

Program Guidelines Waste Reduction & Recycling Education

2022-2023

Solid Waste Management Program

Washington State Department of Ecology

Headquarters Regional Office

Olympia, Washington

October 2021, Publication 21-07-035

Publication Information

This document is available on the Department of Ecology's website at: <https://apps.ecology.wa.gov/publications/summarypages/2107035.html>

Related Information

- Publication 21-07-034: [2022-23 WRRED – EAGL Application Instructions](https://apps.ecology.wa.gov/publications/summarypages/2107034.html)¹
- Publication 17-01-004: [Administrative Requirements for Recipients of Ecology Grants and Loans](https://apps.ecology.wa.gov/publications/summarypages/1701004.html)² (Yellow Book).

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¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2107034.html>

² <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

³ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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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	PO Box 330316 Shoreline, WA 98133	206-594-0000
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

Program Guidelines

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DEPARTMENT OF
ECOLOGY
State of Washington

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Executive Summary

Ecology's Waste Reduction and Recycling Education (WRRED) grant program provides funding to qualified local governments and nonprofit organizations for local or statewide education programs designed to help the public with litter control, waste reduction, recycling, or composting, or for the development and implementation of a contamination reduction and outreach plan (CROP). This competitive grant program provides up to \$60,000 in state dollars, plus 25 percent matching funds from the recipient, for a project maximum of \$80,000.

The projects must be stand-alone projects completed during the grant period. Projects may include, but are not limited to, the following:

- Environmental workshops and educational activities.
- Development and/or implementation of a contamination reduction and outreach plan (CROP).
- Community-wide outreach or information campaigns.
- Information hotlines.
- Special materials collection events targeting common recycling contaminants.
- Special events (county fairs, Earth Day, etc.).

The grant projects must primarily focus on the products taxed under chapter 82.19 RCW, Waste Reduction, Recycling, and Litter Control Account (WRRLCA).

Items taxed under RCW 82.19.020 are:

- Food for human or pet consumption.
- Groceries.
- Cigarettes and tobacco products.
- Soft drinks and carbonated waters.
- Beer and other malt beverages.
- Wine.
- Newspapers and magazines.
- Household paper and paper products.
- Glass containers.
- Metal containers.
- Plastic or fiber containers made of synthetic material.
- Cleaning agents and toiletries.
- Nondrug drugstore sundry products.

Part I – Program Overview

A. Background

In 1998, the Legislature dedicated 20% of monies from chapter 82.19 RCW, Waste Reduction, Recycling and Litter Control Account (WRRLCA) to provide financial assistance to county governments for litter and illegal dump cleanup and prevention through Ecology’s Community Litter Cleanup Program (CLCP). During the 2015 session, the Legislature authorized Ecology to use part of these dedicated funds to fund the Waste Reduction and Recycling Education (WRRED) grants program.

B. Funding

Ecology anticipates approximately \$500,000 for the WRRED grant program for the 2021-2023 biennium (January 1, 2022—June 30, 2023). The maximum grant award is \$80,000, and the minimum grant award is \$15,000. All grants require a 25 percent recipient match.

C. Guidelines

The WRRED guidelines describe program requirements and the application process. 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 the [Administrative Requirements for Recipients of Ecology Grants and Loans](#)⁴ (Yellow Book) at the time Ecology offers an agreement.

D. Ecology’s Administration of Grants and Loans (EAGL)

Ecology manages all grants through Ecology’s Administration of Grants and Loans (EAGL), a web-based application used to manage all agreements from application to termination. Applicants apply for WRRED through EAGL, or in rare circumstances, another process as defined by Ecology. To access EAGL, the applicant must be authorized in their Organization’s account through EAGL’s public interface and is registered in EAGL through [Secure Access Washington \(SAW\)](#)⁵. Recipients must submit quarterly invoices and progress reports through EAGL to show proper use of grant funds.

E. Indirect rate

The standard indirect rate for WRRED is 30 percent. Indirect rate, also known as overhead, is the rate that recipients apply to salaries and benefits that are charged to the funded activity. This rate is eligible to cover business or operational costs incurred for a common purpose that is not directly connected with a specific project, such as the cost of utilities for a facility used for both project-related and non-project-related recipient activities.

Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) does not require proof of federal indirect rate for state grant recipients as a precursor to receiving the 30 percent indirect rate.

⁴ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

⁵ <https://secureaccess.wa.gov/myAccess/saw/select.do>

G. Acronyms or abbreviations

CROP	Contamination Reduction and Outreach Plan
CLCP	Community Litter Cleanup Program
EAGL	Ecology's Administration of Grants and Loans
EFT	Electronic Funds Transfer
EPR	Equipment Purchase Report
PRPR	Payment Request/Progress Report
RCOR	Recipient Close out Report
RCW	Revised Code of Washington
SAW	Secure Access Washington
WAC	Washington Administrative Code
WRRED	Waste Reduction and Recycling Education Grants
WRRLCA	Waste Reduction, Recycling, and Litter Control Account

H. Definitions

For a more complete list of definitions, refer to *Administrative Requirements for Recipients of Ecology Grants and Loans* (Yellow Book).

