



Funding Program Guidelines Community Litter Cleanup Program

2023-2025

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

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Related Information

EAGL Application Instructions for CLCP:
<https://apps.ecology.wa.gov/publications/SummaryPages/2307006.html>²

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¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2307005.html>

² <https://apps.ecology.wa.gov/publications/SummaryPages/2307006.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

Funding Program Guidelines

Community Litter Cleanup Program

2023-25 Biennium

Solid Waste Management
Washington State Department of Ecology
Olympia, WA

January 2023 | Publication 23-07-005



DEPARTMENT OF
ECOLOGY
State of Washington

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About the Community Litter Cleanup Program

Our mission and goals

This grant program assists county solid waste planning authorities responsible for developing local comprehensive solid waste management plans or their designated local government agency with the costs of picking up litter, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

How to contact us

Work with the Ecology grant manager in your region to develop your program and to help you coordinate with other groups and agencies involved in litter and illegal-dump activities. They can also help with the EAGL application process and the overall administration of your grant.

Table 1. Ecology Regional Grant Managers

Name	Address	Phone Number & E-Mail Address	Works with These Counties
Rodney Hankinson	Central Regional Office 1250 W Alder Street Union Gap WA 98903-0009	509-406-3999 rodney.hankinson@ecy.wa.gov	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Ryan Plouse	Eastern Regional Office 4601 N Monroe Spokane WA 99205-1295	509-951-2132 ryan.plouse@ecy.wa.gov	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Justin Boneau	Northwest Regional Office PO Box 330316 Shoreline WA 98133-9716	425-213-3563 justin.boneau@ecy.wa.gov	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom
Ariona	Southwest Regional Office PO Box 47775 Olympia WA 98504-7775	360-789-9601 ariona@ecy.wa.gov	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum

2023-2025 Proposed Timeline

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

Table 2. CLCP Schedule for the 2023-2025 biennium

Date	Action
January 1, 2023	Pre-application and consultations with potential recipients begins.
February 1, 2023 8:00 a.m.	Application period opens; guidelines, DRAFT allocation table, and application forms available. Ecology can begin processing applications and drafting agreements. Recipient technical assistance available.
March 1, 2023 5:00 p.m.	Application period closes. Formal offers may begin after the State Budget is passed and before July 1, 2023; however, the earliest Ecology will sign an agreement is July 1, 2023.
July 1, 2023	Agreement effective date, regardless of Ecology signature date.
July 1, 2023 - Ecology Signature Date on Agreement	Costs incurred in this period are called “retroactive costs” and are eligible for reimbursement.
Due dates: October 30 January 30 April 30 July 30	Submit a complete payment request and progress report (PR/PR) package in accordance with the reporting assessment provided by your grant manager. Quarters 1 & 5 cover July through September; quarters 2 & 6 cover October through December; quarters 3 & 7 cover January through March; and quarters 4 & 8 cover March through June.
October 1- December 31, 2024	Ecology and recipient work together to confirm budget needs for remainder of biennium.
March 15, 2025	Target date to initiate last amendments.
May 1, 2025	Target date for Ecology to receive all recipient signed amendments.
June 30, 2025	Agreement end date.
July 30, 2025	Recipient due date for all close out information, including a final PR/PR.

PART I - INTRODUCTION

A. Purpose statement

The purpose of the Community Litter Cleanup Program (CLCP) is to assist counties with the costs of picking up litter, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

B. Governing laws

The Washington Legislature authorized a financial assistance program under the Waste Reduction, Recycling, and Model Litter Control Act, [Chapter 70A.200 RCW](#)⁴ to conduct a permanent and continuous program to control and remove litter from this state. The Department of Ecology administers CLCP through these Guidelines.

