



Funding Program Guidelines Public Participation Grants

2023-2025 Biennium

**For the
Solid Waste Management Program
Washington State Department of Ecology
Olympia, Washington**

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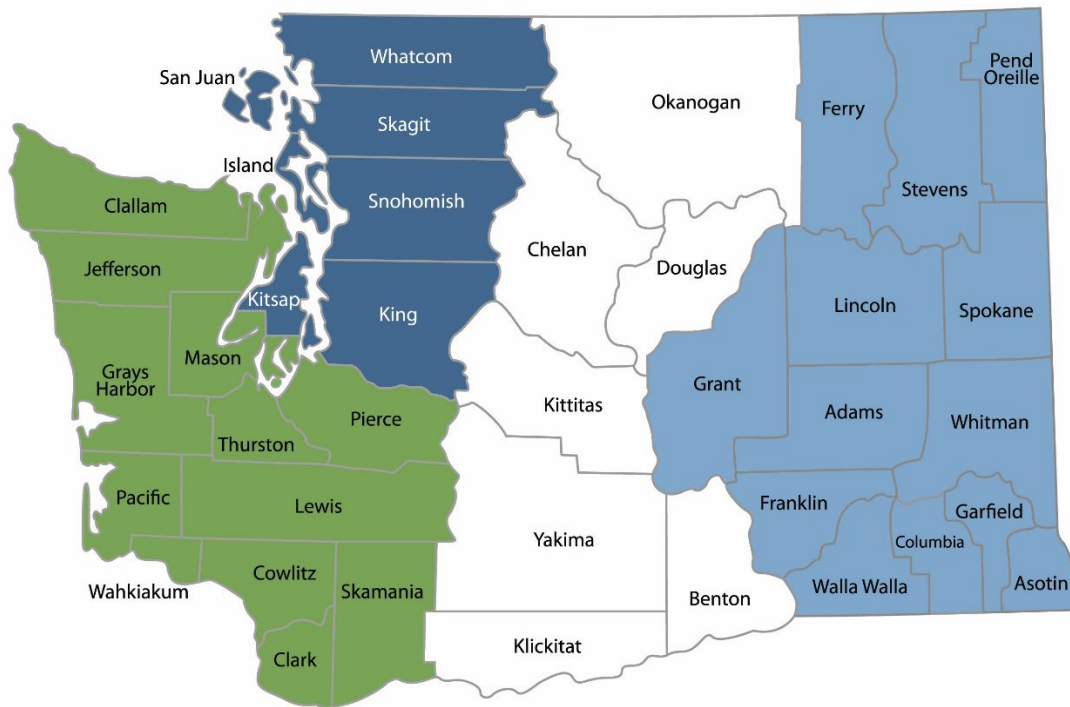
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Department of Ecology's Regional Offices

Map of Counties Served



| | | | |
|---|---|---------------------------------------|---------------------------------------|
| Southwest Region 360-407-6300 | Northwest Region 206-594-0000 | Central Region 509-575-2490 | Eastern Region 509-329-3400 |
|---|---|---------------------------------------|---------------------------------------|

| 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 30316 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 |
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DEPARTMENT OF
ECOLOGY
State of Washington

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Part I: About the Public Participation Grant Program

A. Purpose

The Public Participation Grant (PPG) program facilitates public participation in the investigation and remediation of a release or threatened release of a hazardous substance. The PPG program also facilitates implementation of the state's solid and hazardous waste management priorities.

This competitive grant program provides up to \$60,000 per year per project to eligible individuals and nonprofit organizations.

These grants support the State's Solid and Hazardous Waste Management plan, which aims to eliminate most wastes and toxics and to safely manage what remains.

B. Governing laws and policies

The authority and method of funding for the PPG program are in chapter 70A.305 RCW, Hazardous Waste Cleanup-Model Toxics Control Act (MTCA). MTCA requires that one percent of the revenue from the Hazardous Substance Control tax fund these grants. The state currently plans to allocate approximately \$4.8 million to the PPG program for the 23-25 biennium.

These guidelines provide information about Public Participation Grants (PPGs) including eligibility requirements, application procedure, the scoring criteria Ecology uses to evaluate and award grants, and details on how to effectively manage a grant upon award. All grant applicants should read and understand these guidelines along with the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL before entering into a grant agreement with Ecology.

C. Who to contact

Contact your grant manager with any needs or questions pertaining to your grant application or award administration. The technical assistance lead can respond to questions pertaining to Ecology's Administration of Grants and Loans (EAGL) and other general needs related to grants management.

Faith Wimberley
Public Participation Grant Manager
faith.wimberley@ecy.wa.gov
(425) 275-7285

Alaina Robertson
Grants Technical Assistance Lead
alaina.robertson@ecy.wa.gov
(360) 706-4048

D. Definitions

Agreement means the formal, written contractual document that details the terms and conditions, scope of work, budget, and schedule of the grant that authorized signatories of the recipient and Ecology sign.

Amendment means an agreement that details the changes or revisions to the terms and conditions of the grant that authorized signatories of the recipient and Ecology sign.

Application means an EAGL document used by the applicant to request funding assistance from a funding program.

Authorized signatory means a person designated by the recipient or by Ecology to sign a grant agreement and amendments.

Backup documentation means documents to support all expenditures reported on a payment request.

Benefits mean the cost of employment fees required by law and paid by the employer, such as taxes, social security, Medicare, retirement, health insurance, and unemployment insurance. The recipient's personnel expenses can include benefits costs.

Biennium means a 24-month fiscal period, starting July 1 of an odd-numbered year and ending June 30 of the following odd-number year.

Budget means planned expenditures by task for a project.

Cash expenditures mean any cash expended by the recipient, regardless of the source of the funds, for project-related costs, including:

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

Competitive solicitation means a documented process of soliciting bids or proposals from enough bidders to assure equal and open competition according to state laws or an entity's procurement policies and resulting in an award selection based on predetermined criteria.

Contaminated site projects mean hazardous substance release sites.

Contract means a written and legally binding agreement that has the principal purpose of procuring, by purchase or lease, goods, or services for the direct benefit of the project.

Contractor means any entity whose payment comes directly from the recipient for goods or services received under a contract.

Cost means a charge made to a project (cash expenditures). PPG does not allow in-kind contributions.

Deliverable means an item or activity generated by the applicant and identified in an agreement that requires completion by the recipient before Ecology approves reimbursement or completion of the agreement.

Eligible cost means a cost that meets all eligibility criteria established in the terms of the agreement and funding program guidelines.

Emergency means an occurrence warranting public participation that occurs after the deadline for grant applications such as:

- An unforeseen release of a hazardous substance at an existing site or a newly discovered site.
- An unanticipated decision by Ecology concerning remedial action at a site or publication of a remedial investigation/feasibility study or risk assessment.
- Discovery of an unforeseeable technical assistance need.

Emergency grant means a public participation grant in the hazardous substance category for an emergency as defined in guidelines.

Environmental Justice means the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Equipment means tangible, personal property having a useful life of more than one year and an acquisition cost of more than \$5,000 per functional unit.

Expenditure means a payment made by the recipient for project related costs.

Federally recognized Indian tribal government means the governing body or governmental agency of any Native American Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

Grant manager means the person responsible for the financial, administrative, and project management aspects of an agreement.

Fiscal sponsor must be a nonprofit organization or in the absence of a nonprofit organization, a special purpose district organized and authorized under RCW 89.09 who manages the finances of a PPG grant on behalf of an individual or nonprofit organization who will implement the project.

Funding opportunity means an available grant opportunity.

Funding program means a financial assistance program with a distinct set of requirements that provides grant or loan funding to eligible applicants.