AGREEMENT - The formal, written contractual document that details the terms and conditions, scope of work, budget, and schedule for of the grant or loan, that is signed by the authorized signatories of the recipient and Ecology.

AGREEMENT EFFECTIVE DATE - The earliest date on which eligible costs can be incurred.

AGREEMENT EXPIRATION DATE - The latest date on which eligible costs can be incurred.

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

AMENDMENT - An agreement that details the changes or revisions to the terms and conditions of the grant or loan that is signed by the authorized signatories of Ecology and the recipient.

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

AUTHORIZED SIGNATORY - A person designated by the recipient or by Ecology to sign a grant or loan agreement and amendments.

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.

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.

CASH MATCH - 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.

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

COMPOSTING - The biological degradation and transformation of organic solid waste under controlled conditions designed to promote aerobic decomposition. Natural decay of organic solid waste under uncontrolled conditions is not composting.

CONTAMINATION – When inappropriate materials are present in a co-mingled recycling container.

CONTRACTOR - Any entity who is paid directly by the recipient for goods or services received under a contract.

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

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

ECOLOGY'S ADMINISTRATION OF GRANTS AND LOANS (EAGL) - 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 - Data form in EAGL, completed by Ecology, which collects information about the accomplishments at the end of an Agreement from Ecology's perspective.

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

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

FISCAL YEAR - A 12-month fiscal period, which starts July 1 and ends June 30.

FOOD WASTE - Waste from fruits, vegetables, meats, dairy products, fish, shellfish, nuts, seeds, grains, and similar materials that results from the storage, preparation, cooking, handling, selling, or serving of food for human consumption.

INDIRECT RATE - Costs incurred but not readily identifiable with an activity. The maximum indirect rate for WRRED grants is 30 percent of salary and benefits.

IN KIND CONTRIBUTIONS - Property or services that benefit a project and are contributed to the recipient by a third party without direct monetary compensation. Includes interlocal costs, donated or loaned real or personal property, and volunteer services.

IN KIND OTHER - A type of contribution where the third party contributing is not a government entity.

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.

MATCH: A portion or share provided by the recipient for the grant or loan.

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

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 or loan.

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

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

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.

PROGRESS REPORT - Periodic updates that include information related to activity accomplishments, reasons for delays or cost overruns, etc., for a project designated in an agreement.

PROJECT - A specific set of activities that are eligible for funding.

RECIPIENT - An entity that has been approved to receive a grant or loan from one or more funding programs.

RECIPIENT MATCH PERCENTAGE - The percentage of the total eligible costs that will be contributed by the recipient – through cash or in kind.

RECIPIENT SHARE - The portion of the total eligible costs borne by the recipient.

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.

RETROACTIVE COSTS - Project-eligible costs incurred between the Agreement effective date of the Agreement and before the Ecology signature date on the Agreement.

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

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

STATEWIDE VENDOR NUMBER - a number issued by the Office of Financial Management which is required for recipients to receive a disbursement.

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

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).

ACTIVITY - An activity that must be accomplished for the project.

ACTIVITY GOAL - A description of why the activity is being done that defines successful completion.

TERMS AND CONDITIONS - All requirements of the grant or loan, whether in statute, regulations, administrative and program requirements, or the agreement document.

- **AGREEMENT-SPECIFIC TERMS AND CONDITIONS:** Terms and conditions that apply only to a specific agreement.
- **GENERAL TERMS AND CONDITIONS:** Terms and conditions that apply to all Ecology grants and loans.
- **SPECIAL TERMS AND CONDITIONS:** Terms and conditions that apply only to agreements under a specific funding program.

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.

WASTE REDUCTION – Reducing the amount or toxicity of waste generated or reused materials.

Part II – Eligibility

A. Project

Eligible projects educate the public on litter control, waste reduction, recycling, or composting, or involve the development or implementation of a Contamination Reduction and Outreach Plan (CROP) as required under RCW 70A.205.045, the Sustainable Recycling Act.

Education and outreach projects should focus primarily on the products taxed under RCW 82.19.020, Litter Tax.

B. Applicant

WRRED funds are available to the following groups:

- Non-profit organizations based in the State of Washington.
- Local governmental agencies, including cities and counties, in the State of Washington.

The following groups and organizations are not eligible:

- For-profit businesses or any other profit-seeking enterprises.
- State government agencies.
- Federal government agencies.
- Federally recognized Indian tribes or other sovereign nations.
- Public or private vocational or technical schools, colleges, or universities.
- Any organization or agency located outside of Washington State boundaries.

Any ineligible organization that wishes to conduct the types of activities eligible under this grant program is encouraged to partner with an eligible organization. For example, a school partnering with their local city, county government, or not-for-profit organization to conduct outreach to their student body.

