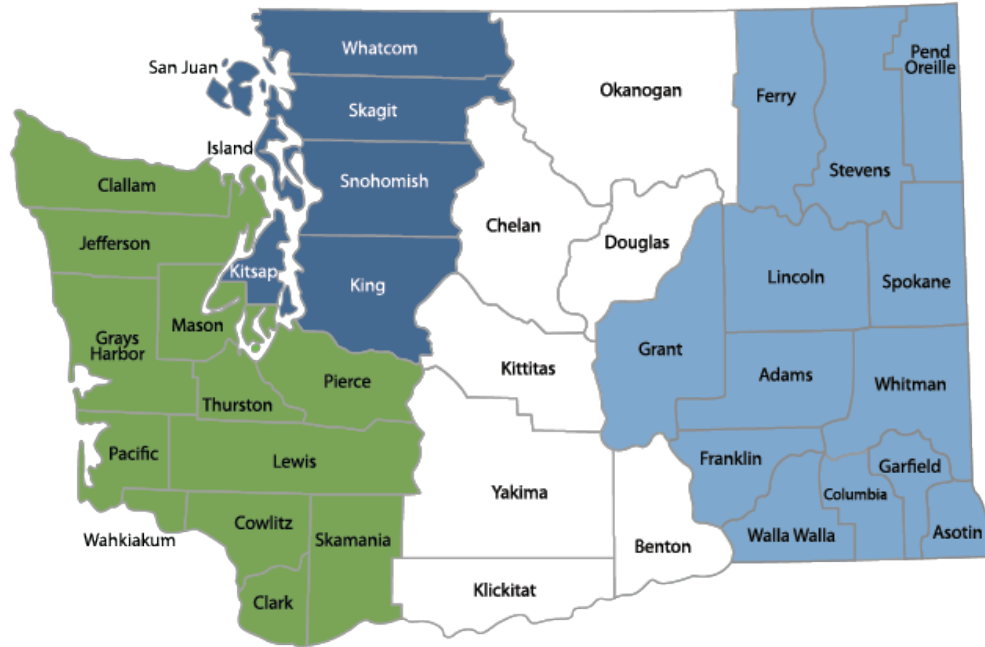
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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	3190 160th Ave SE Bellevue, WA 98008	425-649-7000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

Community Litter Cleanup Program Funding Guidelines

2021-23 Biennium

Solid Waste Management Program Washington
State Department of Ecology
Olympia, WA

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DEPARTMENT OF
ECOLOGY
State of Washington

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Abstract

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

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

Chapter 1: Program Summary

Special Funding Notes

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

Ecology anticipates \$3,600,000 will be available for CLCP in the 2021-2023 biennium from the Waste Reduction, Recycling, and Litter Control Account (WRRLLCA). Please note, this amount is not final. The Washington State Legislature (Legislature) convenes in January to begin working on the budget. Ecology knows the final budget when the Legislature adjourns.

In this biennium, recipients can use funds for public education, outreach, and Tools & Trucks (T&T). Applicants are encouraged to apply for T&T funding if they have capital needs.

Background

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

In addition to funding the CLCP, forty percent of the WRRLLCA pays for statewide litter collection and prevention programs carried out by Ecology's Solid Waste Management Program (SWM) and other state agencies. The final 40 percent of the account funds Ecology's waste reduction, recycling, and other solid waste related efforts.

Available Funds

Ecology anticipates \$3,600,000 for the CLCP from July 1, 2021, through June 30, 2023. Litter pickup, illegal dump cleanup, and litter prevention activities receive \$3,240,000 and \$360,000 for T&T. See [Chapter 2](#) for more information.

Ecology's Administration of Grants and Loans (EAGL)

EAGL is a web-based application used by Ecology to manage agreements from application to closeout. Applicants must apply for the CLCP through EAGL. In rare circumstances, Ecology may define another process. Applicants must register in EAGL and have access to their organization's account through EAGL's public interface.

To gain access to the EAGL system, applicants create an account through [SecureAccess Washington \(SAW\)](#). Instructions for registering in SAW are available on the [CLCP website](#).

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

The phases of an Agreement in EAGL include:

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

Coordination with County Solid Waste Planning Authorities

County solid waste planning authorities must coordinate with all CLCP grant applicants within their county and approve all plans. All applicants, other than county solid waste planning authorities, must complete the Proof of Coordination Form and upload it to EAGL as part of the application process. A link to the form is located in the application and provided as an [Appendix](#).

County solid waste planning authorities do not need to submit the Proof of Coordination form if they are applying for a CLCP grant.

Eligible Applicants and Recipients

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

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

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

Schedule

The application period opens at 8:00 a.m. on February 2, 2021, and closes at 5:00 p.m. on March 2, 2021. Ecology writes the grant for a two-year period beginning July 1, 2021, and ending June 30, 2023.

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

- Submits no invoices by October 30, 2021 (within 30 days of quarter ending September 30, 2021).
- Submits no invoices within 30 days after the end of any subsequent quarter.
- Submits invoices that show insufficient activity according to expectations specified in the grant.

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

Additional Details and Reminders

- Matching funds are not required.
- Instead of requiring a match, Ecology encourages communities to mobilize local resources. These may include correctional workgroups, volunteer organizations, administrators, and/or equipment. This approach produces the greatest environmental impact with the limited funding available. To maximize project success, communities should invest local resources such as donated staff time, volunteer labor, donated equipment and supplies, and waived disposal costs. NOTE: This is one of the Efficiency and Effectiveness (E&E) measurements. See [Chapter 2](#) for more detail on E&E.
- The county solid waste planning authority must take part in planning possible projects. Recipients must make sure projects do not duplicate or conflict with previously planned efforts. Recipients must coordinate with the Washington Department of Corrections (WDOC), the Washington Department of Natural Resources (WDNR), the Washington Department of Transportation (WSDOT), and the Ecology Youth Corps (EYC).
- This program focuses on results. Local governments have a wide range of opportunities to use the funds, but they must be able to show quantifiable results. These may include miles of roads cleaned, acres of public areas cleaned, pounds of material picked up (litter, material from illegal dumps, and recyclables), or number of dumpsites cleaned up. For more detail on reporting requirements, see [Chapter 7](#).
- Results must be tangible and recipients must report results in accordance with the terms of their grant. Recipients must submit quarterly reimbursement requests and progress reports to Ecology, even if no work occurred that quarter. Ecology requires quarterly reporting on results and a recipient close out report (filled out in EAGL) after the project is complete. See [Chapter 7](#) for more details on grant administration.
- You must submit a final payment request and the Recipient Close Out Report (RCOR) 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 received after July 30.