Grant means an award of financial assistance given to a recipient to carry out work for a public purpose or public good authorized by law and including certain requirements.

Grant amount means the maximum dollar amount available for reimbursement to the recipient.

Lobbying means attempting to influence the passage or defeat of any legislation by the legislature or the adoption or rejection of any rule, standard, rate, or other legislative enactments of any state agency under the state Administrative Procedure Act, chapter 34.05 RCW (Chapter 42.17A RCW).

Lobbying does not include an organization's act of communicating with the members of that organization unless the communication's purpose is to influence specific legislation or promote a political candidate. "Members of the organization" include people who voluntarily communicate and interact with the organization. "Standard" and "rate" include those defined in State rules and

legislative enactments. “Attempting to influence” means direct communication with legislators on the adoption or rejection of specific rules and enactments other than activities meant to educate the legislature on impacts of the proposed legislation shared in public settings or when solicited by an agency (RCW 42.17A.610).

Local government means governments within the state, including any political subdivision, regional governmental unit, district, municipal, or public corporation, including cities, towns, and counties. This includes any department within a city, town, special purpose district, or county as defined by WAC 173-350.

Nonprofit Organization means a type of corporation that is created at the state level to accomplish a public benefit. It does not have owners. It does not have shareholders. It cannot be set up to generate an income or profit for the organizers. In Washington State, nonprofit incorporation happens at the Office of the Secretary. For the purpose of this fund, a federal 501c(4) status organization who commits in writing to foregoing lobbying activities during the grant period and disclosing funding sources if requested is also considered a Nonprofit Organization.

Outcome means the environmental result, effect, or consequence that will occur from carrying out a program or activity related to the goal of a grant or loan.

Overhead costs (or indirect costs) means costs that benefit more than one project or cost objective of the recipient (including grant project) and are not easily assigned to individual projects.

Overtime means employee hours more than hourly limits defined in Fair Labor Standards Act.

Payment request/progress report (PRPR) means a data entry form used to report agreement expenditures and/or progress by task.

Personal property means property of any kind except real property. It includes tangible (having physical existence) or intangible (such as patents, inventions, and copyrights).

Prior authorization means written documentation authorizing the recipient to incur eligible project costs before the execution of the agreement.

Program manager means the manager of Ecology’s Solid Waste Management program.

Project means a specific, connected set of activities to address an explicit problem for a specified community or population. One or more funding programs may fund a project.

Recipient means an applicant who receives an award through one or more of Ecology’s funding programs.

Recipient billing contact means the main contact designated by the recipient for billing issues related to the grant or loan.

Recipient project manager means the main contact designated by the recipient for project management issues related to the grant or loan program.

Scope of work means the combined articulation of the goal of a project, the outcomes accomplished, and the deliverables created under an agreement.

Statewide vendor number means a number issued by the Office of Financial Management’s Statewide Payee Desk. A statewide vendor number is required for recipients to receive a disbursement.

Supplies means 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 five thousand dollars.

Task means an activity accomplished by a deadline.

Task goal is the big picture benefit or change in the world, realized through the project's success.

Task outcome means the environmental result, effect, or consequence that will occur from carrying out the task.

Technical advisor means responsible for one or more of the following: technical review of a proposed agreement; technical evaluation of applications; review and approval of interim and final technical deliverables when needed and at the request of the project manager.

Termination means the action of ending an active agreement between parties and the permanent withdrawal of the authority to obligate previously awarded project funds before the agreement expiration date.

Terms of agreement means all requirements of the grant or loan, whether in statute, regulations, administrative requirements, program requirements, or the agreement document.

- **Agreement - specific terms and conditions** means terms and conditions that apply only to a specific agreement.
- **General terms and conditions** means terms and conditions that apply to all Ecology grants and loans.
- **Special terms and conditions** means terms and conditions that apply only to agreements under a specific funding program.

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

Total cost means the total cost of the project. This includes ineligible costs or costs more than the total grant award. The applicant must have an alternate revenue source for costs above total eligible costs.

Total eligible cost means the total cost of the project that the funding program allows.

F. Acronyms and Abbreviations

PPG Public Participation Grant

EAGL Ecology's Administration of Grants and Loans

SAW Secure Access Washington

Part II: Ecology's Grant Program Administration

A. Ecology's Commitment to Nondiscrimination

Ecology strives to include and respect cultural, racial, ethnic, sexual orientation, and gender identity diversity. Ecology prohibits unlawful discrimination based on race, color, creed, religion, sexual orientation, age (40 years of age or older), disability, pregnancy, honorably discharged veteran or military status, or genetic information, within the scope of employment, volunteering, or doing business with Ecology. Unlawful discrimination violates Ecology policy and expectations of personal integrity and respect for others.

B. Guidelines

The PPG Guidelines describe program requirements and the application process. They facilitate understanding and compliance. Recipients must comply with requirements as defined in these Guidelines, the agreement Terms and Conditions, and with the Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book), published at the time Ecology offers an agreement.

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

Applicants apply for grants to Ecology through Ecology's Administration of Grants and Loans, a public facing web-based application that Ecology uses to manage an agreement from application to termination. Before applying to Ecology, applicants must secure a Statewide Vendor Number and a Secure Access Washington account. It can take up to 15 days or longer to get a statewide vendor (SWV) number. Find a comprehensive roster of registered vendors at [Statewide Vendor Number Lookup](#)².

Applicants submit their applications through EAGL, or in rare circumstances, another process defined by Ecology. Applicant's register in EAGL through Secure Access Washington (SAW). Applicant organization's need to authorize the person applying in their account through EAGL's public interface. For general EAGL information, consult the [EAGL External User's Manual](#)³.

D. Funding source and availability

Ecology anticipates the Public Participation Grants (PPG) program will receive \$4.8 million in the 2023-2025 biennium from the Model Toxic Control Act. This amount is not final. The Washington State Legislature convenes in January 2023 to finalize the budget, which the Governor then signs, usually by May 2023.

Ecology's ability to make awards and payments requires available funds. If the State withdraws or limits funding sources after Ecology signs a PPG agreement, and prior to completion or

² <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

³ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

expiration date of that agreement, Ecology may need to renegotiate, suspend, or terminate the agreement, in whole or part.

Ecology's policy is to reimburse eligible costs incurred by the recipient through the effective date of termination or suspension of the agreement. Ecology and the recipient agree on reimbursed costs. Ecology will make a reasonable attempt to provide notification as soon as possible.

E. Lifecycle of an agreement in EAGL

The lifecycle of an agreement in EAGL includes:

- Application
- Agreement
- As needed, Amendment
- Payment Request and Progress Reporting (PR/PR)
- Close Out

These Guidelines expand on specifics of the agreement lifecycle.

PART III – ELIGIBILITY

A. Eligible applicants

The PPG Program will award funding to either of the following eligible entities:

Individuals who may be adversely affected by a release or threatened release of a hazardous substance including individual tribal members; and,

Nonprofit organizations based in the State of Washington including nonprofit tribal organizations.

Based in Washington State means the organization operates the project in Washington, is a registered nonprofit with the Secretary of State, and if the organization is an employer, employs staff in Washington State. Individuals who consider applying should consult with a financial advisor since federal and/or state taxation may apply to these funds.

The following individuals and organizations are not eligible for PPG funding:

- Any person potentially liable for a release of a hazardous substance, as defined by [RCW 70A.305.040](https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.040).⁴
- Local governments
- Federal and state governments or agencies
- Federally recognized Indian tribes, as a governing body
- Public and private universities
- Any organization based or individual who permanently resides outside of Washington State
- For-profit private businesses including consulting services
- All other entities except those who meet eligibility criteria as listed above.