C. Costs

Refer to [Ecology's Administrative Requirements for Recipients of Ecology Grants and Loans⁶ \(Yellow Book\)](#), Part III, for a full explanation of eligible criteria, allowable costs, unallowable costs, and conditionally allowable costs.

Allowable costs in WRRED projects may include, but are not limited to:

- Advertising.
- Staff Compensation - wages, salaries, and supplementary compensation and benefits.
- Materials, tools, and supplies.
- Printing and reproduction.
- Indirect costs.

⁶ <https://fortress.wa.gov/ecy/publications/summarypages/1701004.html>

Individual project scopes of work or other terms of the grant agreement may restrict the categories or amounts of costs that are allowed.

In addition to unallowable costs detailed in *Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book)*, Part III, D, ineligible costs include, but are not limited to:

- Litter and illegal dump cleanup and disposal costs.
- Costs incurred before the effective date of the agreement.
- Overtime differential, unless an employee spends 100 percent of their time on activities specific to the grant, Ecology approves it in advance.
- Components of projects that are funded by a Local Solid Waste Financial Assistance agreement and/or a Public Participation Grant agreement.
- Undocumented costs.

All WRRED grants require a 25 percent match from recipients. Recipients may match funds by cash or contributed services.

Part III – Administrative Requirements

A. Timeline

The timeline below outlines important dates related to the administration of the grant.

- November 2, 2021: Application period opens.
- November 23, 2021: Application period closes.
- December 20th, 2021: Anticipated award decision date.
- January 1st, 2022: Agreement effective date.
- April 30th, 2022: First Payment Request & Progress Report (PRPR) is due.
- July 30th, 2022: Second PRPR is due.
- October 30th, 2022: Third PRPR is due.
- January 30th, 2023: Fourth PRPR is due.
- April 30th, 2023: Fifth PRPR is due.
- June 30th, 2023: Agreement end date.
- July 30th, 2023: Sixth and final PRPR and recipient closeout report are due.

B. Payment Requests & Progress Reports (PRPR)

Recipients must submit quarterly reimbursement requests and progress reports to Ecology in EAGL to show proper use of grant funds. A progress report must be submitted even when there are no expenses to report in a quarter.

Ecology, at its sole discretion, may amend or revoke grants if a recipient does any of the following:

- Does not submit any PRPR for costs incurred through the second quarter (PRPR due date is July 30, 2022).
- Does not submit a PRPR within 30 days following the end of any subsequent quarter.
- Submits PRPR that show insufficient activity.

C. Close out

The recipient must submit one close out report when all activities in the agreement are complete. Before an agreement can be closed out, the recipient must submit final documents and Ecology must approve them.

Final documents the recipient must submit include:

- Final Payment Request forms.
- Final Progress Report forms.
- Recipient Close out Report.

All final documents must be submitted by July 30th, 2023 to ensure a final payment.

D. File management and records retention

Ecology requires recipients to maintain a file of all agreement-related information for at least three years following the date Ecology closes the agreement. The recipient must 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 three-year retention period.

Paper records

Required file contents include:

- Signed agreement and all signed amendments.
- 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.

Audits

All grants are subject to audit. Ecology has the right to audit the grant project for three years after the project has officially ended. Ecology may also audit the grant project, invoices, and backup documentation at any time during the project period. If an audit identifies issues, they must be corrected. If Ecology identifies problems on invoices, recipients must review and correct the problems on all current and former invoices. This may include the repayment of grant funds, or adjustments to subsequent billings to reimburse Ecology for overpayments.

Part IV – Developing a Project

A. Projects receiving priority

The contamination of recyclable material streams affects recycling and composting programs statewide. Programs educating the public on the prevention of contamination of recyclable, compostable material, or assisting to remove materials commonly found as contaminants, will receive priority consideration for WRRED grant funding. Additionally, food waste is the largest component of our state and country’s municipal solid waste. Projects educating the public on the prevention of food waste will also receive priority consideration.

During the 2019 legislative session, a bill passed requiring local governments with a Solid Waste Management Plan to update their plans to include a Contamination Reduction and Outreach Plan (CROP) by July 1, 2021. Projects that improve or implement a CROP will also receive priority consideration.

During the 2020 legislative session, the Legislature passed a statewide ban on single-use plastic bags, an effort to reduce plastic pollution, litter, and waste. Projects focused on public outreach related to the bag ban will also receive priority consideration.

Other programs receiving priority consideration include those relating to the taxed items under RCW 82.19.020, programs that include outreach to populations with a high Washington Tracking Network score for “living in a highly impacted community,” and those programs that are ready to be implemented. Projects must be stand-alone projects that can be completed during the grant period.

B. Successful projects

Ecology wants each project to achieve the best possible measurable results for the time, money, and effort invested. A successful project begins with careful, thorough planning.