List of governing laws

- [Chapter 70A.200 RCW](#), Waste Reduction, Recycling, and Model Litter Control Act⁵
- [Chapter 82.19.020 RCW](#)³, Litter Tax
- [Chapter 34.05 RCW](#)⁶, Administrative Procedure Act

C. Definitions

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

Administrative/overhead costs: These costs are not directly associated with the actual activity of litter pickup or illegal dump cleanup, cannot exceed 10 percent of the agreement total eligible cost (minus a Tools and Trucks task budget), and are calculated on the total of eligible costs listed on the Expenditures Table. At no point can your administrative costs be greater than 10 percent of your expenditures to date. Itemize this cost as a separate line item on the Expenditures Table by selecting “Other” as the Item Category and entering “Administrative/overhead costs” as the item description. Ecology does not allow administrative costs for Tools and Trucks.

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

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

⁴ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305>

⁵ <http://apps.leg.wa.gov/RCW/default.aspx?cite=82.21.030>

⁶ <http://app.leg.wa.gov/RCW/default.aspx?cite=34.05>

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

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

Authorized Official: Title of a recipient's system role in EAGL, which allows the user to manage organization information, assign organization user roles, and initiate, edit, and submit applications and reports.

Backup Documentation: Documents to support all expenditures reported on a payment request.

Benefits: The cost of employment fees/taxes required by law and paid by the employer, such as Social Security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance.

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

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

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

Contractor: Title of a recipient's system role in EAGL that allows a user to initiate and edit applications. A contractor is also any entity paid directly by the recipient for goods or services received under a contract.

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

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

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

Eligible Cost: Costs that meets all criteria established in the agreement and funding program guidelines.

Encampment: A publicly owned place with temporary accommodations consisting of huts or tents, including areas where vehicles park for sheltering in place, and can include sidewalks or under bridges.

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

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

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

Indirect Rate: Also known as overhead, the CLCP does not allow an indirect charge and instead allows for administrative/overhead costs.

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

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

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

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

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

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

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

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

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

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

Reporting Assessment: An ongoing process to identify the level of required recipient reporting.

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

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

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

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

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

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

D. Acronyms and Abbreviations

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

PART II – PROGRAM ADMINISTRATION

These Guidelines describe fund allocations, eligibility requirements, and performance monitoring for Ecology’s Community Litter Cleanup Program (CLCP). We encourage you to contact us with any questions. Thank you!

A. Guidelines

The CLCP Guidelines describe program requirements and the application process. They are written to facilitate understanding and compliance. All recipients of Ecology financial assistance are responsible for complying with applicable accounting and auditing requirements as defined within state laws and rules.

Recipients must also comply with requirements as defined in these Guidelines and with the Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) published at the time an agreement is offered by Ecology.

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

EAGL is a web-based application that Ecology uses to manage the entire lifecycle of an agreement from application to termination. Applicants apply for CLCP through EAGL, or in rare circumstances, another process defined by Ecology. Accessing EAGL requires the person is authorized in their Organization’s account through EAGL’s public interface, and is registered in EAGL through [Secure Access Washington \(SAW\)](#).⁷

C. Cost reimbursement and Statewide Vendor Number

Recipients receive payment through the Washington State Office of Financial Management’s Statewide Payee Desk. To receive payment, you must [register as a statewide vendor](#)⁸ by submitting a registration form and an IRS W-9 form. If you have questions about the vendor registration process, contact the Statewide Payee Help Desk at 360-407-8180 or email PayeeRegistration@ofm.wa.gov.

New Organizations Not Registered in EAGL

Please be aware that it can take up to 15 days or longer to get a statewide vendor (SWV) number. This number is a required field for the organization to register in EAGL. Organizations must register in EAGL before an application is available. You can check the [Statewide Vendor Number Lookup](#)⁹ to see if your organization already received one.

Returning Organizations Registered in EAGL

Most applicants for CLCP apply under an organization already registered in EAGL. During the funding period, if your organization changes its bank account or experiences staff turnover, you need to contact the Office of Financial Management (OFM) to update the information. Additionally, recipients cannot

⁷<https://secureaccess.wa.gov/myAccess/saw/select.do>

⁸ <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

⁹ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

edit their own SWV number in EAGL and this number needs to be accurate in order for you to receive payment. If your SWV number changes, contact your Ecology Grant Manager immediately with the new number. They will request an update from the EAGL System Administrator and notify the Ecology fiscal staff.