Fiscal sponsors

Some applicants can implement a project but may not have the resources to administer a grant or they do not have a 501c3 status. In these cases, another organization may act as a fiscal sponsor of the implementing organization. Fiscal sponsors submit the application and co-sign the grant agreement. Fiscal sponsors may also submit payment requests and progress reports on behalf of the implementing organization. Fiscal sponsors receive payments for the project and distribute funds in accordance with project related expenses. They typically have no further involvement in the project.

The PPG application asks both financial and project related questions. The fiscal sponsor should answer the financial questions. The application and project description should identify the implementing organization. List a representative from the implementing organization on the Recipient Contacts form and to co-sign the agreement.

The implementing organization should still be an eligible applicant, a nonprofit organization or an individual. The fiscal sponsor and implementing organization must agree to a Memorandum

⁴ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305.040>

of Understanding outlining the working relationship and upload this document to the grant application. Fiscal sponsors may charge a fee for the services they deliver to administer the Public Participation Grant.

Multiple applications

Applicants can apply for multiple projects during the open application cycle. Each application cannot exceed \$60,000 annual total budget. Each application must describe a distinct project that implements a unique scope of work different from the projects described in the applicant's other applications.

Each project should prioritize distinct communities, populations, or regions of the state. They should advance distinct goals and outcomes. Unique projects may address each of the project categories: release of hazardous substances or waste management projects. Ecology may not accept multiple applications from the same applicant for projects with overlapping communities, scopes of work, and outcomes.

Ecology may limit the number of grants given to one applicant. This limit will apply to the organization implementing the projects. This will not apply to fiscal sponsors unless they sponsor multiple projects for one organization.

B. Program priorities

Ecology prioritizes applications that meet any of the following criterion:

- Facilitate public participation in hazardous substance release sites.
- Facilitate public participation in highly impacted or low-income communities.
- Have not received PPG funding since July 1, 2019.

Applicants who qualify for these priorities and will receive additional points in the application evaluation process.

C. Eligible project categories

PPG will fund two basic types of projects:

- Projects that engage the public in the investigation and remediation of a release or threatened release of a hazardous substance.
- Projects that support the State's Solid and Hazardous Waste Management Priorities.

The Public Participation Grant Program will not fund projects that neither encourage public involvement in the investigation and cleanup of contaminated sites nor implement the State's Solid and Hazardous Waste Priorities.

Part IV – Grant Project Development

The following information helps applicants plan, describe, and complete a successful PPG project.

A. The Scope of Work in detail

The scope of work lays out the essential elements of your project. As part of the binding agreement under Task 2 the scope describes what an award recipient will do with their Public Participation Grant.

The scope of work includes four concepts. Each one builds in a logical flow: project activities, deliverables, outcomes, and goal. Also called a Theory of Change or a Logic Model, the scope of work demonstrates the rationale for your project. Use the referenced guide for more resources on developing a [Logic Model](#)⁵. The scope of work includes:

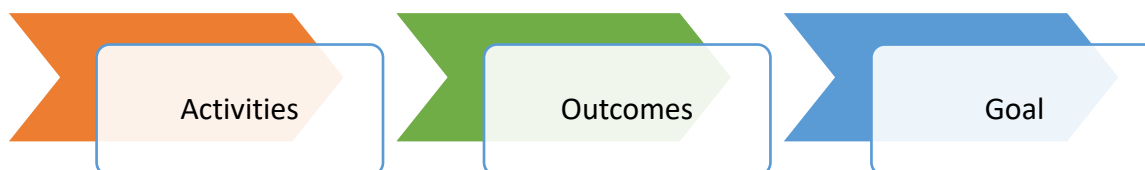
Project Activities describe the work done by the grantee to carry out the project. This describes who, what, when, where, and how the recipient implements the project.

Deliverable (sometimes called outputs or evidence) include the quantifiable items created by the recipient and the tangible evidence of the work done.

Outcomes include behavior change, results, and impact; or the measurable effect that will occur from doing the work. Outcomes are environmental, health, and community centered.

Goal is the big picture benefit or change in the world, realized through the project's success.

These sections are interconnected



“We will [do X activity] so that [a change happens] to achieve [long term goal].”

- Example: We will host four public workshops so that 200 people come together to learn and voice their priorities to make the cleanup of BLANK site more thorough
- Example: We will hold quarterly fix-it events in each of three counties so that people have access to repair services to divert 1,000 articles from becoming landfill waste.
- Example: We will train four volunteers so that they can offer 100 hours of education at public beaches to inform the public of risks to their local shorelines.

⁵ <https://wkkf.issuelab.org/resource/logic-model-development-guide.html>

B. Project Activities: Cleanup of Hazards and Waste Management Projects

PPG funds projects that address two basic types of environmental issues, cleanup of hazards and solid waste management projects. All projects should promote awareness, encourage people to adopt reasonable practices to prevent, reduce, or cleanup pollution, and motivate action.

Cleanup of Hazards

Under the priority consideration, these projects focus on a contaminated sites specified on the State Hazardous Sites List, Confirmed and Suspected Contaminated Sites List, or the National Priority List (Superfund).

Cleanup oversight projects typically include the following activities:

- Contracting with an expert to translate technical jargon into “plain talk” or analyze data and methods for the public.
- Coordinating, participating in, or holding forums where the public can discuss concerns about activities at the site.
- Publishing or broadcasting information about the site or examining the impacts of past, current, and possible future activities there.
- Educating the public about the contamination, its impacts, and strategies to maintain public health.
- Advertising special events related to decisions about the site.
- Facilitating engagement in culturally relevant and linguistically appropriate methods through adopting cultural protocols, language translation and interpretation, and other activities.
- Help citizens provide informed feedback during public comment periods on site cleanup documents.

Solid waste management projects

The PPG program also funds projects that implement the state’s solid and hazardous waste priorities as defined in RCWs 70A.205.005 and 70A.300.260.

These laws rank waste reduction as the State’s highest priority and recycling as the second. These same laws require that every 5 years, Ecology develops a State Solid and Hazardous Waste Plan, which further clarifies and contextualizes these ranked priorities from the RCW.

Mitigate climate change.

- Prevent and reduce waste, including food waste.
- Increase use of processed organics to sequester carbon.
- Leverage opportunities to align waste and toxic chemical reduction efforts with products or processes that also reduce carbon.

Move upstream by increasing focus on design, manufacturing, and use—not just end-of-life issues.

- Promote environmentally preferred purchasing and independent, third-party certifications and labels.
- Encourage increased producer responsibility for their products.
- Enable more repair and reuse of materials and products.
- Gather data on the full life cycle of materials from manufacture, use, and discard.

Reduce toxic threats in products and industrial processes.

- Encourage fewer toxic products and industrial processes through better design.
- Increase local partnerships to work on toxic chemical source control.
- Reduce or eliminate the use of the most toxic chemicals where safer alternatives exist.

Address systemic issues with recycling (including organic processing).

- Address contamination in recycling and composting systems to ensure clean and marketable end products from organics and recyclables.
- Support market creation for recycling, including recycled content.

Projects in this category encourage public education and involvement in achieving the State’s Waste Management Priorities. Projects that clearly describe how their project addresses the priorities listed above, will receive up to five additional points.

Waste reduction projects often (but not always) include the following activities:

- Offering Repair events
- Equipping the public to use fewer plastic products
- Educating the public on toxics in products and processes and safer alternatives
- Implementing practices to divert food resources from the waste stream, such as through composting or donation
- Facilitating public input in the development of new rules and policies pertaining to waste and hazards
- Educating the public on safer environmental practices such as home composting and stormwater mitigation
- Distributing materials on Statewide solid and hazardous waste initiatives such as Recycle Right, PaintCare, and 1-800-Recycle.