Successful programs include:

- Clear start and end points to support a stand-alone project.
- Clearly defined goals that show a public benefit.
- Well-defined “audience” to receive the message.
- Educational materials and activities that match their audiences, such as translation of materials into other languages.
- Promoting awareness and motivating action.

C. Community investment, partnerships, and local involvement

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

- Community groups.
- Private sector.
- Health departments.
- Schools.
- Public works or solid waste departments.
- Solid waste advisory committees.
- Civic groups.
- Youth groups.
- Others involved in local litter control, recycling, and composting programs.

D. Activities

Part of an effective environmental education project is a list of “Activities.” Activities are specific activities completed to move towards project goals. Keep the following in mind:

- Relate each activity to a specific project goal.
- Each activity is precise but flexible enough to adapt to changes if needed.
- Allow sufficient time for each activity. As each activity is completed, use it to measure progress toward meeting the project goals.
- Determine the cost for each activity.

E. Measurable results

Measurable results vary, but ideally, they will:

- Document quantifiable measures that support the expected outcome(s).
- Document and measure behavior change.
- Define public benefit to the environment and communities.
- Show a direct return on public investment.
- Adhere to project timelines.

Part V – Applications and Evaluation

A. Application period

The application period opens November 2nd, 2021. Applications are due to Ecology by 5:00 p.m. on November 23rd, 2021.

B. Administration through EAGL

All applications must be submitted in EAGL. Applicants must register in [Secure Access Washington \(SAW\)](#)⁷ and [EAGL](#)⁸ before they can access the application. To gain access to the EAGL system, first, create an account through Secure Access Washington (SAW).

Acquire a Secure Access Washington (SAW) account

- Scroll down to find the user tab called [New SAW and EAGL users](#)⁹ and follow the prompts or
- Scroll to the end of the prompts and view the tutorial: [Watch a YouTube video showing how to create a SAW account](#)¹⁰.
- For additional assistance: SAW's toll-free customer support is available at 888-241- 7597.

Approved EAGL registration

- Scroll down to find the user tab called new EAGL users with a SAW account and follow the prompts, or
- Scroll to the end of the prompts and view the tutorial: [Watch a YouTube video showing how to register for EAGL when you already have a SAW account](#).
- The [EAGL Recipient User Guide](#)¹¹ walks clients through many important features of the EAGL system. It also explains how to initiate and submit applications.

C. Pre-application conference

Ecology recommends a pre-application conference as a first step in applying for grant funding. WRRED grant staff will listen to project ideas and discuss eligibility. This step helps reduce the time it takes to apply for funding.

⁷ <https://secureaccess.wa.gov/ecy/eagl>

⁸ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>

⁹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans#Apply>

¹⁰ <https://www.youtube.com/watch?v=XXJh9arfasQ>

¹¹ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701015.html>

D. Filling out the application

Please see the [EAGL Application Instructions](#)¹² for creating and filling out the application on the platform.

E. Category Specific Tasks Form

Biennial specific question

The current pandemic has impacted the ability for in-person outreach activities. How will this be addressed in the proposed project?

Additional project information such as information used in the [evaluation criteria and scoring](#) process can be included in this section of the application.

F. Matching requirements

Recipients are required to contribute 25 percent of project-eligible costs as cash expenditures or as an in-kind match.

Cash matches must be eligible project costs paid by the recipient. If a recipient only provides a cash match, EAGL only reimburses up to 75% of approved expenditures on each reimbursement.

In kind matches may include:

- Volunteer services.
- Employee services donated to a project.
- Donated or loaned equipment, real and personal property, and goods or services.

The applicant's intent to use an in-kind match should be stated in the application. Ecology will confirm the contribution meets requirements, and prepare the agreement accordingly.

EAGL automatically reimburses a percentage equal to the amount of in kind match contributed. Reimbursements will not reflect 100% of the approved expenditures until the entire in kind match is met.

Refer to [Ecology's Administrative Requirements for Recipients of Ecology Grants and Loans](#)¹³ (*Yellow Book*), Part VII, for further information about matching.

¹² <https://apps.ecology.wa.gov/publications/SummaryPages/2107034.html>

¹³ <https://fortress.wa.gov/ecy/publications/summarypages/1701004.html>

G. Application screening and evaluation

Screening checklist

Applications will receive an initial screening before Ecology accepts the application for evaluation. The criteria Ecology uses in the initial review is applied in the following order:

1. Is the applicant a (1) local government or (2) not-for-profit public interest organization?
2. Does the program develop or implement a contamination reduction and outreach plan or help the public with litter control, waste reduction, recycling, or composting?
3. Is the project not currently funded under another Ecology grant program?

Ecology will deny the application if any of the screening criteria are not met. Ecology will evaluate and score all applications that meet the screening requirements.

Evaluation criteria and scoring

Eligible applications will be ranked by their score. Grant offers will be made in the order of rank until all funds are distributed. Applicants may receive all or a portion of their requested funding.