Chapter 2: Funding Formula and Allocation

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

Funding Formula and Base Amount

A three-part formula determines allocations for each county. If Ecology receives the expected budget for this cycle, Ecology distributes:

- \$1,134,003 equally among the counties as a base amount. (35 percent of funds);
- \$972,000 based on geographic and demographic factors. (30 percent of funds); and
- \$1,133,997 on Efficiency and Effectiveness measures (35 percent of funds).

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

The base amount is \$29,077 per county. This base amount ensures funding for a basic program in each county that applies for a grant.

Geographic and Demographic Factors

Four geographic and demographic factors affect allocations. These factors are suggestions from recipients and other agencies. The factors reflect the diversity of needs statewide. They also indicate the potential for littering and illegal dumping problems, and the ability of counties to manage those problems.

The four equally weighted factors:

1. Total square miles (2018 National Association of Counties).
2. Daily vehicle miles traveled (2019 WSDOT Highway Performance Monitoring System).
3. Centerline miles for public roads (2019 WSDOT Highway Performance Monitoring System).
4. Population forecast (2020 WA OFM).

The rationale behind the factors:

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

To determine allocations, Ecology compared each county's geographic and demographic factors against statewide totals, resulting in a percentage. This percentage, multiplied by the total funding available for geographic and demographic factors, determines each county's allocation. Allocation amounts range from \$2,327 to \$169,978. See Table 1 (next page) for a breakdown of how Ecology determined the geographic and demographic allocations for each county.

Table 1: Geographic and Demographic Allocations by County

County	Area	Miles Driven	Miles of Road	Population	Percent summed	Average Percent	Amount
ADAMS	2.89%	0.93%	2.61%	0.27%	6.69%	1.67%	\$ 16,267
ASOTIN	0.96%	0.17%	0.75%	0.30%	2.18%	0.55%	\$ 5,306
BENTON	2.56%	2.69%	2.46%	2.66%	10.36%	2.59%	\$ 25,185
CHELAN	4.39%	1.15%	1.69%	1.05%	8.27%	2.07%	\$ 20,099
CLALLAM	2.62%	0.98%	1.58%	1.01%	6.20%	1.55%	\$ 15,054
CLARK	0.94%	5.05%	2.96%	6.46%	15.41%	3.85%	\$ 37,445
COLUMBIA	1.31%	0.11%	0.82%	0.06%	2.29%	0.57%	\$ 5,563
COWLITZ	1.71%	2.18%	1.84%	1.44%	7.18%	1.80%	\$ 17,451
DOUGLAS	2.74%	0.72%	2.56%	0.57%	6.59%	1.65%	\$ 16,007
FERRY	3.31%	0.20%	2.05%	0.10%	5.66%	1.42%	\$ 13,761
FRANKLIN	1.87%	1.23%	1.90%	1.25%	6.24%	1.56%	\$ 15,159
GARFIELD	1.07%	0.10%	0.69%	0.03%	1.88%	0.47%	\$ 4,566
GRANT	4.02%	1.77%	4.14%	1.31%	11.24%	2.81%	\$ 27,302
GRAYS HARBOR	2.88%	1.20%	2.15%	0.99%	7.23%	1.81%	\$ 17,558
ISLAND	0.31%	0.75%	1.06%	1.13%	3.26%	0.81%	\$ 7,918
JEFFERSON	2.72%	0.61%	1.38%	0.43%	5.13%	1.28%	\$ 12,460
KING	3.19%	28.19%	9.08%	29.49%	69.95%	17.49%	\$ 169,978
KITSAP	0.59%	2.98%	2.08%	3.60%	9.25%	2.31%	\$ 22,477
KITTITAS	3.45%	2.00%	2.31%	0.61%	8.37%	2.09%	\$ 20,327
KLICKITAT	2.81%	0.43%	2.04%	0.30%	5.58%	1.39%	\$ 13,547
LEWIS	3.62%	1.79%	2.40%	1.06%	8.86%	2.22%	\$ 21,535
LINCOLN	3.47%	0.52%	3.01%	0.15%	7.15%	1.79%	\$ 17,363
MASON	1.44%	0.81%	1.28%	0.86%	4.39%	1.10%	\$ 10,679
OKANOGAN	7.91%	0.88%	5.00%	0.57%	14.36%	3.59%	\$ 34,907
PACIFIC	1.46%	0.38%	1.27%	0.29%	3.41%	0.85%	\$ 8,284
PEND OREILLE	2.10%	0.22%	1.37%	0.18%	3.88%	0.97%	\$ 9,419
PIERCE	2.52%	11.07%	5.39%	11.74%	30.72%	7.68%	\$ 74,653
SAN JUAN	0.26%	0.09%	0.38%	0.23%	0.96%	0.24%	\$ 2,327
SKAGIT	2.61%	2.38%	2.10%	1.70%	8.79%	2.20%	\$ 21,355
SKAMANIA	2.49%	0.24%	0.99%	0.16%	3.87%	0.97%	\$ 9,410
SNOHOMISH	3.14%	9.78%	4.60%	10.84%	28.35%	7.09%	\$ 68,890
SPOKANE	2.65%	6.26%	5.63%	6.84%	21.37%	5.34%	\$ 51,941
STEVENS	3.72%	0.66%	4.05%	0.61%	9.04%	2.26%	\$ 21,971
THURSTON	1.09%	4.07%	2.68%	3.79%	11.63%	2.91%	\$ 28,266
WAHKIAKUM	0.40%	0.07%	0.45%	0.06%	0.97%	0.24%	\$ 2,356
WALLA WALLA	1.91%	0.78%	1.69%	0.83%	5.21%	1.30%	\$ 12,657
WHATCOM	3.18%	2.69%	2.49%	2.97%	11.33%	2.83%	\$ 27,541
WHITMAN	3.24%	0.68%	2.99%	0.66%	7.58%	1.90%	\$ 18,427
YAKIMA	6.45%	3.19%	6.10%	3.43%	19.17%	4.79%	\$ 46,588
TOTAL	100%	100%	100%	100%	400%	100%	\$ 972,000

Table explained: Percentages listed in the four gray-shaded columns reflect an applicant's share of each factor (area, population, miles of road, miles driven) as a percentage of Washington totals. For example, Grant County is 2,676 square miles in area or 4.02% of the total area in square miles of Washington State. So, 4.02% is in the "Area" column for Grant County. The table includes the same calculations for miles driven, miles of road, and population. The "Average Percent" column adds the four gray-shaded columns for each applicant and divides that total by four. Finally, the "Amount" column multiplies each applicant's "Average Percent" by \$972,000 (the total amount available for geographic and demographic allocations). In Grant County, the percentages in the four gray-shaded columns are 4.02%, 1.77%, 4.14%, and 1.31%, with a sum of 11.24%. Next, four divides 11.24%, equaling 2.81%. This is Grant County's Average Percent. Finally, 2.81% is multiplied by \$972,000, which equals \$27,302. This is Grant County's geographic and demographic amount.