Please see the [Washington State Solid and Hazardous Waste Plan](https://ecology.wa.gov/Regulations-Permits/Plans-policies/Washington-state-waste-plan)⁶ for more examples of waste management projects.

C. Consider Resources Needed

What are the essential resources needed for the project to function?

⁶ <https://ecology.wa.gov/Regulations-Permits/Plans-policies/Washington-state-waste-plan>

- Do you and your network have adequate skills, knowledge, and capacity? If not, how will you acquire these resources?
- Are you collaborating with other individuals or groups? Are your roles clarified through a Memorandum of Understanding? Will they provide a Letter of Contribution or Support?
- Can you complete the project between July 1, 2023, and June 30, 2025?
- Does your solution make an impact on the problem you want to address?

D. Measuring Results

Ecology wants each PPG project to achieve the best possible measurable results for the time, money, and effort invested. Applicants must identify and report on at least one outcome.

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities and deliverables of the project. Outcomes include environmental, behavioral, or health impacts. Behavioral outcomes typically indicate increased learning, knowledge, skills, attitudes, and motivation for project participants. Environmental outcomes indicate reduced environmental harms (like pollution and degradation) and increased environmental benefits (like clean water and access to open spaces). Outcomes are quantitative and not necessarily achievable during the project period.

Examples of outcomes include:

- Increased access to information and tools that increase understanding of an issue.
- Decreased use of pesticides.
- Reduced pounds of hazardous materials released through pollution prevention or source reduction.
- Weight of resources diverted from the waste stream. Ecology recommends using the Environmental Protection Agencies' WARM model to quantify these environmental benefits.

E. Project Budget

The budget shows how the recipient plans to use the awarded funds. The recipient submits a draft budget with their application. The budget will outline individual costs by task. Upon award, Ecology and the recipient finalize the budget before signing the agreement.

Task 1-Project Administration covers the recipient's costs of administering the grant. Task 2 includes all project related costs.

Please note these common budget limitations in PPG agreements:

- Compensation for salary and benefits may not exceed \$70 per hour.
- Recipients can charge general expenses such as liability insurance, internet, office space rental, and computers to the grant if they are used solely to the grant project. Otherwise, request reimbursement for these expenses through the indirect rate.
- Direct expenses include contracted employees and professional services and cannot have an indirect rate applied to them.

Project Cost Categories

Eligible costs meet the following standards.

- Necessary and reasonable for efficient completion of the project. Necessary costs are determined by the nature and scope of the project as detailed in the agreement.
- Authorized or not prohibited under federal, state, or local laws and regulations.
- Conformed to the project budget and any other financial limitations in the agreement terms.
- Incurred on or after the effective date of the agreement and on or before the expiration date.
- Documented and supported by invoices, timesheets, payroll reports, and other required documentation.
- Consistent with standard business practices.
- Billed to one project (grant) only or split between projects.

When developing your application, use the list of eligible and conditionally eligible expenses to populate the budget template and build your budget. For a comprehensive list of costs, see [Administrative Requirements for Recipients of Ecology Grants and Loans](#)⁷.

Eligible Costs

Accounting - establishing and maintaining accounting and other information systems required to manage the project.

Advertising - advertising media includes newspapers, magazines, radio, television programs, direct mail, exhibits, trade papers, etc.

Only the following advertising purposes are eligible:

- Recruiting personnel needed for the project.
- Soliciting bids to procure project-related goods and services.
- Advising the public about a project activity.
- For other purposes specifically provided for in the agreement.

Contracts – Ecology must review and approve service providers contracted to work on the project. Contracts above \$10,000 must use open procurement practices including those listed in the application or labeled “partners”. Ecology will review and approve contracts, invoices, sole source, and procurement documents.

Communications - project-related costs incurred for paper and electronic communications, including, but not limited to local telephone systems and service, mobile phone service, voicemail, long distance, toll-free, facsimile (fax), private branch exchange (PBX), website design and maintenance, web communication interfaces (for example Skype and WebEx), internet access, postage, messenger service, and other similar expenses. Recipients may not use websites to solicit organizational donations.

⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

Compensation for services - wages, salaries, and benefits - paid currently or accrued - for services rendered under the agreement, including compensation for the recipient's employees, for consultants, and community members whose lived experience qualifies them to contribute to grant activities and state workgroups under RCW 43.03.220. In all cases, eligible compensation must meet the following:

- Reasonable for the services rendered and consistent with compensation paid for similar work in the recipient's labor market.
- Complies with local, state, or federal laws or rules governing procurement and compensation.
- Uncompensated by another governmental entity, recipient, or sub-recipient.
- Salary and benefits for employees may not exceed \$70 per hour.
- Recipients must request prior approval from Ecology to receive reimbursement for the salary expenses of staff who work more than 40 hours per week.

Equipment rental - rental charge, if the total project cost does not exceed the fair market value of the equipment, and the costs are consistent with rental rates in the recipient's market

Printing and reproduction - materials such as forms, reports, manuals, publications, peer reviewed journals, or informational literature relating to the project. May include materials such as brochures, flyers, CDs, and other marketing materials

Supplies - purchased items necessary to complete the project. Charge purchases to the project at their actual cost after deducting all cash discounts, trade discounts, rebates, and allowances received by the recipient.

Taxes (or payments in lieu of taxes) - taxes related to the project.

Transportation of goods - shipping and handling freight, express, postage, and other transportation costs relating to goods purchased or moved.

Travel expenses - In-state transportation, lodging, subsistence, and related travel cost items incurred by recipient's employees while in travel status on official business necessary for the project. Ecology must approve out of state travel in writing.

Travel costs are either on an actual basis or according to state per diem and mileage rates. The charged method used applies to an entire trip. Travel reimbursements cannot [exceed state rates set by the Office of Financial Management](#)⁸

Conditionally eligible costs

Conditionally eligible cost reimbursements require prior written approval by Ecology unless identified as eligible in the agreement's budget.

Advisory councils - advisory councils or committees established according to federal or state requirements to carry out the project.

⁸ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>

Childcare - childcare expenses if needed for community events or meetings that serve the project (not for ongoing childcare for the recipient's staff).

Conferences and meetings – facility or meeting room rental, registration fees, supplies, speaker costs, contracts with facilitators, when the primary purpose of the conference and meeting is necessary for the project.

Computers and other electronic devices - hardware, software, and/or licenses directly related to the project. Includes laptop computers, cameras, tablets, recorders, projectors, and other electronic devices to the extent the recipient uses the device in service to the project. Includes rental costs, use allowances, or the acquisition cost.

Cultural protocols – expenses for activities that govern applicant's interactions with a community to uphold the community's cultural norms. Expenses required for culturally responsive collaboration and creating inclusive events.

Environmental testing – Costs associated with independently collecting or analyzing samples at a facility are ineligible unless students conduct the sampling for educational purposes.

Expedite/rush charges - special (urgent, overnight, next day) shipping charges or other services directly related to the project that were necessary for performance of the project.

Light refreshments - light refreshments served at an event for the project. This includes edible items commonly served between meals, such as tea, nonalcoholic beverages, snacks, slices of fruit or cheese, but not when served as a substitute for meals.

Overtime compensation - straight salaries and benefits for employee hours more than 40 per week. Ecology will reimburse overtime with written prior approval and when an employee spends 100 percent of his/her/they time on tasks specific to the project.

Rental of office space - privately or publicly owned buildings if the costs do not exceed the rental costs of similar facilities in the same area.

Training and education - Recipients' training for employee development that directly benefits the project.