The evaluation scorecard is broken into three parts. A total of 80 points is possible. The program's Fund Coordinator will score categories 1 and 2. The Fund Coordinator may request assistance from the agency's Environmental Justice coordinator on criteria 1.5.

A committee of Ecology employees will evaluate Category 3.

Category 1: Priorities

The program's fund coordinator will score this section.

Criteria 1.1:

Program's goal is to reduce the contamination of recyclables/organics for composting.

Yes = 5, No = 0

Criteria 1.2:

Program's goal is to prevent food waste.

Yes = 5, No = 0

Criteria 1.3:

Program develops and/or implements contamination reduction and outreach plan (CROP) for inclusion in a local government Solid Waste Management plan.

Yes = 5, No = 0

Criteria 1.4:

Program's goal provides outreach to the public about the plastic bag ban.


Yes = 5, No = 0

Criteria 1.5:

Program facilitates public participation in a highly impacted community.

Ecology will use Department of Health's (DOH) [Washington Tracking Network](#)¹⁴ (WTN) Environmental Health Disparities (EHD) index to determine which communities are considered highly impacted.

Applicants can show their project facilitates public participation in a highly impacted community by providing a list of the census tracts where project work will be targeted. The scores will be averaged across tracts to determine scoring. The maximum possible score for this criteria is 5 points.

To access the scores by census tract select "Environmental Health Disparities" to load a statewide map. Then select the "Download rank data for 'Environmental Health Disparities' icon  to download an excel spreadsheet of the ranking by census tract.

The following points will be given according to their average WTN EHD index:

9-10 average ranking = 5,

7-8 average ranking = 3,

<7 average ranking = 0

Criteria 1.6:

Program focuses primarily on an item or items taxed under chapter 82.19 RCW.

Yes = 5, No = 0

Category 2: Fund Coordinator

The program's fund coordinator will score this section.

Criteria 2.1:

Program has demonstrated community support.

Letter of contribution = 5, Letter of support = 3, No letter = 0

Applicants can show community support by providing either a letter of contribution or a letter of support from the targeted community. Letters of contribution are from other organizations that are your project partners or are contributing to the project in a meaningful capacity. Letters of support are general letters supporting the project. Letters of support can be from anyone outside your organization except for Ecology staff. The maximum possible score for this criterion is 5 points.

Criteria 2.2:

Application clearly states how the 25 percent recipient match will be met.

Yes = 5, No = 0

Criteria 2.3:

Application describes what project costs will be charged to the grant (staff time, overhead, mailings, etc.).

¹⁴ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

Yes = 5, Partial = 3, No = 0

Criteria 2.4:

Budget complies with WAC, program guidelines, and agency administrative requirements.

Yes = 5, Partial = 3, No = 0

Category 3: Evaluators

A committee of Ecology employees will score this section. Evaluators will initially score each application independently. The committee will then meet to discuss their scores. Evaluators may adjust their scores as a result of the discussion.

Criteria 3.1

Recipient is ready to immediately proceed with the program.

Yes = 5, No (Need to hire contractor, develop material, etc.) = 0

Criteria 3.2:

Application clearly describes the issue and desired outcome.

Yes = 5, Partial = 3, No = 0

Criteria 3.3:

Application clearly describes the work to be conducted and the target audience.

Yes = 5, Partial = 3, No = 0

Criteria 3.4:

Activity deliverable information includes specific target dates.

Yes = 5, Partial = 3, No = 0

Criteria 3.5:

Application includes measurable outputs or outcomes.

Yes = 5, Partial = 3, No = 0

Criteria 3.6:

Program focuses on, and clearly describes, an unmet need.

Yes = 5, Partial = 3, No = 0

Part VI – Agreements and Amendments

A. Risk assessment

Solid Waste Management (SWM) grant programs assess risk by using questions from a combination of stock assessments provided by the Association of Government Accountants.

Base Risk Assessment

Before offering an agreement, 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 completing the base risk assessment, the grant program may ask additional assessment questions to determine added risk. The recipient's level of risk will not decrease but could increase as a result of these additional questions.

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

Base Risk Assessment Questions (“Yes” responses indicate risk)

All SWM grant recipients will be assessed on the following:

1. There are changes in the recipient's key management, grants, or financial staff since the last agreement. Y/N
2. The recipient is a government or a not-for-profit that has operated for less than five (5) years or is an individual that has never been a previous 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, the recipient's relationship with funding program staff was not open nor 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 if:

- 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 if:

- 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 if:

- 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

Additional conditions added to the agreement document can remedy some of the oversight as listed below.

Grant managers must manage each recipient based on their identified risk level. Risk assessments 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:

- Communicating in writing the required backup and frequency the recipient must submit, if any. If you aren't requiring backup 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 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 backup 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. In addition, 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 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 before 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 the recipient to obtain Ecology technical assistance before incurring costs.