Efficiency and Effectiveness (E&E)

State law (RCW 70A.200.170) requires that Ecology distribute monies based on the Efficiency and Effectiveness (E&E) of existing programs. Ecology developed criteria to evaluate the E&E of CLCP projects in each county. The amount allocated for E&E for 2021-2023 is \$1,133,997. Ecology divided this amount by region.

Table 2: Efficiency and Effectiveness Allocations by Region

Region	E&E Allocation
Central	\$ 120,248
Eastern	\$ 161,686
Northwest	\$ 511,183
Southwest	\$ 340,880
TOTAL	\$1,133,997

Ecology divides E&E funds by region based on:

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

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

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

Ecology's grant managers determined the E&E allocation for each region and county based on the above criteria. Table three (next page) summarizes the results of the E&E allocation decision process. This table

lists the total projected award per county in accordance with the results of the three-part allocation formula (base, geographic/demographic, efficiency and effectiveness).

Note that smaller E&E amounts (including some awards of \$0) do not necessarily mean the county's program performed poorly. In a number of instances, a county may receive enough funding through the base amount and geographic/demographic allocations to continue successful programs. Despite the county's degree of operational efficiency, it would not be effective for Ecology to give more funding than a county needs.

Table 3: 2021-2023 CLCP Allocations by County

County	Base Amount	Geographic & Demographic	Efficiency & Effectiveness	Total Projected Award*
ADAMS	\$ 29,077	\$ 16,267	\$ 5,206	\$ 50,550
ASOTIN	\$ 29,077	\$ 5,306	\$ 13,998	\$ 48,381
BENTON	\$ 29,077	\$ 25,185	\$ 3,500	\$ 57,762
CHELAN	\$ 29,077	\$ 20,099	\$ 25,000	\$ 74,176
CLALLAM	\$ 29,077	\$ 15,054	\$ 55,069	\$ 99,200
CLARK	\$ 29,077	\$ 37,445	\$ 32,778	\$ 99,300
COLUMBIA	\$ 29,077	\$ 5,563	\$ -	\$ 34,640
COWLITZ	\$ 29,077	\$ 17,451	\$ 41,072	\$ 87,600
DOUGLAS	\$ 29,077	\$ 16,007	\$ 29,000	\$ 74,084
FERRY	\$ 29,077	\$ 13,761	\$ -	\$ 42,838
FRANKLIN	\$ 29,077	\$ 15,159	\$ 23,864	\$ 68,100
GARFIELD	\$ 29,077	\$ 4,566	\$ 5,017	\$ 38,660
GRANT	\$ 29,077	\$ 27,302	\$ 19,621	\$ 76,000
GRAYS HARBOR	\$ 29,077	\$ 17,558	\$ 50,165	\$ 96,800
ISLAND	\$ 29,077	\$ 7,918	\$ 7,705	\$ 44,700
JEFFERSON	\$ 29,077	\$ 12,460	\$ 2,063	\$ 43,600
KING	\$ 29,077	\$ 169,978	\$ 176,003	\$ 375,058
KITSAP	\$ 29,077	\$ 22,477	\$ 133,346	\$ 184,900
KITTITAS	\$ 29,077	\$ 20,327	\$ 21,000	\$ 70,404
KLICKITAT	\$ 29,077	\$ 13,547	\$ 30,000	\$ 72,624
LEWIS	\$ 29,077	\$ 21,535	\$ 47,088	\$ 97,700
LINCOLN	\$ 29,077	\$ 17,363	\$ 8,000	\$ 54,440
MASON	\$ 29,077	\$ 10,679	\$ 51,044	\$ 90,800
OKANOGAN	\$ 29,077	\$ 34,907	\$ 9,000	\$ 72,984
PACIFIC	\$ 29,077	\$ 8,284	\$ 8,039	\$ 45,400
PEND OREILLE	\$ 29,077	\$ 9,419	\$ -	\$ 38,496
PIERCE	\$ 29,077	\$ 74,653	\$ 3,892	\$ 107,622
SAN JUAN	\$ 29,077	\$ 2,327	\$ 3,396	\$ 34,800
SKAGIT	\$ 29,077	\$ 21,355	\$ 38,468	\$ 88,900
SKAMANIA	\$ 29,077	\$ 9,410	\$ 9,513	\$ 48,000
SNOHOMISH	\$ 29,077	\$ 68,890	\$ 137,783	\$ 235,750
SPOKANE	\$ 29,077	\$ 51,941	\$ 62,982	\$ 144,000
STEVENS	\$ 29,077	\$ 21,971	\$ 9,002	\$ 60,050
THURSTON	\$ 29,077	\$ 28,266	\$ 40,157	\$ 97,500
WAHKIAKUM	\$ 29,077	\$ 2,356	\$ -	\$ 31,433
WALLA WALLA	\$ 29,077	\$ 12,657	\$ -	\$ 41,734
WHATCOM	\$ 29,077	\$ 27,541	\$ 14,482	\$ 71,100
WHITMAN	\$ 29,077	\$ 18,427	\$ 13,996	\$ 61,500
YAKIMA	\$ 29,077	\$ 46,588	\$ 2,748	\$ 78,413
STATEWIDE	\$ 1,134,003	\$ 972,000	\$ 1,133,997	\$ 3,240,000

*Pending Legislative Approval

Chapter 3: Cost Eligibility

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

Eligible CLCP Costs

- Salaries and benefits of crew supervisors and non-correctional crews for the time they spend on CLCP only. Supervisors may supervise local or state corrections crews, volunteer, or paid crew members. Overtime differentials are not eligible unless an individual spends 100 percent of work time on CLCP activities and your grant manager approves and documents this in advance.
- Labor and Industry insurance.
- Safety training for supervisors and crew members if it relates to litter/dump/road work.
- Supplies necessary for litter pickup operations such as gloves, litter grappers, hard hats, reflective vests, traffic cones, work signs, safety glasses, and bags.
- Vehicle fuel and maintenance in proportion to litter and illegal dump use. You may not charge for county owned general equipment rental or revolving fund (ER&R) charges. You must itemize fuel and vehicle maintenance charges and include relevant invoices as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.
- Tools and equipment necessary for litter pickup and illegal dump cleanup operations. See definitions of *tools* and *equipment* in [Appendices](#).
- Renting or leasing tools or equipment such as a front-end loader, portable toilets, or a van. Although these costs are eligible, we encourage collaborating with local jurisdictions for donating the use of such tools or equipment.
- Capital expenditures such as a vehicle for crew transportation. See [Chapter 6](#), Tools and Trucks Program.
- Administrative costs such as managing this grant through record keeping and accounting. These costs are limited to **10 percent** of the total grant amount. At no point can your administrative costs be greater than 10 percent of your expenditures to date. Ecology does not allow administrative costs for Tools and Trucks.
- Litter pickup and illegal dump cleanup on public lands.
- Disposal costs for litter and illegally dumped debris collected from public property. Although these costs are eligible, we encourage collaborating with local jurisdictions to reduce or waive disposal fees as part of the local investments.