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

D. Funding source and availability

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

Funding for the Community Litter Cleanup Program (CLCP) comes from the Waste Reduction, Recycling, and Litter Control Account (WRRLCA), which are taxes paid by grocery and drug stores, fast food restaurants, wholesale beverage companies, and paper companies. Since 1998, the Legislature dedicates 20 percent of this account to local governments to support Washington communities through the CLCP.

Ecology anticipates \$4,000,000 will be available for CLCP for the period July 1, 2023, through June 30, 2025, including \$3,600,000 for litter and illegal dump cleanup and prevention activities, and \$400,000 for Tools and Trucks (T&T). See [Applying for T&T](#) for more information.

PLEASE NOTE: this amount is not final; the Washington State Legislature convenes in January 2023 to begin working on a final budget anticipated signed by the Governor in May 2023. Ecology knows the final budget when it is enacted by the Governor.

Insufficient funds to fulfill terms

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

Ecology will make a reasonable attempt to provide notification as soon as possible.

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

Special funding notes

In addition to the 20 percent, a portion of which is for CLCP, 40 percent of WRRLCA pays for statewide litter collection and prevention programs carried out by Ecology's Solid Waste Management Program (SWM) and other state agencies. The final 40 percent of the account funds Ecology's waste reduction, recycling, and other solid waste related efforts.

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

Ecology Ecology cannot guarantee that CLCP allocations presented in these Guidelines are the final allocations. We will do our best to communicate more information about the final budget as it becomes available. Please use the draft allocation table for general planning and application purposes only.

E. Formula for allocating CLCP

Funding Formula and Base Amount

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

- \$1,260,012 equally among the counties as a base amount. (35 percent of funds);
- \$1,080,000 based on [geographic and demographic factors](#). (30 percent of funds); and
- \$1,259,988 on [efficiency and effectiveness measures](#) (35 percent of funds).

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

The base amount is \$32,308 per county. This base amount ensures funding for a basic program in each county that applies for a grant.

Geographic and Demographic Factors

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

The four equally weighted factors:

1. Total square miles (2022 National Association of Counties).
2. Daily vehicle miles traveled (2020 WSDOT Highway Performance Monitoring System).
3. Centerline miles for public roads (2020 WSDOT Highway Performance Monitoring System).
4. Population forecast (2022 WA OFM).

The rationale behind the factors:

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

To determine allocations, Ecology compared each county's geographic and demographic factors against statewide totals, resulting in a percentage. This percentage, multiplied by the total funding available for geographic and demographic factors, determines each county's allocation. Allocation amounts range from \$2,614 to \$185,327.

A breakdown of how Ecology determined the geographic and demographic allocations for each county is shown in Table 3. Percentages listed in the four gray-shaded columns reflect an applicant's share of each factor (area, population, miles of road, miles driven) as a percentage of Washington totals. For example, Grant County is 2,676 square miles in area or 4.02% of the total area in square miles of Washington State. So, 4.02% is in the "Area" column for Grant County. The table includes the same calculations for miles driven, miles of road, and population. The "Average Percent" column adds the four gray-shaded columns for each applicant and divides that total by four. Finally, the "Amount" column multiplies each applicant's "Average Percent" by \$1,080,000 (the total amount available for geographic and demographic allocations). In Grant County, the percentages in the four gray-shaded columns are 4.02%, 1.86%, 4.43%, and 1.29%, with a sum of 11.60%. Next, four divides 11.60%, equaling 2.90%. This is Grant County's Average Percent. Finally, 2.90% is multiplied by \$1,080,000, which equals \$31,316. This is Grant County's geographic and demographic amount.