Stock language for 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

Failing to comply with Ecology's written requirements resulting based on a risk assessment can result in, but is not limited to:

- Withholding payment until compliance or performance improves.
- Denying all or part of the cost for activity or action not in compliance.
- Suspending or terminating the award, in whole or in part.
- Documenting performance in an evaluation that leads to consideration of reduced funding in the future.
- Taking other actions that may be legally available.

While Ecology monitors agreements as they are in progress, Ecology can change assessed risk levels during the agreement period based on known factors and changes in circumstances. When this happens, the grant manager will communicate any changes in writing, and upload the notification in EAGL.

Additional Assessment Questions by Individual SWM Grant Programs

Individual SWM grant programs ask additional questions that could change the recipient's assessed base risk level. Ecology determines the final level of oversight and risk level once the recipient answers all base risk assessment and individual grant program questions.

If the recipient is assessed as high risk under the base risk assessment questions, their answers to the following questions will not change their risk level. In this case, the grant manager performs oversight equal to high risk. If their base risk level is low or medium, it will elevate to the next risk level if their answers to two or more of the additional questions as listed below is "yes".

Waste Reduction and Recycling Education (WRRED) (Yes responses indicate risk)

WRRED recipients are assessed using these additional questions:

1. Are there greater than two (2) Activities in the agreement? Y/N
2. Does the recipient NOT have a financial management system in place to track and record the program expenditures, such as QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree, or a Custom Proprietary System? Y/N
3. Are there lawsuits (current or former) filed against the recipient? *If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing, and the final judgment rendered.* Y/N
4. In the two previous grant periods, did the recipient have a PRPR returned for modifications more than four (4) times in either period? Y/N

B. Negotiations and formal offer

Once Ecology selects a recipient, Ecology staff will draft the scope of work. Ecology staff 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.

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

- Title.
- General Information.
- Recipient Information.
- Ecology Information.
- Authorizing Signatures Page.
- Scope of Work.
- Budget.
- General Terms and Conditions.
- Agreement-specific Terms and Conditions.
- Special Terms and Conditions.

C. Scope of work

Ecology develops a scope of work using information from the Category Specific Activities form, which is one of the application forms. They will use this information to build the I Agreement.

Scope of work must include:

- Work to be performed.
- Who will perform the work.
- Costs that are expected to be reimbursed.
- A method to evaluate success.
- Summarized work plan and/or deliverables.
- Spending plan.

D. Returning the signed agreement

The EAGL online system will auto-generate a notification when the agreement is ready to be signed. Ecology may follow up with an email reminder for the recipient to:

- Confirm the information in the Recipient Contact Form is accurate.
- “Sign” the document using at least one of the following methods.
 - Print, sign, and date, and scan the signed document into a PDF and e-mail it to the Ecology Grant Manager.
 - The e-mail must say, ***“I APPROVE THE ATTACHED AGREEMENT (#XXXXXXXX) (OR AMENDMENT #XXXXXXXX) FOR (RECIPIENT NAME)”***.
 - E-mail an electronically signed document to the Ecology Grant Manager.
 - The e-mail must say, ***“I APPROVE THE ATTACHED AGREEMENT (#XXXXXXXX) (OR AMENDMENT #XXXXXXXX) FOR (RECIPIENT NAME)”***.
 - The electronically signed document must have an electronic image signature added to the document or can be digitally signed if the recipient has the appropriate software (such as DocuSign). A typed name is not a valid signature.

E. Amendments

Any changes to an agreement, beyond administrative adjustments, requires a formal amendment. Recipients must request a formal amendment through the EAGL system. Circumstances triggering a formal amendment include, but are not limited to:

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

The formal amendment includes an amendment effective date and becomes binding when it is signed by the authorized officials of both the recipient and Ecology.

Part VII – Reimbursement and Progress Reporting

Each recipient must submit a complete payment request and progress report (PRPR) package at least once per quarter, even if no expenses are incurred.

A complete PRPR package includes:

- Payment Request form and supporting documentation.
- Progress Report form.
- Form D-Contractor Participation Report.

A. Payment request form

Incomplete payment requests may cause a delay in reimbursement and may impact performance evaluations. Ecology will process all complete payment request packages within 30 days of receipt.

No expenditures

If no expenses are incurred during a quarter, a progress report still must be submitted. In this case, there are only four steps to complete on the Payment Request form:

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

Cost-reimbursement

Ecology disburses the recipient award on a cost-reimbursement basis. This means costs must be incurred before it is eligible for reimbursement. The cost-incurred date is the date an item is received or a service is performed. The recipient must have a payable invoice that identifies this cost-incurred date.

For example:

- An order for printed materials is placed on March 15; the cost-incurred date is the date those materials are delivered and in your possession – NOT the date you ordered the print job or the date on the invoice.
- A consultant is hired to design education materials; the dates of cost incurred are the dates the consultant works – NOT the date they invoice for the work.

Expenditures table

Many cells in the Expenditures table include dropdown boxes. It is important to select the correct category option in the drop-down. The following is a list of the ten (10) 'Item Category' options with an explanation of what qualifies for each option.