- One-time cleanup of an illegal dump on one particular site (not one property) on privately held lands with public access. The illegal dumpsite must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology requires the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup. The CLCP requires property owners to pay disposal costs. CLCP funds cannot pay these costs. Ecology encourages local governments to work with the private property owner to cover the cost of disposal or waive disposal fees as part of the investment in the cleanup.
- Litter cleanup (not an illegal dump) on private property with public access only if the public is not charged for access as a commercial activity. For instance, a campground with fee or a boat launch. The litter must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology requires the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup.
- *RCW 70A.200.030(12) defines "public place" as "any area that is used or held out for use by the public whether owned or operated by public or private interests."*
- Litter receptacles for placement on public property with continuous access for the public. These must have a maintenance plan prior to the purchase. Ecology may deny reimbursement of the costs if there was no prior-approved maintenance plan. Maintenance and service of these receptacles are not eligible costs.
- Education and outreach activities focusing on controlling or preventing litter and illegal dumping. These costs are limited to 20% percent of the total grant amount, excluding Tools & Trucks funding.
- Certain equipment ensuring access to the EAGL system. Please discuss this with your regional grant manager.

Ineligible CLCP Costs

- Project costs that other sources already fund, including activities covered through Local Solid Waste Financial Assistance (LSWFA). Exception: The CLCP and LSWFA both cover homeless encampment cleanup costs.
- Cleanup after community fairs and special events. These costs should be part of the event itself.
- Maintenance and service of litter receptacles.
- Costs associated with applying for CLCP funds.
- Supplies used to administer this program such as computers, laptops, office furniture, etc. There may be exceptions to ensure access to EAGL. Please discuss this with your regional grant manager.
- Costs incurred before the effective date of the agreement, unless they are preauthorized and the agreement specifically provides for them.
- Administration costs over **10 percent** of the total grant amount.
- Tools and Trucks administration costs.
- Overtime differential, unless an employee spends 100 percent of their time on tasks specific to the grant. Ecology must approve this in advance.

- Costs associated with cleanup of an illegal dumpsite on private land with public access if the CLCP already funded a cleanup on the same site. There is a one-time limit to cleanup of a specific dumpsite on private land.
- Costs associated with cleanup of litter or illegal dumpsites on private land without public access.
- Disposal costs for debris collected from private land. The CLCP requires property owners to pay disposal fees.
- Signs acknowledging specific organizations such as “Adopt a Roadway” groups.
- Mileage. Fuel costs must be direct billed.
- County owned general equipment rental or revolving fund (ER&R) charges. You must itemize fuel and vehicle maintenance charges and include relevant invoices as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.
- Undocumented costs.

Chapter 4: Developing a Program

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

Getting Started

These are some key questions to answer and include in your plan.

- Specifically describe the problem and the plan to solve it. Is litter worse along the highway or in publicly owned vacant lots near stores? Do illegal dumps pose a greater environmental threat?
- What is the status of litter pickup and illegal dump cleanup activities within your county? What is the normal level of effort and resources devoted to the problem by agencies such as the state Departments of Transportation, Corrections, and Ecology? Will your efforts duplicate what others are doing for litter pickup or are they complementary?
- Who will help with your county's CLCP projects and how? Are they ready to proceed right now or do they need help getting ready?
- How will you recruit and train crews and/or crew supervisors and ensure safety?
- What resources will you direct towards your program? Can you collaborate with other agencies for contributions of volunteer time, donated equipment, waived tipping fees, etc.?
- How will you handle recycling or disposing the debris you collect? How will you transport it?
- What will success look like? How will you measure that and show your results?

Drafting a Proposal

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

- A thorough and complete application. Ecology will negotiate your agreement based on the content of the application.
- A plan detailing the activities and schedule you expect to carry out over the two-year grant period. To be successful, your program must bring about a measurable improvement in the environment. Based on your planned activities, how much litter and illegal-dump debris do you estimate collecting from the roads, parks, and potentially harmful illegal dumpsites? How much will you recycle? In your area, what materials can you realistically sort and recycle?
- Indications you can successfully carry out the planned activities and schedule. How supportive are local officials of cleaning up public areas?
- You must include expected outcomes. Ecology uses these expected outcomes, and actual outcomes reported by recipients quarterly, to demonstrate the effectiveness of CLCP. Ecology must show the Legislature that local governments are effectively using the limited state funds and leveraging it for maximum environmental benefit.

Community Investment, Partnerships, and Local Involvement

Ecology encourages working with county and city agencies and citizen groups to come up with projects. This helps projects obtain the greatest possible environmental benefit for the resources invested.

Potential community partners:

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

Consult with representatives of the state Departments of Transportation (WSDOT), Corrections (WDOC), Natural Resources (WDNR), and the Ecology Youth Corps (EYC). These agencies (and the EYC) may have plans for litter pickup or illegal dump cleanup in your area. Coordination and communication with others help avoid the duplication of effort and make the most of limited funds.

The local health jurisdiction is responsible for enforcing ordinances and laws regarding illegal dumping. If your project involves cleaning up illegal dumps, you need to coordinate with them.

Regional Ecology Grant Managers

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

Table 4: Regional Ecology Grant Managers

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

Chapter 5: Applying for CLCP Funds

Application Period

The application period opens at 8:00 a.m. on February 2, 2021. Applications are due to Ecology by 5:00 p.m. on March 2, 2021. You must submit your application in EAGL.

The Process

Step 1:

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

Step 2:

The county should:

- Identify and coordinate all potential project ideas.
- Plan the project and obtain local resources.
- Ensure that one consolidated application for funding is complete. Ecology grant managers can assist with Step 2. Please call your grant manager for information and assistance. See [Table 4](#) for a listing of regional grant managers. See [Chapter 3](#) for eligibility information.

Ecology encourages applicants to request a conference with your Ecology grant manager. The conference may include other staff and jurisdictions with expertise in litter-related projects.

The conference with Ecology grant staff covers:

- Available money.
- How to apply.
- Instructions on what Ecology requires you to report.
- How Ecology administers the grant.
- Your grant administration responsibilities.
- Any concerns you may have.

Step 3:

Create an account in SAW and complete your on-line application. Follow [the application instructions](#) in the next section. As part of the application process, the county obtains needed approvals and signatures.