Table 3. Geographic and Demographic Allocations by County

County	Area	Miles Driven	Miles of Road	Population	Percent summed	Average Percent	Amount
ADAMS	2.90%	0.98%	2.59%	0.27%	6.73%	1.68%	\$18,179
ASOTIN	0.96%	0.18%	0.75%	0.29%	2.17%	0.54%	\$5,867
BENTON	2.56%	2.86%	2.41%	2.70%	10.53%	2.63%	\$28,427
CHELAN	4.39%	1.19%	1.68%	1.03%	8.29%	2.07%	\$22,381
CLALLAM	2.62%	1.01%	1.58%	0.99%	6.20%	1.55%	\$16,740
CLARK	0.94%	5.22%	3.01%	6.62%	15.80%	3.95%	\$42,649
COLUMBIA	1.31%	0.12%	0.81%	0.05%	2.28%	0.57%	\$6,167
COWLITZ	1.71%	2.21%	1.83%	1.43%	7.18%	1.80%	\$19,395
DOUGLAS	2.74%	0.71%	2.55%	0.56%	6.56%	1.64%	\$17,698
FERRY	3.31%	0.21%	1.96%	0.09%	5.57%	1.39%	\$15,046
FRANKLIN	1.87%	1.33%	1.91%	1.27%	6.38%	1.59%	\$17,224
GARFIELD	1.07%	0.10%	0.68%	0.03%	1.88%	0.47%	\$5,080
GRANT	4.02%	1.86%	4.43%	1.29%	11.60%	2.90%	\$31,316
GRAYS HARBOR	2.88%	1.28%	2.15%	0.97%	7.28%	1.82%	\$19,662
ISLAND	0.31%	0.79%	1.06%	1.12%	3.27%	0.82%	\$8,839
JEFFERSON	2.72%	0.63%	1.37%	0.42%	5.14%	1.28%	\$13,876
KING	3.19%	26.85%	9.13%	29.46%	68.64%	17.16%	\$185,327
KITSAP	0.59%	2.99%	2.06%	3.58%	9.23%	2.31%	\$24,923
KITTITAS	3.45%	2.05%	2.29%	0.60%	8.39%	2.10%	\$22,665
KLICKITAT	2.81%	0.44%	2.03%	0.29%	5.57%	1.39%	\$15,036
LEWIS	3.62%	1.83%	2.38%	1.06%	8.90%	2.22%	\$24,018
LINCOLN	3.47%	0.53%	2.99%	0.14%	7.14%	1.78%	\$19,272
MASON	1.44%	0.86%	1.27%	0.84%	4.41%	1.10%	\$11,917
OKANOGAN	7.91%	0.91%	4.98%	0.54%	14.34%	3.59%	\$38,726
PACIFIC	1.46%	0.41%	1.26%	0.30%	3.44%	0.86%	\$9,294
PEND OREILLE	2.10%	0.25%	1.36%	0.17%	3.88%	0.97%	\$10,471
PIERCE	2.52%	11.12%	5.40%	11.92%	30.96%	7.74%	\$83,585
SAN JUAN	0.26%	0.10%	0.38%	0.23%	0.97%	0.24%	\$2,614
SKAGIT	2.61%	2.34%	2.08%	1.67%	8.70%	2.18%	\$23,492
SKAMANIA	2.49%	0.24%	0.98%	0.15%	3.86%	0.96%	\$10,410
SNOHOMISH	3.14%	9.65%	4.60%	10.77%	28.16%	7.04%	\$76,033
SPOKANE	2.65%	6.44%	5.65%	7.00%	21.74%	5.44%	\$58,698
STEVENS	3.72%	0.70%	3.99%	0.60%	9.01%	2.25%	\$24,329
THURSTON	1.09%	4.06%	2.68%	3.82%	11.65%	2.91%	\$31,465
WAHKIAKUM	0.40%	0.08%	0.44%	0.06%	0.97%	0.24%	\$2,625
WALLA WALLA	1.91%	0.82%	1.68%	0.80%	5.20%	1.30%	\$14,045
WHATCOM	3.18%	2.56%	2.48%	2.95%	11.18%	2.79%	\$30,173
WHITMAN	3.24%	0.71%	2.96%	0.61%	7.52%	1.88%	\$20,302
YAKIMA	6.45%	3.38%	6.13%	3.31%	19.27%	4.82%	\$52,016
TOTAL	100%	100%	100%	100%	400%	100%	\$1,080,000

Efficiency and Effectiveness (E&E)

State law (RCW 70A.200.170) requires that Ecology distribute monies based on the Efficiency and Effectiveness (E&E) of existing programs. Ecology developed criteria to evaluate the E&E of CLCP projects. The amount available for E&E for 2023-2025 is \$1,259,988. Ecology divided this amount by region.