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

Supporting documentation

All documentation supporting each itemized cost in the Expenditures table must be uploaded through EAGL's payment request upload feature. Payment is made on a reimbursement basis, meaning the cost must have been incurred (the work must have already been performed or the purchased item must have already been received) to be reimbursed. These documents can be grouped into a single file or uploaded as separate files in personal data file (PDF) format. Documentation must be provided in the same order as it is itemized on the Expenditure table.

Documentation includes:

- Copies of receipts or payable invoices, including a confirmation of the date the goods were received or the services, were performed.
- Contractor and subcontractor invoices and receipts. A copy of the signed contract must be reviewed by Ecology before contractor-related costs can be reimbursed.
- Mileage logs.
- Accounting records.
- Time accounting reports that include:
 - Employer's total cost per employee per pay period.
 - Employee's hours by date and activity.
- Any other form of record that establishes the appropriateness of an expense.

Please note the following:

- If equipment is purchased in the quarter, an Equipment Purchase Report must be completed and submitted for each piece of equipment related to the activity.

Match documentation

The recipient must provide proper documentation to support their match. Without documentation demonstrating that the match requirement has been met, the recipient will not be fully reimbursed for expenditures. All eligible costs used for match must be reported and incurred within the effective dates of the agreement.

Cash match

Cash match must be an eligible project cost paid by the recipient. When a recipient uses only cash match, EAGL reimburses only up to 75 percent of approved expenditures on each reimbursement to account for the match. While not reimbursable, cash match must be documented following the same requirements as reimbursable expenses.

In kind match

In kind match includes volunteer hours worked on a project, employee services donated to a project, or donated or loaned equipment, real and personal property, and goods or services. EAGL automatically reimburses expenses at a percentage reflective of the amount of in kind match contributed. Reimbursements will not reflect 100 percent of the approved expenditures until the entire in kind match is met.

In kind match must be supported by acceptable documentation and be verified through records. Examples of acceptable documentation and records include (but are not limited to):

- Time and effort records (time sheets and work logs).
- Description of work performed.
- Meeting attendance records.
- Travel vouchers.
- Valuation of donated or loaned equipment.
- Use-cost comparison.

Valuation of donated service and real property

Donated services or real property may be used for in kind match purposes. The recipient is cannot make any reimbursement or payment related to the donation, and donated services or properties cannot be charged to a project as a direct or indirect cost.

Ecology reserves the right to make the final determination of the value of a donated service or property used for a match and can request additional documentation to support the determined value. If the contributor of the donated service or property does not provide an invoice or documentation, it still must be documented by the recipient. A monetary value placed on the service or property must be fair and reasonable and agreed on by Ecology.

Donated/Volunteer labor and services

Labor and services donated or volunteered by a third party (not the recipient or contracted under the agreement) can be used as in kind match. The recipient must not make any reimbursement or payment related to the donation for it to qualify as an in kind match.

The value of in kind matches is determined by the actual hours donated towards the project, and must be assessed as follows.

- A third party (not the recipient or a contractor) donates the services of its employee to the project at no charge to the recipient, and the services are in the employee's normal line of work (for example, an engineer provides engineer drawings):
 - The work is valued at the employee's regular rate of pay.
- An adult voluntarily provides unpaid labor or services to the project:
 - The work is valued at \$15 per hour.
- A minor voluntarily provides unpaid labor to the project:
 - The work is valued at 85 percent of \$15 per hour (\$12.75).

The following applies when using donated/volunteer labor and services as match:

- Donated volunteer labor must be documented by a time record that is signed by the volunteer coordinator and approved by the recipient.
- Volunteer labor for adults and youth is allowed by the Fair Labor Standard Act, however, some restrictions may apply.
- Volunteers' travel expenses cannot be used as match. If a third party reimburses its employees for travel expenses related to the project, those costs are eligible match contributions on the part of the third party.
- Time spent by state employees performing their official duties is not considered volunteer labor.

Property donated by the recipient

The recipient may use the current market value of real property, equipment, or supplies it donates as match.

If any part of the donated property was acquired with Ecology funds, only the non-Ecology share of the property is eligible as a match, unless it is allowed in the agreement. If any part of the donated property was acquired with federal funds, only the non-federal share of the property is eligible.

Property donated by a third party

The recipient may use real property, equipment, or supplies donated by a third party as a project as match if the title of the property is transferred to the recipient. Only the portion of the property that is used for the project may be used as a match.

- **Example:** The project requires obtaining one acre of land. Land is donated as part of a five-acre parcel. Only the current fair market value of the one acre can be used as match.

Property loaned by a third party

The recipient may use the value of loaned property as match if part of the agreement's purpose is to support activities that require the use of property for the project.

If a third party donates the use of property but retains title, the donation will be valued at the current fair market rental rate of the property. The rental amount (use allowance) over the period of the agreement may not exceed the purchase amount for the property.