Required approvals and signatures:

- Application signatures must come from officials authorized to bind the resources necessary to comply with the grant terms and conditions. The designated official with signature authority must register in SAW and EAGL so their name appears in the signature block of the printed agreement when it is ready for signature.

- If the applicant is not the county solid waste planning authority, the applicant must coordinate with the county solid waste planning authority and fill out the “Proof of Coordination” form. When you apply in EAGL, there is a link to this form to download, print, and route to the appropriate officials for signatures. After gathering signatures, upload the signed document into your application in EAGL.
- If you have questions, contact your regional grant manager. After completing the application process, change the status of your application to “submit.” This formally submits your application to Ecology. Applications are due by 5:00 p.m. March 2, 2021.

Step 4:

The Ecology grant manager reviews the application in EAGL for completeness and eligibility. Once Ecology accepts an application as complete, the grant manager initiates the agreement process in EAGL. The grant manager looks for the following:

- A plan to conduct litter pickup and illegal dump cleanup over the two-year grant period.
- Estimated outcomes for litter and illegal dump debris collection and recycling. The types of materials sorted and recycled in your area and from where (roads, parks, illegal dumpsites, etc.).
- Indication the applicant is ready to proceed.
- Community investment, partnerships, and local support in cleaning up public areas.

Step 5:

Ecology and recipient negotiate the grant scope of work. Ecology then offers the agreement through EAGL. The Authorized Official(s) for your organization receive an EAGL auto-generated “Agreement Requires Signature” email. This is Ecology’s official notification that they are offering an agreement and it is ready for recipient signature.

The recipient prints and signs (in blue ink) two copies of the grant and mails them to Ecology within 60 days. To 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

EXPRESS MAIL

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

In rare circumstances, Ecology accepts documents signed through an eSignature process and forwarded through email as a PDF copy. In these instances, Ecology will provide specific instructions.

Ecology then signs and activates the grant. A copy of the signed agreement is available in EAGL.

The Application

New User:

1. Create an account with SecureAccess Washington (SAW). This is a secure gateway for many Washington state online services. View this four-minute tutorial on [how to obtain a SAW account](#).
2. Enter your information in SAW. SAW will send you an email.
3. Click the link in the email to activate your account.
4. Login to SAW. Select the “My Services” tab and go to “EAGL”.

Returning User:

1. [Login to SAW](#).
2. Select the “My Services” tab and go to “EAGL”.

If you have questions about SAW, contact their customer support 24 hours a day, 7 days a week at 1-888-241-7597 (toll free).

Apply for Your Grant through EAGL:

After creating a SAW account, access the “2021-23 Application Instructions” from the “Menu Page” in EAGL for guidance.

Chapter 6: Tools and Trucks Program

The Tools & Trucks Program (T&T) within the CLCP assists local litter control programs by paying for needed equipment and tools. It provides the opportunity for programs to maintain their litter and illegal dump cleanup efforts without decreasing their regular allocations.

Funding cycle

The funding cycle is July 1, 2021 through June 30, 2023.

Application Period

The application period is the same as the CLCP, 8:00 a.m. February 2, 2021 through 5:00 p.m. March 2, 2021. Applications for T&T funds should be included as part of the overall application package for CLCP funds.

Available Funds

This biennium, \$3,600,000 is available for litter pickup, illegal dump cleanup, litter prevention education and outreach, and other eligible activities. Ecology allocates \$360,000 of these funds to the T&T Program for capital purchases. T&T does not include supplies. See [Eligible Purchases](#) below.

Applying for T&T Funds

The application form is in EAGL. You complete the T&T form with your CLCP application. Complete instructions for filling out the form is part of the on-line application process.

You need to provide the following information on your application:

- Amount of money you are requesting.
- An itemized list of tools or equipment you will purchase, including an estimated cost for each.
- A description of how you intend to use the items and how they benefit the CLCP project.

Grant Structure

If you receive T&T funds, it has a separate task and budget within the grant. Ecology tracks it as a separate fund source. You cannot transfer money between fund sources in your grant without a formal amendment signed by you and Ecology.

Eligible Purchases

The following definitions determine eligibility for T&T purchases:

- Tools are tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit (such as signs, grapplers, portable toilets).
- Equipment is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per unit (such as a truck, van, or trailer).

- Supplies are tangible, personal property having a useful life of less than one year and costing less than \$5,000 per functional unit (such as gloves, bags). You cannot purchase supplies using T&T funds. However, supplies are eligible using your CLCP funds.

You must use items purchased with T&T funds solely for activities supporting the CLCP project unless Ecology authorizes another use in advance. An alternate use must not interfere with CLCP activities. If a new recipient takes over the CLCP grant, during or after a funding cycle, you must transfer ownership of the items purchased with T&T funds to the new recipient unless Ecology directs otherwise. If you cease to perform CLCP activities, or no longer use inventory purchased through the T&T program for eligible activities, Ecology handles disposition of the inventory at its discretion.

Award Determination

Ecology considers all requests received by the application deadline of 5:00 p.m. on March 2, 2021. Ecology's regional grant managers meet to determine the T&T awards. Funding goes to those requests that best show need, capacity for usage, and environmental results that advance litter control priorities. The criteria are flexible to allow consideration of unforeseen needs and circumstances.

Chapter 7: Grant Administration

Statewide Vendor Number and Reimbursement

Recipients receive payment through the Washington State Office of Financial Management’s Statewide Payee Desk. To receive payment, you must [register as a statewide vendor](#) by submitting a registration form and an IRS W-9 form. If you have questions about the vendor registration process, contact the Statewide Payee Help Desk at 360-407-8180 or email PayeeRegistration@ofm.wa.gov.

New Organizations Not Registered in EAGL

Please be aware that it can take up to 15 days or longer to get a statewide vendor (SWV) number. This number is a required field for the organization to register in EAGL. Organizations must register in EAGL before an application is available. You can check the [Statewide Vendor Number Lookup](#) to see if your organization already received one.

Returning Organizations Registered in EAGL

Most applicants for this funding opportunity apply under an organization already registered in EAGL. During the funding period, if your organization changes its bank account or experiences staff turnover, you need to contact the Office of Financial Management (OFM) to update the information. Additionally, recipients cannot edit their own SWV number in EAGL and this number needs to be accurate in order for you to receive payment. If your SWV number changes, contact your Ecology Grant Manager immediately with the new number. They will request an update from the EAGL System Administrator and notify the Ecology fiscal staff.

Ecology fiscal staff gets the SWV number from your organization’s information in EAGL during the beginning of the grant period and uses it when approving disbursement of payments. If you experience difficulty receiving payments, confirm your organization’s statewide vendor number in EAGL is correct.

Reimbursement and Progress Reporting

You must submit the Payment Request and Progress Report (PRPR) each quarter even if there are no expenditures to report. The CLCP no longer processes monthly payment requests. Only quarterly reports are accepted.