Stipends - Stipends paid to participants in activities related to the project.

Ineligible Cost Categories

Alcohol - See "light refreshments" under eligible expenses.

Bad debts - any losses arising from uncollectible accounts and other claims and related costs.

Contributions to a contingency reserve - any funds set aside by the recipient to reimburse unanticipated expenses.

Capital Expenditures: Costs associated with tangible or intangible items used in the project that has a service life of more than one year or as defined by Generally Acceptable Accounting Practices (GAAP). Capital assets include:

- Land and buildings (facilities).
- Equipment when valued at \$5,000 or more

Depreciation - of facilities or equipment.

Entertainment - amusements, social activities, and related incidental costs, including meals, beverages, lodging, rentals, transportation, and gratuities.

Fines and penalties - costs resulting from violations of, or failure to comply with, federal, state, or local laws.

Interest and other financial costs - interest on debt, bond discounts, cost of financing and refinancing operations, and legal and professional fees except when authorized by federal or state legislation.

Late/past due fees - incurred by failing to pay vendor invoices, permit fees, or to return items in a timely manner.

Legal expenses - related to claims against Ecology.

Legislative expenses - salaries and other expenses of members of the state Legislature or similar local governmental bodies (for example, county boards), if incurred in the members' official capacity.

Lobbying - expenses related to lobbying activities.

Other project costs –Costs that support the activities of another project or recipient program.

Personal injury compensation - or damages arising out of the project, whether determined by adjudication, arbitration, negotiation, or otherwise.

Types of costs- direct and indirect

No universal rule governs how we must classify costs. Recipients may classify a cost as indirect for most of their projects, but classify it as direct for a particular project. Each cost should remain as either direct or indirect for the duration of the grant.

Direct costs

Identify direct costs as those that tie to a particular objective of the project, such as:

- Compensation of employees for the time worked on the project.
- Cost of materials, equipment, and supplies purchased for the project.
- Cost of services specifically used for the project.
- Cost of approved capital expenditures used specifically for the project.
- Costs of services furnished for the project by other entities.
- Costs identified as eligible or approved conditionally eligible.

Indirect costs

Indirect costs, sometimes called overhead costs, means business or operational costs incurred for a common purpose. They are not directly connected with a specific project.

Ecology allows for an indirect cost rate up to 30-percent of the total salary and benefits expenses for recipient and fiscal sponsor employees who work on the project. Contracted employees and professional services are direct expenses, not personnel expenses and cannot have an indirect rate applied to them.

Costs normally included in the indirect rate

Recipients commonly include the following costs in the indirect rate:

- **Communication** - includes charges for telephone, cell phone, pagers, and fax machines; internet service; and postage charges.
- **Fuel consumed** - to generate power or provide heat.
- **Insurance** - fire, casualty, theft, bonds, liability, etc.
- **Internal interfund services** - costs to other recipient departments for services rendered jointly to the project and other recipient activities.
- **Office furnishings and operating supplies** - office furnishings, stationery/supplies, forms, cleaning supplies, etc.
- **Operating rentals and leases** - rental costs for facilities or equipment that are shared by the project and other recipient activities (for example, buildings or copy machines).
- **Utility services** - water, electric, gas.
- **Supervisory staff or management** who oversee project activities and other, non-project related recipient activities.

Part V – Application and evaluation process

A. Submitting your application

To apply for a grant, applicants must complete and submit an application in the [Ecology Administration of Grants and Loans \(EAGL\)](#)⁹ online grant management system. Application instructions are available in EAGL and on the PPG website. The PPG Program will accept applications starting at 8:00 am on April 12th. The application period will remain open until 5:00 pm on May 11th. Check the PPG website for updates on the exact application schedule.

Included in the Application Instructions document are detailed instructions for applying in EAGL.

After completing all application forms, you must change the status of your application to “submit” or Ecology may not evaluate it. Give yourself plenty of time before 5:00 p.m. on the due date to deal with any system errors that may arise when you attempt to submit your application through EAGL.

B. Application evaluation

The program’s Grant Manager will initially review the applications for eligibility.

The Ecology grant manager evaluates some criteria while a committee evaluates others. Ecology will select the committee based on their expertise with the program’s purpose and priority considerations. Evaluators will initially score each application independently. The committee will then meet to discuss and finalize their scores.

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

Evaluation criterion and corresponding point values

The evaluation scorecard includes six categories. A total of 100 points are available. Listed below are the criteria and corresponding points available for each.

Category 1: Priority consideration

Ecology prioritizes applications that meet the following criteria. If your project meets any of these criteria, it will receive additional points in the evaluation process.

Criteria 1.1: Facilitates public participation in a hazardous substance release site Washington State site rankings, which are listed on the [Hazardous Sites List¹⁰](#) or the [Confirmed and Suspected¹¹ Contaminated Sites List](#).

- The following points will be given according to the State sites ranking:
 - 1-2 = 10 points
 - 3-4 = 5 points
 - 5 or “no ranking” = 3 points

NPL site score, which can be found on the [National Priorities List-WA¹²](#).

- The following points will be given according to their NPL site score:
 - 40-60 = 10 points
 - 20-39 = 5 points
 - 0-19 = 3 points

Criteria 1.2: Has not received PPG funding in the last two biennia

For the 2023-2025 application, the last two biennia are the 2019-2021 and 2021-2023 funding cycles.

- The following points will be given:
 - No (has not received funding) = 10 points
 - Yes (has received funding) = 0 points

Criteria 1.3: Prioritizes communities who are highly impacted by contamination and waste hazards and populations who experience increased vulnerability to environmental risks.

Highly impacted communities are geographic areas where environmental hazards are located and accumulate, posing risks to the health of human’s who live or frequent the area.

¹⁰ <https://ecology.wa.gov/Spills-Cleanup/Contamination-cleanup/Cleanup-sites>

¹¹ <https://fortress.wa.gov/ecy/tcpwebreporting/Default.aspx>

¹² <https://www.epa.gov/superfund/national-priorities-list-npl-sites-state#WA>

Vulnerable populations are subsets of the public who have increased susceptibility to risks based on their demographics and physical sensitivities such as low birth weight.

There are three ways to score points in this criterion. Ecology will award up to ten points based on the applicant's response. Applicants who use data sources other than the three options below should effectively describe why these options do not adequately represent their population and why they chose an alternate reference.

If you need assistance determining your index ranking, please contact us for assistance.

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Option #1 Projects in communities that are highly impacted by contamination and waste
Applicants should use one of the following environmental justice indexes to demonstrate applicable impacts.

The Environmental Protection Agency's [EJScreen](https://www.epa.gov/ejscreen)¹³

The Centers for Disease Control's [Environmental Justice Index](https://www.atsdr.cdc.gov/placeandhealth/eji/index.html)¹⁴

The Department of Health's (DOH) [Washington Tracking Network Environmental Health Disparities map](https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map)¹⁵

- The following points will be given:

Focus community has an environmental health index of 8 (80%) or higher = 10 points

Focus community has an environmental health index of 6 (60%) to 7 (70%) or only a portion of the focus community has an index of 8 (80% or higher) = 5 points

Focus community has an environmental health index of 5 or less = 0 points

Option #2: Projects that prioritize low incomes populations

Low-income populations include households with income less than or equal to twice the federal poverty level. The applicant should use data from the US Census¹⁶ for the county, zip code, or census tract which best represents the geographic reach of the project.