Example: A piece of equipment (for example, a vehicle) was donated to the project, but was not a part of the agreement. The vehicle will be used for six months for employee travel. The match value of the vehicle is determined by the actual use of the vehicle on the project. The fair market rental rate for the vehicle for six months is the basis for the match value.

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 are paid by the same funding source.** A match that is paid from another WRRED agreement is ineligible.
- **Other Ecology grant funds.** The recipient must ensure they can use funds from other grants as an in kind contribution, and that they are not funded by Ecology. Funds from Local Solid Waste Financial Assistance (LSWFA) cannot be used as match towards a WRRED grant.
- **Costs financed by penalties and/or fines.** The recipient cannot use income received from penalties and fines as match.
- **Costs financed by project income.** Income generated from the project cannot be used as match unless expressly permitted in the agreement.
- **Services or property purchased with income earned by contractors** unless expressly permitted in the agreement.

Ecology review and approval

Ecology staff can approve, modify, or deny costs itemized in the Expenditures table. Staff rely on the Agreement, program guidelines, and [Administrative Requirements for Recipients of Ecology Grants and Loans¹⁵](#) (Yellow Book) to make a determination. Ecology may:

- Contact the recipient for help in the determination.
- Return the request for modifications.
- Deny the cost in whole or in part.

When a cost is denied in whole or in part, staff will write a brief explanation in the comment field for that line item.

B. Progress report form

Each recipient is required to submit a complete payment request and progress report (PRPR) package at least once per quarter. If no activity was conducted during a quarter, a progress report still must be completed.

¹⁵ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

No progress to report

In the case where no activity was conducted during a quarter, the recipient only has four steps to complete on the Progress Report form:

1. Identify if the report is final,
2. Enter the same “percent complete” as on the previous report,
3. Enter the words, “No expenditures, no progress this period” under the column titled, ‘Summary of accomplishments for this reporting period’,
4. Save the work.

Completing the progress report form

The recipient must identify each activity’s percent complete on every Progress Report form. The column titled ‘Percent Complete’ relates to the scope of work for each activity, and may or may not align with the percentage of funds spent overall.

The ‘Percent Complete’ is cumulative throughout the agreement period, which means this number should increase with each Progress Report. The only exception is when NO request for reimbursement was made in the same period and there is no progress to report. Ecology monitors activity progress to assure compliance with the terms and conditions of the Agreement.

Standardized reporting units

Standard measurements and conversions to help recipients report outcomes are available in the [General Measurement Standards and Reporting Guidelines¹⁶](#).

Summary of accomplishments for the reporting period

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

- Addresses the outcomes and/or results identified in each activity’s scope of work.
- Summarizes the accomplishments in the reporting period.
- Supports the costs itemized in the corresponding Payment Request form.

Outputs or publications

Submit copies of outputs created or published during the reporting period (outreach materials, newsletter, signage, photos, etc.) or any other document that shows progress and accomplishments. These can be submitted through the upload feature, which is located near the bottom of the progress report form.

¹⁶ <https://fortress.wa.gov/ecy/publications/SummaryPages/1507004.html>

C. Form D: Contractor Participation Report

The recipient must complete Form D with each quarterly PRPR. Follow the instructions on the form.

If no reimbursement for any contractor expenditures are requested in the quarter, the recipient only has two steps to complete on the Form D,

1. Select “No, this payment request does not include reimbursements for any private sector contractor subcontractor.”
2. Save the work.

D. Statewide vendor registration

Washington State’s Office of Financial Management (OFM) issues all payments and maintains a central vendor file for Washington State agencies to process vendor payments. Recipients must register as a statewide vendor to receive reimbursements. This registration process also allows for direct deposit payments, also known as electronic fund transfers (EFT).

Cost reimbursement and statewide vendor number

Recipients receive payment through the Washington State OFM’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.

[Complete the registration process online¹⁷](#).

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 required for an organization to register in EAGL and must be assigned before an application is available. You can check the [Statewide Vendor Number Lookup¹⁸](#) to see if your organization already has 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 employee turnover, you must contact the Office of Financial Management (OFM) to update your information.

Recipients cannot edit their own SWV number in EAGL and this number needs to be accurate for you to receive payment. If your SWV number changes, contact your Ecology grant manager

¹⁷ <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

¹⁸ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

immediately with the new number. They will request an update from the EAGL System Administrator and notify the Ecology fiscal contact.

The Ecology fiscal contact 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.

E. Insufficient funds to fulfill terms

Ecology's ability to make payments is contingent on funding availability. If state funding is withdrawn, reduced, or limited in any way after an agreement is signed and before its completion, Ecology may need to do one of the following:

- Terminate the agreement, in whole or part.
- Renegotiate the agreement, subject to new funding limitations or conditions.
- Suspend performance of the agreement until Ecology determines the funding insufficiency is resolved.

Ecology will make a reasonable attempt to provide notification of funding changes 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. Reimbursement will never exceed Ecology's total responsibility under the agreement and any amendments.