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 as shown in the following table.

Table 5: Due Dates for Progress Report and Payment Requests

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

When there are no expenditures to report, you must complete the following steps on each of the following forms. After you save all your work, you must change the status to submit the PRPR.

- **Payment Request form:** Identify if the payment is final, enter the end date of the billing period, select “No, there are no expenditures to report”, and save your work.
- **Progress Report form:** Identify if the report is final, enter the same “percent complete” as on the previous report, write “No expenditures, no progress this period” under the Summary of Accomplishments column, and save your work.
- **D form:** Select “No, this payment request does not include reimbursements for any private sector contractor subcontractor” and save your work.

Please note:

- **Late reporting may reduce current and/or future funding.**
- Payment is on a reimbursement basis. This means you must incur the cost. You must perform the work or receive the purchased item to be eligible for reimbursement.
- Copies of invoices are required.
- You must complete quarterly payment requests and progress reports in EAGL.

Ecology requires backup documentation for all expenses, including salaries and benefits. Supporting documentation includes contractor and subcontractor invoices and receipts, time-accounting records, or any other record that establishes the legitimacy of an expense. You must upload these documents in EAGL on the Payment Request form. If your risk assessment changes these requirements, your grant manager will let you know.

Required Reports

Ecology uses four reports for tracking purposes:

- **Daily Worksheet:** This form helps you track day-to-day information you need to complete a progress report. You keep the Daily Worksheets (or the equivalent) internally and make those available to Ecology upon request in a scanned format.
- **Progress Report:** To process your Payment Request, you must complete this report in EAGL. Information in this report helps the grant manager determine the eligible reimbursement amount. Ecology also uses these reports to measure statewide results and provides the information to the Legislature.
- **Equipment Purchase Report:** You must complete this form and submit it in EAGL anytime you purchase equipment.
- **Recipient Close Out Report (RCOR):** You must fill out this report in EAGL to close out your grant. The evaluation provides a summary of the entire grant period, compares estimated outcomes with actual outcomes, and identifies any lessons learned.

File Management and Record Retention Requirements

Ecology requires recipients to maintain a file of all agreement-related information for at least three years from the date Ecology closes the agreement in EAGL. You should organize financial records to provide an audit trail for all expenditures and keep all paper records in a common file.

Paper Records

Required CLCP file contents include:

- Signed agreement and all signed amendments.
- Signed contracts related to the agreement or amendment(s).
- 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).

When submitting a payment request on-line, you must upload the first two documents into EAGL. You need to keep the originals of all of the following forms in local files.

- Form E (monthly timesheets), or an equivalent form showing the same information, must be used if Ecology funds pay for a worker's salary and benefits. The State Auditor ruled that *signed* time sheets must be available.
- Invoices and receipts for all items purchased using CLCP funds.
- The Daily Worksheets, or equivalent form, stay in local files only. You do not upload these into EAGL. Ecology may request a scanned copy.

Electronic Records

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

Audits

Ecology and the State Auditor reserve the right to audit the agreement files during the grant period and for three years after closing the agreement.

Risk Assessment

Starting in the 2021-23 funding cycle, the Solid Waste Management (SWM) program is incorporating a Risk Assessment Process for all grant programs. This process will decrease the workload for recipients and staff when Ecology assesses a recipient as low risk. See a copy of the process in [Appendix A](#).

Outputs or Publications

When a recipient produces reports, technical documents, publications, brochures, and other materials using funding from Ecology, the recipient is required to acknowledge Ecology's support in those materials. An example acknowledgement could be something like, "Support provided in part by the Washington State Department of Ecology." Do not use Ecology's logo without prior approval.

Performance Monitoring

Performance monitoring is the ongoing review of your progress by Ecology. It helps verify you are carrying out the scope of work described in the executed grant and making progress toward expected outcomes. The objectives of the CLCP are removing litter from roadways and public areas, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

Performance monitoring helps grant managers manage CLCP funds throughout their region. It provides critical information that Ecology shares statewide and with the Legislature. In monitoring performance, Ecology grant managers review your progress reports, files, and reimbursement requests. Grant managers may also make on-site monitoring visits.

Final Payment Requests

You must submit a final payment request and the RCOR 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 received after July 30.

Close Out Responsibilities

Within 30 days of the expiration of the grant or within 45 days of the agreement budget reaching \$0, you must complete and submit the following documents in EAGL.

- Payment Request forms.
- Progress Report covering the same period the final payment request covers.
- Recipient Close Out Report (RCOR).
- Any other reports or documents agreed to in the grant.

After receiving the required final documents in EAGL, your Ecology grant manager reviews the completed RCOR. If you purchased any equipment, an equipment disposition should be included. Appropriate staff may conduct a final, on-site inspection or evaluation of work accomplished.

Acronyms and Abbreviations

CLCP	Community Litter Cleanup Program
EAGL	Ecology Administration of Grants and Loans system
Ecology	Washington State Department of Ecology
EYC	Ecology Youth Corps
DES	Washington State's Department of Enterprise Services
E&E	Efficiency and Effectiveness
FPE	Final Project Evaluation
LSWFA	Local Solid Waste Financial Assistance
PRPR	Payment Request Progress Report
RCOR	Recipient Close Out Report
RCW	Revised Code of Washington
SAW	Secure Access Washington
SWM	Solid Waste Management program at Ecology
T&T	Tools and Trucks
WDNR	Washington State Department of Natural Resources
WDOC	Washington State Department of Corrections
WSDOT	Washington State Department of Transportation

Definitions

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

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

Agreement: The formal contractual document that details the terms and conditions, scope of work, budget, and schedule for LSWFA-funded projects. The authorized signatures of the recipient and Ecology execute the agreement.

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

Applicant: The county solid waste planning authority or the county approved government agency, which applies for a CLCP grant with Ecology.

Application: Forms prepared by Ecology in EAGL and used by a local government to request financial assistance from the CLCP.

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.

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.

Close Out: The process of reconciling all administrative matters relative to a grant or loan to close the file.

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

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 paid directly by the recipient for goods or services received under a contract.

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

Deliverable: Item or activity identified in the agreement that the recipient must complete before Ecology approves reimbursement or completion. Deliverables may or may not have a due date.

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

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 park for sheltering in place, and can include sidewalks or under bridges.

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

Financial Manager: Another term used for grant manager in the agreement.

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

Project Manager: Another term used for grant manager in the agreement.

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

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

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

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

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 because of doing the task.

Output: An environmental activity or effort and associated work products related to the goal or objective provided by a specified date.

Payment Request Progress Report (PRPR): Data entry forms in EAGL to report agreement expenditures and/or progress by task.

Public Place: As defined by RCW 70A.200.030(12), “any area that is used or held out for use by the public whether owned or operated by public or private interests.”