- The following points will be given:

Priority population meets low-income designation = 10 points

Some portion of the priority population meets low-income designation = 5 points

Project population does not meet low-income designation = 0 points

¹³ <https://www.epa.gov/ejscreen>

¹⁴ <https://www.atsdr.cdc.gov/placeandhealth/eji/index.html>

¹⁵ <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

¹⁶ <https://www.census.gov/data.html>

Option #3 Projects that prioritize populations with limited English proficiency

Limited English Proficiency means at least 30-percent of the focus population experiences limited English proficiency. The applicant should site the American Community Survey (ACS) result for “Population Five-years and over who Speak a Language other than English at Home (data point S1601)” for the county, zip code, or census tract which best represents the geographic reach of the project.

- The following points will be given:

At least 30% of the population meets limited-English proficiency criteria = 10 points

Some portion of the population meets limited-English Speaking criteria = 5 points

Project’s population does not meet limited-English proficiency criteria = 0 points

Category 2: Community Support

Applicant shows community support by providing either letters of contribution or letters of support. **During the evaluation process, Ecology staff will review the letters included in the application to determine whether they demonstrate support of or contribution to the project below before allocating points for the letters.** Ecology may contact letter authors to verify the nature and details of the contribution or support.

Letters of contribution are from project partners. If the project’s success requires a contribution from a project partner, the application should include the letter of which clearly describes the nature and extent of the contribution. A project partner commits to the implementation of the project in tangible ways including financial, sharing resources, facilitating access to community members, or in other ways.

Letters of support are general letters recommending the organization and project. Anyone outside the organization can write a letter of support. Supporters should write the letter from their experience and point of view.

- The following points will be given based on the type of letter received.

Any number of letters of contribution = 5 points

Any number of letters of support = 3 points

No letters = 0 points

Category 3: Managing grant funds

The criteria for Category 3 differ based on if the applicant applies as a nonprofit organization, individual, or fiscal sponsor.

Criteria 3.1: For nonprofit organizations and fiscal sponsors

These criteria should be answered for nonprofit organizations and fiscal sponsors.

- The following points will be given:

3.1.1 Did the applicant include an organizational chart?

Yes = 1

No = 0

3.1.2 Did the applicant include their Corporate Bylaws?

Yes = 2

No = 0

3.1.3 Does the Board of Directors meet at least quarterly?

Yes = 2

No = 0

3.1.4

Extent to which the application describes how awarded grant funds will be used timely and accurately. Applicant describes the credentials and experience of financial staff or contracted financial professional.

Yes = 5

Partial = 3

No = 0

Criteria 3.2: Individual Capacity

- The following points will be given:

3.2.1

Does the applicant have experience managing grant funds?

Yes = 2

No = 0

3.2.2

Will the applicant use either accounting software or contract services from a certified public accountant?

Yes = 2

No = 0

3.2.3.

Does the applicant have a plan to ensure that they use awarded grant funds timely and tracked accurately?

Applicant has a thorough plan = 6

Applicant has a partial plan = 3

Applicant does not have a thorough plan = 0

Category 4: Past PPG Performance

Recipients' past performance from the 2021-23 grant cycle impacts scores for this evaluation. These points are negative points.

Criteria 4.1: Payment request timeliness.

- The following points will be deducted from your score:

Recipient submitted payment request / progress reports accurately and on time in the previous biennium.

Rarely (less than half the time) = - 5 points

Usually (half the time to seventy-five percent of the time) = - 2 points

Regularly (seventy-five percent of the time or more) = 0 points

Criteria 4.2: Spending rate

- The following points will be deducted from your score:

Recipient spent less than 80% of total grant award in year 1 = - 5 points

Recipient spent more than 80% of year 1 budget = 0 points

Criteria 4.3: Project completion

- The following points will be deducted from your score:

Recipient completed the project scope of work to date as set out in the agreement.

Rarely (recipient achieved less than half the deliverables) = - 5 points

Usually (recipient achieved between 50% - 75% of the deliverables) = - 2 points

Regularly (recipient achieved at least 75% of the deliverables) = 0 points

Category 5: Project Budget

These questions are designed to show that the applicant has developed a reasonable budget for the proposed project and in compliance with the program guidelines.

- The following points will be given:

Criteria 5.1: Budget Compliance

Budget complies with program guidelines and agency administrative requirements including eligible costs.

Yes = 5

Partial = 3

No = 0

Criteria 5.2: Budget Feasibility

Budget is complete and reasonable given the proposed timeframe, scope of work, and goals of the project.

Yes = 5

Partial = 3

No = 0

Category 6: Project Narrative

- The following points will be given:

Criteria 6.1: Focus Population

Extent to which the applicant fully describes the population of people who are impacted or engaged by this project.

Applicant includes relevant population demographics and health outcomes, geographic location, community history, or other descriptors of the people and communities whose participation the project facilitates. If applicant applied for priority consideration as an overburdened or vulnerable population, application describes the unique needs of the population and the barriers they face to addressing the problem using reference data

Yes = 5

Partial = 3

No = 0

Criteria 6.2: Unmet Need

Extent to which the applicant fully describes the waste or contamination problem that the project will address and as applicable, its threat to the environment and human health.

Yes = 10

Partial, mostly = 7

Partial, minimally = 3

No = 0

Criteria 6.3: Community Inclusion and Engagement

Extent to which the applicant has and clearly describes its ties with the community it proposes to engage.

Applicant includes relevant details such as how members of the priority population and representatives of the public are involved in planning, leading, and implementing the project and the project leaders' expertise with the waste or contamination problem. As applicable, the narrative describes how the letters of support and contribution demonstrate community inclusion and engagement.

Yes = 10

Partial, mostly = 7

Partial, minimally = 3

No = 0

Criteria 6.4: Project Description

Extent to which the application includes and clearly describes the project including activities. The project demonstrates good planning, which supports the State's Solid and Hazardous Waste Plan. Activities are quantified to show the volume of work performed, people engaged, messages shared, etc.

The application's letters of contribution demonstrate necessary and reasonable participation from others to implement the project.

Yes = 10

Partial, mostly = 7

Partial, minimally = 3

No = 0

Criteria 6.5: Project Deliverables

Applicant includes tangible project deliverables with anticipated completion dates. The project deliverables schedule is reasonable given the date range of the grant awards, July 1, 2023 – June 30, 2025, and the goals of the project.

Yes = 5

Partial = 3

No = 0

Criteria 6.6: Project Goals

Application describes project's measurable outcome/s and long-term goals. The outcomes and long-term goals seem reasonable, feasible, and in support of the purpose of the PPG program.

Yes = 5

Partial = 3

No = 0

C. Award selection

Application scoring and ranking

Ecology combines the evaluators final, average score with the Fund Coordinator's score to reach the total score for each application. The applications are ranked in order of the total score. Ecology will make grant offers in the order of rank within the limits of available funds and to the amount determined feasible by Ecology. Ecology may fund all or portions of eligible grant applications. In the case of a tie score, Ecology will rank the applications according to the priority considerations in the following order:

1. New applicants
2. Hazardous waste site projects
3. Projects in highly impacted or low-income communities

The maximum grant award is \$60,000 per year with an optional second year renewal of up to \$60,000.

Award announcement

After selecting grants for funding, Ecology will contact all applicants. Unsuccessful applicants will have the opportunity to schedule a one-hour post-selection meeting to review their scores and ask questions about the evaluation process and decision.

Ecology will publish a list of all applicants, a description of the proposed projects, and the amount awarded to each recipient by September 30, 2023.

Part VI – Grant Management

This section provides basic information about grant management common to all PPG agreements. It will help award recipients comply with certain administrative requirements for reimbursement, reporting, records retention, and progress monitoring, and closing grants.

A. Negotiating the agreement

An agreement is a formal, written, contractual document, between Ecology and the recipient that details the performance expectations and rights of the parties.