Table 4. Efficiency and Effectiveness Allocations by Region

Region	E&E Allocation
Central	\$ 188,998
Eastern	\$ 220,502
Northwest	\$ 385,878
Southwest	\$ 330,753
TOTAL	\$1,259,988

Ecology divides available E&E by region based on:

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

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

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

Ecology's grant managers determined the E&E allocation for each region and county based on the above criteria. Table 5 summarizes the results of the E&E allocation decision process. This table lists the total projected award per county in accordance with the results of the three-part allocation formula (base, geographic/demographic, efficiency and effectiveness).

Table 5. 2023-2025 CLCP Allocations by County

County	Base Amount	Geographic & Demographic	Efficiency & Effectiveness	Total Projected Award*
ADAMS	\$32,308	\$18,179	\$10,513	\$61,000
ASOTIN	\$32,308	\$5,867	\$25,025	\$63,200
BENTON	\$32,308	\$28,427	\$11,071	\$71,806
CHELAN	\$32,308	\$22,381	\$35,011	\$89,700
CLALLAM	\$32,308	\$16,741	\$43,009	\$92,058
CLARK	\$32,308	\$42,650	\$45,742	\$120,700
COLUMBIA	\$32,308	\$6,167	\$0	\$38,475
COWLITZ	\$32,308	\$19,395	\$39,997	\$91,700
DOUGLAS	\$32,308	\$17,699	\$34,993	\$85,000
FERRY	\$32,308	\$15,047	\$0	\$47,355
FRANKLIN	\$32,308	\$17,225	\$27,567	\$77,100
GARFIELD	\$32,308	\$5,080	\$7,112	\$44,500
GRANT	\$32,308	\$31,317	\$30,075	\$93,700
GRAYS HARBOR	\$32,308	\$19,662	\$51,030	\$103,000
ISLAND	\$32,308	\$8,840	\$5,252	\$46,400
JEFFERSON	\$32,308	\$13,876	\$1,016	\$47,200
KING	\$32,308	\$185,327	\$129,903	\$347,538
KITSAP	\$32,308	\$24,923	\$50,169	\$107,400
KITTITAS	\$32,308	\$22,666	\$35,026	\$90,000
KLICKITAT	\$32,308	\$15,036	\$32,956	\$80,300
LEWIS	\$32,308	\$24,018	\$47,074	\$103,400
LINCOLN	\$32,308	\$19,273	\$17,019	\$68,600
MASON	\$32,308	\$11,917	\$40,075	\$84,300
OKANOGAN	\$32,308	\$38,726	\$19,966	\$91,000
PACIFIC	\$32,308	\$9,295	\$7,997	\$49,600
PEND OREILLE	\$32,308	\$10,472	\$7,220	\$50,000
PIERCE	\$32,308	\$83,586	\$3,806	\$119,700
SAN JUAN	\$32,308	\$2,614	\$3,278	\$38,200
SKAGIT	\$32,308	\$23,492	\$39,600	\$95,400
SKAMANIA	\$32,308	\$10,411	\$6,981	\$49,700
SNOHOMISH	\$32,308	\$76,034	\$107,458	\$215,800
SPOKANE	\$32,308	\$58,699	\$63,993	\$155,000
STEVENS	\$32,308	\$24,329	\$15,088	\$71,725
THURSTON	\$32,308	\$31,466	\$44,026	\$107,800
WAHKIAKUM	\$32,308	\$2,626	\$0	\$34,934
WALLA WALLA	\$32,308	\$14,046	\$0	\$46,354
WHATCOM	\$32,308	\$30,174	\$50,218	\$112,700
WHITMAN	\$32,308	\$20,302	\$16,890	\$69,500
YAKIMA	\$32,308	\$52,017	\$19,975	\$104,300
STATEWIDE	\$1,260,012	\$1,080,000	\$1,259,988	\$3,600,000