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

Risk Assessment: An ongoing process that includes identifying and analyzing risks to achieving Ecology objectives, and deciding how to respond.

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

Scope of Work: The objectives, tasks, and deliverables accomplished under an agreement.

Supplies: All tangible, personal property other than tools and equipment necessary to carry out a scope of work, which has a useful life of less than one year and costs less than \$5,000 per functional unit.

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

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

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

Appendices

[Appendix A. Risk Assessment Process](#)

The process Ecology’s Solid Waste Management program uses to assess the risk of all their grant program recipients. It decreases the current workload for recipients and staff when Ecology assesses a recipient as low risk.

[Appendix B. Proof of Coordination Form](#)

If the applicant is not the county solid waste planning authority, the applicant must coordinate with the county solid waste planning authority and fill out the “Proof of Coordination” form. The link takes you to the published form online.

Appendix A. Risk Assessment Process

Solid Waste Management (SWM) grant programs have elected to use questions from a combination of stock assessments provided by the Association of Government Accountants.

Before an agreement is offered, all SWM grant programs will ask the same assessment questions to determine a base risk level for each SWM grant recipient. The base risk level determines the *minimum* level of recipient oversight a grant manager is responsible to provide for the duration of the agreement.

After the base risk assessment is determined, the funding program may ask additional assessment questions. The recipient's level of risk will not decrease, but could increase because of these additional questions.

Additional Assessment Questions by Community Litter Cleanup Program (CLCP)

There are no additional questions for CLCP recipients.

Base Risk Assessment

Once determined, the level of oversight may be indicated in the agreement template in either a scope of work or an agreement special term and condition. Risk may be reassessed throughout the biennium as circumstances change.

Base Risk Assessment Questions (Yes responses indicate risk)

All SWM will assess grant recipients on the following:

1. Recipient changes in key management, grants, or financial staff since last agreement. Y/N
2. Recipient is a government or a not-for-profit that has been operating for less than five (5) years or an individual that has never been a recipient. Y/N
3. Excluding governments that voluntarily relinquished all their funds in the previous two biennia, recipient has not received funding or submitted untimely reports for reimbursement and work progress. Y/N
4. In the previous two biennia, recipient relationship with funding program staff is not open or responsive. Y/N
5. Since their last agreement, the recipient received an audit finding that involved questioned costs. Y/N

Assessment Results

Base Risk Level is Low

- Answer is no to all five (5) questions.
- Answer is yes to question 3 and no to the remaining questions.
- Answer is yes to question 5 and the questioned costs were between \$1 and \$9,999.

Base Risk Level is Medium

- Answer is yes to question 1, 2, 4, or 5.
- Answer to question 3 does not affect risk at this level.
- Answer is yes to question 5 and the questioned costs were between \$10,000 and \$39,999.

Base Risk Level is High

- Answer is yes to at least three (3) of these questions, 1, 2, 4, or 5.
- Answer to question 3 does affect risk at this level.
- Answer is yes to question 5 and the questioned costs were at least \$40,000 or greater.

Risk Levels Defined

Some of the oversight described below can be remedied through additional conditions added to the agreement document.

At a minimum, grant managers must manage each recipient to the level of risk identified for that recipient, keeping in mind that an assessment of risk can change during the agreement period based on known factors and changes in circumstances.

Low risk recipients

Examples of oversight for low risk recipients include but are not limited to:

- Communicate in writing, the required back up and frequency the recipient must submit, if any. If you aren't requiring back-up documentation, explain why. This will circumvent the Agency requirement that all costs requested for reimbursement are supported by a payable invoice (back-up documentation provided by the recipient) and satisfy audit requirements.

Stock language for the written communication:

Example 1

Recipient is assessed as low risk, and therefore is required to submit payable invoices and time-accounting to support all costs itemized for reimbursement in Q1. Upon subsequent assessments, the grant manager will notify the recipient if additional information is needed through the end of the grant period.

Example 2

Recipient is assessed as low risk, and therefore is only required to submit payable invoices and time-accounting to support all costs itemized for reimbursement in Q1 and Q5. Recipient must make available back up and time-accounting for remaining quarters upon Ecology request.

- Grant managers must review all required back up to:
 - Ensure the math and the total requested for reimbursement are correct.
 - Confirm incurred costs are eligible and within the grant period.

Medium risk recipients

Examples of oversight for medium risk recipients are the same as low risk recipients, plus grant managers may also want to specify one or more of the following requirements:

- Additional documentation, such as photographs.
- Site visits or a schedule for site visits.
- Monthly check-ins on progress.
- Prior approvals before incurring costs.

Stock language for the written communication:

Example 1

Recipient is assessed as medium risk, and therefore is required to submit payable invoices and time-accounting to support all costs itemized for reimbursement in Q1. Upon subsequent assessments, the grant manager will notify the recipient if additional information is needed through the end of the grant period, including scheduling site visits.

Example 2

Recipient is assessed as medium risk, and therefore is only required to submit payable invoices and time-accounting to support all costs itemized for reimbursement in odd numbered quarters, Q1, Q3, Q5, and Q7. Recipient must make available back-up and time-accounting for remaining quarters upon Ecology request. Recipient must acquire Ecology's written approval prior to incurring costs for travel.

High risk recipients

Recipients that are assessed as high risk must submit payable invoices for all costs requested for reimbursement, including time-accounting backup. Grant managers may also require in the written communication that the recipient obtain Ecology technical assistance prior to incurring costs.

Stock language for the written communication:

Example

Recipient is assessed as high risk, and therefore is required to submit payable invoices and time-accounting to support all costs itemized for reimbursement. Upon subsequent assessments, the grant manager will notify the recipient of any changes to the requirement through the end of the grant period, including scheduling site visits.

Consequences for Recipients' Failure to Comply

Failure to comply with Ecology's written requirements resulting from a risk assessment can include but are not limited to:

- Withhold payment until compliance or performance improves.
- Deny all or part of the cost for activity/action not in compliance.
- Suspend or terminate the award, in whole or in part.
- Documented performance in an evaluation that leads to consideration of reduced funding in the future.
- Take other actions that may be legally available.

Through monitoring, an assessment of risk can change during the agreement period based on known factors and changes in circumstances. When this happens, the grant manager will communicate the change in writing with the recipient and upload the notification in EAGL.

Appendix B. Proof of Coordination Form

If the applicant is not the county solid waste planning authority, the applicant must coordinate with the county solid waste planning authority and fill out the [“Proof of Coordination” form](#). The link takes you to the published form online. This form is also available in EAGL.