Negotiations and formal offer

After an award offer, Ecology and the recipient negotiate the scope of work, performance schedule, budget, and any agreement-specific terms and conditions of the agreement. After Ecology and the recipient finalize negotiations, the agreement can be signed. The Authorized Official(s) for your organization will receive an EAGL auto-generated “Agreement Requires Signature” email.

Returning a signed agreement (or amendment)

Ecology drafts the agreement and forwards it to the recipient for review and signature. The recipient should review the agreement before signing it. Application signatures must come from officials authorized to secure the resources needed to implement the grant and commit to the terms and conditions. This person, the Authorized Signatory, must first register in SAW and EAGL.

Recipients may download the agreement from EAGL, route it for wet signature(s), and return a PDF copy electronically. Alternatively, recipients may use DocuSign for electronic signature. Ecology will not accepting hard copy documents for processing.

B. Communicating with Ecology

Regular contact between you and your grant manager allows the grant manager to respond to grant related issues. Several elements of your agreement require prior written approval from Ecology. When you communicate these items to your grants manager, she can provide the approval you need. She may make valuable connections and help you overcome setbacks in your scope of work.

Material review and approval

Prior to production and distribution of any document or material created with PPG grant funds, you must submit a copy of the draft to your grant manager for their review and approval. Ecology reviews materials created with grant funds to equip recipient organizations with expertise and information that supports their project deliverables.

Ecology typically completes the review in one or two days, but it may take up to ten days. Ecology approves materials based on the accuracy of technical information; accurate citation of

historical facts, process, and policies; and the materials' compliance with the grant agreement. Ecology will approve clear, readable, and accessible communications.

Failure to receive approval may result in denial of reimbursement for costs associated with developing the materials and impact the recipient's performance score as tracked on the Performance Evaluation form.

Funding Recognition, Program Disclaimer, and Ecology Logo

When grant recipients produces reports, technical documents, publications, brochures, and other materials using funding from Ecology, they are required to acknowledge Ecology financial assistance.

Insert this phrase in a legible font and size at the end of each material produced with Public Participation Grant funds. For audio content, read this phrase at the beginning of the segment. For presentation slides, include the phrase on the first and last slide of the presentation.

This material is funded through a Public Participation Grant from the Washington State Department of Ecology. Ecology reviewed the content for grant consistency but does not necessarily endorse it.

Este material ha sido financiado por una Subvención de Participación Pública del Departamento de Ecología del Estado de Washington. El contenido de la subvención fue revisado para verificar su coherencia, pero no es necesariamente endosado por la agencia.

Do not use Ecology's logo when Ecology only provided grant funds. Never use Ecology's logo without Ecology's permission.

C. Payment Requests and Progress Reports (PRPR)

General information

Ecology monitors progress on the project scope of work by task to ensure compliance with the terms and conditions of the agreement. The recipient communicates progress by completing a report in EAGL called a Payment Request / Progress Report (PRPR). PRPRs are submitted quarterly across all Ecology grants and loans. EAGL ties a progress report to a payment request, which means recipients submit both regardless of whether recipients incurred expenses during that quarter. [See Progress Report Fields.](#)

Reporting timeline

Quarterly periods start with the first three months of the biennium and run for up to eight quarters over two years. **Due dates for submitting a progress report are 30 days after a quarter ends.** You may request reimbursement or payment as often as once a month and no less than quarterly during the project. Ecology will process complete payment request packages within 30 days of receipt.

Progress reports are due October 30, January 30, April 30, and July 30 each year of the agreement.

Payment Request overview

Recipients use grant funds to reimburse eligible cash expenditures and conditionally eligible expenses approved in writing by Ecology. Ecology pays out the grant award as you incur expenses and request reimbursement. The recipient cannot receive reimbursement more than actual cash expenditures. Grant award payments cannot exceed \$60,000 per year. Ecology withholds ten percent of your funds until the recipient submits the final payment request and Recipient Close Out Report.

Backup Documentation

Backup Documentation by cost category includes the following and may include additional items as requested by the Grants Manager.

Goods and Services: To receive reimbursement for costs incurred for goods and services (not contracted), please include receipt or invoice showing:

- Purchase price including taxes and fees
- Date of purchase
- Description of service
- Location of service
- Date indicator of when goods or services received
- Photo of the item

Contracted Services: To receive reimbursement for costs incurred for contracted services, please include:

- Copy of the contract including the cost base of the contract and the deliverables due.
- Procurement records showing fair open and transparent process.
- Invoices noting the accomplishments for the period.
- For time and material contracts, a log of hours worked by day.

Time and Effort: To receive reimbursement for costs incurred for hours worked by employees, please include both a payroll report and time and effort record by day.

- Payroll reports for W2 employees that includes:
 - Total employer costs for employee (for the report period)
 - Total employee hours worked (for the report period)
 - Report period
 - For reports created outside a payroll system, include the source of the data, report run date, and name of the person who ran the report.

| Employee Name | Earnings | | | Deductions/Contributions | | | Employee Taxes | Employer Taxes | | Totals | |
|---------------|---------------|--------|------------|--------------------------|------|--------|----------------|----------------------------|----------|----------------|------------|
| | Description | Hours | Total | Description | Type | Amount | | Description | Amount | Description | Amount |
| Mouse Mickey | Regular | 228.75 | \$3,431.25 | | | | \$331.78 | Social Security | \$245.29 | Net Pay | \$3,624.47 |
| | Paid Holidays | 22.50 | \$337.50 | | | | | Medicare | \$57.37 | Reimbursements | \$16.31 |
| | Sick | 12.50 | \$187.50 | | | | | WA SUI | \$141.24 | Check Amount | \$5,540.78 |
| | Gross | | \$3,956.25 | | | | | WA EAF | \$1.18 | Employer Cost | \$4,448.90 |
| | | | | | | | | WA Workers' Comp Insurance | \$31.26 | | |
| | | | | | | | Total | | \$476.34 | | |
| Duck, Donald | Regular | 356.50 | \$7,486.50 | | | | \$1,701.24 | Social Security | \$542.28 | Net Pay | \$7,045.26 |

Screenshot 1 Example labor distribution report

- Time sheet or time and effort log
 - Employee name
 - Hours worked by date and task

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------|--|--|
| | | FORM E: MONTHLY TIME SHEET <i>(To be completed by any individual, paid or volunteer, providing services to the project)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agreement No: SWMPPG-2021-FICORG-00011 | | Recipient: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: Mickey Mouse | | Employer: Fictional Organization | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Month: October 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity (Task/Sub-task No.) Task 1 | C-Cash E-Internal IC-Other In-Kind | Daily Work Log | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total Hours | Recipient Use Finely Rate Total Charge | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 102 | | |

Screenshot 2 Example time sheet

Travel: To receive reimbursement for costs incurred for travel, please include receipts and mileage log.

Additional Expenses: To receive reimbursement for other expenses, reach out to your grant manager for direction on required back up documentation.

Task Budget limitations in EAGL

Recipients can request a budget redistribution between tasks. Ecology will approve this request on a case-by-case basis in consideration of the following:

- Total agreement amount does not change
- Scope in each task remains the same
- Redistribution does not exceed an increase or decrease to the total task 1 or task 2 budget of up to 10-percent of the total agreement budget.

Progress reports

Progress reports document the activities performed and deliverables achieved during the past quarter. This allows grant managers to verify compliance with the terms of the agreement, crosscheck information from the payment request, and learn about the project's progress.

Using text field "Summary of Accomplishments", document when deliverables are in progress, delayed, or complete. When deliverables are complete, include details and dates to demonstrate completion.