*Pending Legislative Approval

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

F. Local contribution requirements

Recipients of CLCP are not required to contribute additional cash or in-kind. Instead, recipients are encouraged to mobilize local resources. These may include correctional workgroups, volunteer organizations, administrators, and/or equipment. This approach produces the greatest environmental impact with the limited funding available. To maximize project success, communities should invest local resources such as donated staff time, volunteer labor, donated equipment and supplies, and waived disposal costs.

G. Administrative/overhead costs

CLCP defines "administrative/overhead costs" as costs not directly associated with the actual activity of litter pickup or illegal dump cleanup. These costs cannot exceed 10 percent of the agreement total eligible cost (minus a Tools and Trucks task budget), and are calculated on the total of eligible costs listed on the Expenditures Table in the Payment Request form. At no point can your administrative costs be greater than 10 percent of your expenditures to date. Itemize this cost as a separate line item on the Expenditures Table by selecting "Other" as the Item Category and entering "Administrative/overhead costs" as the item description. Ecology does not provide funding for administrative/overhead costs for Tools and Trucks tasks.

H. Period of performance

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

I. Lifecycle of an agreement in EAGL

The lifecycle of an agreement in EAGL includes:

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

These Guidelines expand on specifics of the agreement lifecycle.

J. Environmentally preferable purchasing (EPP)

State agencies, local governments, and private companies have many opportunities to reduce the impact of their operations through environmentally preferable purchasing (EPP), also known as sustainable procurement. Ecology encourages recipients consider sustainable procurement. By purchasing environmentally preferable goods and services, governments and businesses can reduce the impact of their operations, potentially save money, and influence manufacturers and vendors to offer goods and services that are safer and more climate friendly. Washington state agencies are directed to increase environmental purchasing by both [executive order and legislation](#)¹⁰.

K. File management and record retention requirements

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

Paper Records

Required CLCP file contents include:

- Signed agreement and all signed amendments.
- Signed contracts related to the agreement or amendment(s).
- Property/equipment documents when applicable, such as Ecology purchase approvals and recipient's inventory control.
- Outputs/deliverables (advertisements, brochures, fact sheets, surveys, and reports).
- Correspondence (maintain an electronic file for electronic correspondence).

When submitting a payment request online, you must upload the first two bulleted file contents into EAGL. You need to keep the originals of the following forms in local files:

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

Electronic Records

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

¹⁰ <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Environmentally-preferable-purchasing>

L. Audits

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

M. Reporting assessment

In the 2021-23 funding cycle, a Risk Assessment policy was piloted for all funding opportunities managed through the Solid Waste Management (SWM) program. This policy was intended to decrease the reporting burden for recipients. SWM has modified the policy based on feedback and will continue to implement it in future funding cycles. Significant modifications to the policy include:

- Changed the policy name to “Reporting Assessment Policy”
- Changed the terminology from high, medium, low risk to standard reporting and reduced reporting.
- Added option for a recipient to choose to participate in the assessment. Recipients that choose not to participate default to the standard reporting requirement.

A copy of the updated policy can be viewed in [Appendix A](#).

PART III – COORDINATION AND ELIGIBILITY

A. Coordination requirements

County solid waste planning authorities must coordinate with all CLCP grant applicants within their county and approve all proposed tasks.

Proof of Coordination form

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

All other applicants must complete the Proof of Coordination Form and upload it to EAGL as part of the application process. A link to the form is located in the application and provided in [Appendix B](#).

B. Eligible applicants and recipients

Any local government agency **approved by the county solid waste planning authority** through required coordination can apply for a CLCP grant. That organization is responsible for grant administration and implementation, including invoicing Ecology for reimbursement.