Appendix C. Senate Bill 5040 Funding Opportunity

This addendum to the Community Litter Cleanup Program (CLCP) Guidelines is due to Senate Bill 5040, the Welcome to Washington Act. This bill creates a new funding opportunity for local governments in the Waste Reduction, Recycling and Model Litter Control Act (RCW 70A.200-190). Final funding is contingent upon the 2021-23 Enacted Operating Budget.

Bill overview

Senate Bill 5040 (SB5040) passed in the 2021 Legislative Session. It authorizes local governments to apply to Ecology for reimbursement of litter cleanup activities on state highway ramps located within their jurisdiction. Ecology is incorporating this new funding into CLCP, which is an established grant program of RCW 70A.200-190.

Funding amount

Ecology will provide up to \$250,000 in additional funding through CLCP to reimburse interested local governments for cleaning state highway ramps located in their jurisdiction. The maximum award per applicant is \$40,000. If the total requests are less than \$250,000, Ecology may consider larger grant awards.

Eligible costs

The 2021-23 CLCP guidelines outline [eligible costs](#). These are the same for SB5040 grants. However, reimbursement is limited to litter cleanup efforts on Interstate, State Route, or US Highway ramps only.

Definition of state highway ramp

A state highway ramp (also referred to as an exit ramp/off-ramp or entrance ramp/on-ramp) is a short section of road allowing vehicles to enter or exit a controlled-access highway (freeway or motorway).

In many areas, entering and exiting state highways does not occur on traditional ramps. This is typically true when the state highway is one lane of traffic in each direction. These may be intersections. These state highway intersections **do** qualify under this funding opportunity.

You can find a complete listing of state highways by area on the Washington State Department of Transportation's [State Highway Log](#) or [State Route Web Tool](#).

Application process

Since the CLCP grant application period for the 2021-23 biennium closed on March 2, 2021, Ecology is offering a four-week application period outside of the Ecology Administration of Grants and Loans system (EAGL). The application period for SB5040 funding begins on May 13, 2021 and closes at 5 p.m. on June 11, 2021.

Consistent with CLCP guidelines, all applicants (other than county solid waste planning authorities) must coordinate with their county solid waste planning authority. This is true even in counties that did not apply for 2021-23 CLCP funds (Columbia, Pend Oreille, Wahkiakum, and Yakima counties).

Applicants who are **not** the county solid waste planning authority must:

- Complete the [Proof of Coordination Form](#)
- Complete the [application form](#)

- Email both forms to their county solid waste planning authority before 5 p.m. on June 11, 2021.

County solid waste planning authorities will forward the applications and signed Proof of Coordination Forms to their [Regional Ecology Grant Manager](#) by June 17, 2021. Please forward the email from the local government to show they submitted their completed application by the deadline. Ecology will make funding determinations by June 22, 2021 and will notify applicants shortly thereafter.

Applicants who are the county solid waste planning authority must:

- Complete the [application form](#)
- Email the application form to their [Regional Ecology Grant Manager](#) by 5 p.m. on June 11, 2021.

Award Determination Process

Ecology will use a process to score and prioritize proposals if eligible applications exceed \$250,000. Ecology interprets SB5040 as an effort to clean up ramps with the highest visibility on the most traveled state highways. With that in mind, we will prioritize litter cleanup of ramps on multi-lane Interstates, US highways, and State Routes when determining awards.

The award determination process will evaluate proposals based on the following criteria:

- Traditional ramps on multi-lane Interstates, US highways, and State Routes have priority over less traveled state highway intersections. *(35 out of 100 points)*
- Local government's readiness to proceed with litter pickup work. *(25 out of 100 points)*
- Number of ramps cleaned. *(20 out of 100 points)*
- Frequency of cleaning. *(20 out of 100 points)*

You can [see the score sheet](#) below.

Grant Agreements in EAGL

Once awards are determined, Ecology will work directly with local governments to finish the application process in EAGL. Ecology will upload the application information and complete all other application forms on behalf of the applicant in EAGL.

In most cases, Ecology will create a separate standalone CLCP SB5040 grant agreement with the local government that submitted the application and receives the funds.

If the county solid waste planning authority already applied for 2021-23 CLCP funds, and receives additional SB5040 funding, Ecology will add a new task in that county's existing CLCP agreement.

In all scenarios, Ecology will manage these grants through EAGL. If Ecology determines you will have your own standalone grant, you may need to register for access to EAGL. You can find directions on accessing the EAGL system in the [EAGL section of the CLCP Guidelines](#).

Reporting requirements

SB5040 grant recipients are required to submit quarterly Payment Request Progress Reports (PRPRs) in EAGL.

SB5040 grant recipients are required to report:

- Hours worked.
- Miles cleaned.*
- Pounds of material collected.
- No. of ramps cleaned. (Report the number of ramps cleaned in the comments section of the progress report in EAGL.)

* To estimate mileage for ramps, assume each ramp section is ½ mile. In a standard diamond interchange, if you cleaned the on and off ramps in both directions that is equivalent to 4 miles.

If the SB5040 funding is incorporated as a new task in an existing CLCP grant agreement, Ecology requires that the recipient report SB5040 outputs in the comments section of the quarterly PRPR. This allows Ecology to track SB5040 outputs/outcomes separately from regular CLCP work.

Submitting a Recipient Close Out Report in EAGL is required at the conclusion of the grant period, or sooner if SB5040 funds are fully spent prior to June 30, 2023.

SB5040 Funding Application Score Sheet

(For Ecology Use Only)

Applicant Name: _____

Evaluator Name: _____ Date: _____

Instructions: Score SB5040 applications using criteria below. For each score, provide supporting comments. Supporting comments should discuss the reason for each score. Scoring is from 0-100%. Evaluators select a percentage within the scoring scale range and then multiply by the available points. Round scores to one decimal point. All scoresheets become public record.

Criteria 1: Will the recipient clean traditional ramps on multi-lane, multi-directional Interstates, US highways, and State Routes?

Points Available 35 x _____% = Score _____

Scale: Yes = 100%, Most, but not all = 75%, Some = 25%, No = 0%

Comments:

Criteria 2: What is the local government's readiness to proceed?

Points Available 25 x _____% = Score _____

Scale: Ready now = 100%, Labor and equipment mostly ready = 75%, Need some time to gather labor and equipment = 25%, No timetable for labor and equipment = 0%

Comments:

Criteria 3: How many ramps will they clean?

Points Available 20 x _____% = Score _____

Scale: 6 or more ramps = 100%, 4-5 ramps = 60%, 2-3 ramps = 40%, 1 ramp = 0%

Comments:

Criteria 4: What is the frequency of cleaning the ramps during the funding period?

Total Points Available 20 x _____% = Score _____

Scale: 8 or more times = 100%, 5-7 times = 60%, 2-4 times = 40%, 1 time = 0%

Comments:

Total Score (add up scores from all 4 criteria) = _____