- Example text "Deliverable 2.4 – *in progress* - four of ten outreach events completed on 10/2, 10/13, 10/22 at Spokane County YMCAs."

Using text field "Descriptions and reasons for delay", briefly describe reasons for delays in completing Agreement deliverables by their due date.

Using the Upload feature at the bottom of the page, upload any relevant materials to the progress report. Include at least one upload to demonstrate deliverables' completion. Relevant materials can include:

- Photographs of project activities
- Sign in sheets demonstrating participants of events
- Electronic copies of presentation slides, outreach flyers, and event invitations
- Other materials that demonstrate project activities and deliverables.

Outcome reporting

Recipients will report progress towards their project's outcomes when they submit their PRPRs.

D. Cost Reimbursement and Statewide Vendor Number

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

New Organizations Not Registered in EAGL

It can take up to 15 days or longer to get a statewide vendor (SWV) number. EAGL requires this number to register. Organizations must register in EAGL before EAGL will make an application available. Check the [Statewide Vendor Number Lookup](#)¹⁷ to verify if your organization already received one.

Returning Organizations Registered in EAGL

Recipients receive payment through the Washington Office of Financial Management's Statewide Payee Desk. Recipients should register as a statewide vendor by submitting a

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

registration form and an IRS W-9 form. Contact the Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov with questions about registration.

During the funding period, to make changes to your bank account or contact information, contact the Office of Financial Management (OFM). Then contact your Ecology Grant Manager with the new number so they can update EAGL and Ecology Information Technology and Fiscal staff.

E. File Management and Record Retention Requirements

Ecology requires recipients 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.

Required grant file contents:

- Copy of your grant agreement and amendments
- Materials created with grant funds that demonstrate completion of deliverables (advertisements, brochures, fact sheets, surveys, and reports).
- Correspondences pertaining to decisions made and problem resolutions
- The agreement budget and any pertaining adjustments
- Backup documents- expenditure information such as:
 - Cash receipts
 - Invoices
 - Timesheets
 - Payroll records
 - Taxes
- Copies of any accounting records and income statements for the project
- Copies of internal or external audit reports
- Copies of contracts and procurement processes for contractors

F. Amendments

You may consider an amendment to change the scope of work of the agreement or to increase or decrease the budget. You must request the amendment in writing to your grant officer. Once approved, the amendment process can begin in EAGL.

Changes that require an amendment

- Scope of work or deliverables.
- Agreement award amount, whether for an increase or decrease.
- Special Terms and Conditions, or agreement-specific Terms and Conditions.

G. Performance Monitoring

Ecology monitors recipient performance to ensure that overall allocation for PPG is spent within the regulatory limits of the program. Ecology monitors performance through site visits, payment request / progress report submissions, close out reports, and in conversation between the recipient designees and the Ecology grants manager.

Performance monitoring helps grant managers manage PPG funds throughout the state. It provides critical information that Ecology shares statewide and with the Legislature.

Grant renewal

Grant funding for year two of the biennium depends on the recipient's performance during the first year. Ecology monitors recipient ongoing to enforce compliance with the grant terms and conditions and to determine whether Ecology will renew your grant after the first year. The Ecology grants manager will monitor performance on the Performance Evaluation Form in your Application Menu in EAGL.

Year two funding may be contingent on completion of year one requirements, including the following.

- Extent to which the recipient submitted quarterly Payment Requests and Progress Reports through the 1st fiscal year of the biennium accurately and on time including providing back up documentation as indicated.
- Approved expenditures in the 1st fiscal year were at least 80-percent of the proposed budget for that period but did not exceed \$60,000 in the first year.
- Extent to which deliverables listed for the 1st fiscal year were completed or delayed.
- Extent to which the recipient communicated with Ecology for project updates and requests for prior approval.

Should the recipient not meet these performance expectations, Ecology may act including amending the year two award amount, scope of work, or not renewing the grant for the second year. Any action from Ecology will follow a formal meeting of Ecology and the recipient to discuss project progress, identify opportunities to improve grant administration, and next steps.

Audits

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

I. Closing out a PPG agreement

Within 30 days of the expiration of the grant or within 45 days of spending down the agreement budget, the recipient will submit a close out report through EAGL.

A recipient close-out report summarizes the project and its outcomes. Ecology may conduct an on-site visit to evaluate work accomplished. An agreement is closed when Ecology completes and submits an Ecology Close Out Report and changes the EAGL status to Agreement Inactive.

Appendix A. Reporting Assessment Policy

Solid Waste Management Grant Programs

Solid Waste Management (SWM) Reporting Assessment Policy was created to potentially reduce the level of financial reporting. Absent this policy, all recipients of Ecology grants and loans are managed at the highest reporting level (standard level). This policy provides SWM grant program recipients and their Ecology grant managers an opportunity for reduced work.

Assessment questions come from a combination of stock assessments provided by the Association of Government Accountants.

Policy Opt-out Feature

Due to the nature of nonprofit organizations and the built-in renewal process for PPG, all recipients of PPG and nonprofit recipients of WRRED grants are exempt from this policy and required to report at the standard level.

Other SWM grant recipients may choose to decline an assessment and must report at the standard level. SWM grant recipients who opt-in for an assessment and are assessed at a reduced reporting level could experience a reduction in administrative burden when it comes to the frequency of submitting PR/PRs and or uploading documentation to support itemized costs for reimbursement.

Base Reporting Assessment

SWM grant managers will ask the same assessment questions to determine a base reporting level for each SWM grant recipient. The base level determines the **minimum** level of recipient reporting.

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

Once determined, the level of reporting may be indicated in a formal email that includes a copy of the assessment. This email is also uploaded in EAGL for each agreement. Level of reporting may be reassessed throughout the biennium as circumstances change.

Base Assessment Questions (Yes responses indicate increased reporting)

All SWM grant recipients will be assessed 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 nonprofit in operation 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 Reporting Level is Standard

- Answer is yes to all five (5) questions.
- Answer is yes to at least three (3) of these questions, 1, 2, 4, or 5.
- Answer is yes to question 5 and the questioned costs were more than \$39,999.

Base Reporting Level is Reduced

- Answer is no to all five (5) questions.
- Answer is yes to question 3 and two (2) of these questions, 1, 2, 4, or 5.
- Answer is yes to question 5 and the questioned costs were less than \$40,000.

Reporting Levels Defined

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

Reduced reporting – administrative instructions for recipient

1. When the agreement budget is zero or by July 30, 2025, whichever is sooner, RECIPIENT must submit a final PR/PR and Recipient Close Out Report (RCOR).
2. When costs incurred in a quarter are less than \$4,000, RECIPIENT may opt to combine those costs in the next PR/PR. **Exception:** Final PR/PRs must be submitted when the agreement budget is zero or by July 30, 2025, whichever is sooner.
3. RECIPIENT is required to itemize costs for reimbursement in the Payment Request form for Quarters [**quarters are determined by the grant manager**].
 - RECIPIENT may exercise the option to combine costs in the next PR/PR as described in administrative instruction 2 under reduced reporting.
 - When exercising administrative instruction 2, RECIPIENT must
 - Update the Spending Plan (if applicable) to \$0 for that quarter, and update amounts for remaining quarters.
 - Update the Outcomes Data Collection form (if applicable) with zeros for the quarter, shifting outcomes achieved to remaining quarters that correspond with the amount requested for reimbursement.
4. RECIPIENT is required to submit backup documentation [**flexibility is determined by the grant manager**].
 - Submitting backup documentation for any other PR/PR is optional.

- SWM grant managers are not required to review backup documentation that is not required to be submitted.
- RECIPIENT must maintain a file and be able to provide all backup or additional backup documentation upon SWM grant manager request.