For example, the county solid waste planning authority may approve their county's corrections department or a city within the county to apply for all or a portion of the county's CLCP allocation. In this example, the corrections department enters into an agreement with Ecology, conducts and administers project scopes of work, and may contract with other entities for assistance.

Local governments have wide latitude to use partnerships with other agencies and groups to get the work done. For example, community volunteer organizations and correction agencies with crews that need to satisfy community service obligations can perform CLCP work under these grants.

C. Project eligibility and criteria

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

Eligible CLCP Costs

- Salaries and benefits of crew supervisors and non-correctional crews for the time they spend on CLCP only. Supervisors may supervise local or state corrections crews, volunteer, or paid crew members. Overtime differentials are not eligible unless an individual spends 100 percent of work time on CLCP activities and your grant manager approves and documents this in advance.
- Labor and Industry insurance.
- Safety training for supervisors and crew members if it relates to litter/dump/road work.
- Supplies necessary for litter pickup operations such as gloves, litter grappers, hard hats, reflective vests, traffic cones, work signs, safety glasses, and bags.

- Vehicle fuel and maintenance in proportion to litter and illegal dump use. You may not charge for county owned general equipment rental or revolving fund (ER&R) charges. You must itemize fuel and vehicle maintenance charges and include relevant invoices as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.
- Tools and equipment necessary for litter pickup and illegal dump cleanup operations.
- Renting or leasing tools or equipment such as a front-end loader, portable toilets, or a van. Although these costs are eligible, we encourage collaborating with local jurisdictions for donating the use of such tools or equipment.
- Capital expenditures such as a vehicle for crew transportation. See [Applying for Tools and Trucks](#) for more information.
- Administrative/overhead costs such as managing this grant through record keeping and accounting. To calculate these costs, multiply the total costs itemized in the Expenditure Table by **10 percent**.
- Litter pickup and illegal dump cleanup on public lands.
- Disposal costs for litter and illegally dumped debris collected from public property. Although these costs are eligible, we encourage collaborating with local jurisdictions to reduce or waive disposal fees as part of the local investments.
- One-time cleanup of an illegal dump on one particular site (not one property) on privately held lands with public access. The illegal dumpsite must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology requires the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup. The CLCP requires property owners to pay disposal costs. These are not eligible costs under the CLCP. Ecology encourages local governments to work with the private property owner to cover the cost of disposal or waive disposal fees as part of the investment in the cleanup.
- Litter cleanup (not an illegal dump) on private property with public access only if the public is not charged for access as a commercial activity. For instance, a campground with fee or a boat launch. The litter must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology requires the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup.
- Litter receptacles for placement on public property with continuous access for the public. These must have a maintenance plan prior to their purchase. Ecology may deny reimbursement of the costs if there was no prior-approved maintenance plan. Maintenance and service of these receptacles are not eligible costs.

- Education, outreach and behavior change activities and materials focusing on preventing litter and illegal dumping (Keep Washington Litter Free road signs, vehicle litter bags, cargo nets or tarps, outreach materials, advertising, etc.). CLCP limits these costs to **20 percent** of the agreement total eligible cost minus a Tools and Trucks task budget. Ecology does not allow education/outreach costs to be charged under a Tools and Trucks task.
- Certain equipment ensuring access to the EAGL system. Please discuss this with your Ecology regional grant manager.

Ineligible CLCP Costs

- Project costs that other sources already fund, including activities covered through Local Solid Waste Financial Assistance (LSWFA). Exception: The CLCP and LSWFA both cover homeless encampment cleanup costs.
- Cleanup after community fairs and special events. These costs should be part of the event itself.
- Maintenance and service of litter receptacles.
- Costs associated with applying for CLCP.
- Supplies used to administer this program such as computers, laptops, office furniture, etc. There may be exceptions to ensure access to EAGL. Please discuss this matter with your Ecology regional grant manager.
- Costs incurred before the effective date of the agreement, unless they are preauthorized and the agreement specifically provides for them.
- Administration costs over **10 percent** of the agreement total eligible cost minus a budget for Tools and Trucks task.
- Indirect costs. These costs are business or operational costs incurred for a common purpose and not directly connected with a specific project, such as utilities for a facility used for both project-related and non-project-related recipient activities. Indirect, also known as overhead is a rate applied to recipient salaries or salaries and benefits charged to the task and should not be confused with administrative/overhead costs as defined in these guidelines.
- Administration/overhead costs under a Tools and Trucks task.
- Overtime differential, unless an employee spends 100 percent of their time on tasks specific to the grant. Ecology must approve this cost in advance.
- Costs associated with cleanup of an illegal dumpsite on private land with public access if the CLCP already funded a cleanup on the same site. There is a one-time limit to cleanup a specific dumpsite on private land.
- Costs associated with cleanup of litter or illegal dumpsites on private land without public access.
- Disposal costs for debris collected from private land. The CLCP requires property owners to pay disposal fees.
- Signs acknowledging specific organizations such as “Adopt a Roadway” groups.
- Mileage. Fuel costs must be direct billed.

- County owned general equipment rental or revolving fund (ER&R) charges. You must itemize fuel and vehicle maintenance charges and include relevant invoices as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.
- Undocumented costs.

D. Additional details and reminders

- Matching funds are not required.
- Instead of requiring a match, Ecology encourages communities to mobilize local resources. These may include correctional workgroups, volunteer organizations, administrators, and/or equipment. This approach produces the greatest environmental impact with the limited funding available. To maximize project success, communities should invest local resources such as donated staff time, volunteer labor, donated equipment and supplies, and waived disposal costs. NOTE: This is one of the Efficiency and Effectiveness (E&E) measurements. See [Efficiency and Effectiveness](#) for more detail.
- The county solid waste planning authority must take part in planning possible projects. Recipients must make sure projects do not duplicate or conflict with previously planned efforts. Recipients must coordinate with the Washington Department of Corrections (WDOC), the Washington Department of Natural Resources (WDNR), the Washington Department of Transportation (WSDOT), and the Ecology Youth Corps (EYC).
- This program focuses on results. Local governments have a wide range of opportunities to spend their CLCP budget, but they must be able to show quantifiable results. These may include miles of roads cleaned, acres of public areas cleaned, pounds of material picked up (litter, material from illegal dumps, and recyclables), or number of dumpsites cleaned up.
- Results must be tangible and recipients must report results in accordance with the terms of their grant. Unless the reporting assessment indicates otherwise, recipients must submit quarterly reimbursement requests and progress reports to Ecology, even if no work occurred that quarter.
- You must submit a final payment request and the Recipient Close Out Report (RCOR) within 45 days of the agreement budget reaching \$0, or by July 30 of Quarter 8, whichever comes first. Ecology may not be able to reimburse final requests received after July 30.

PART IV – APPLICATION AND SCREENING

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

A. Getting started

These are key questions to answer and include in program development.

- Specifically describe the problem and the plan to solve it
 - Is litter worse along the highway or in publicly owned vacant lots near stores?
 - Do illegal dumps pose a greater environmental threat?
- What is the status of litter pickup and illegal dump cleanup activities within your county?
 - What is the normal level of effort and resources devoted to the problem by agencies such as the state Departments of Transportation, Corrections, and Ecology?
 - Will your efforts duplicate what others are doing for litter pickup or are they complementary?
- What is the status of litter prevention efforts within your county?
 - Are there opportunities to do more education and outreach through partnerships?
 - Can you use resources in Ecology's [Litter Prevention Partner Toolkit¹¹](#) or do you need to create your own?
 - Do you want to purchase and distribute behavior change tools to residents, such as cargo nets or vehicle litter bags?
 - Do you need to replace outdated Litter and It Will Hurt road signs with new Keep Washington Litter Free signs?
 - Do you have a problem with unsecured loads and want to implement education and/or enforcement of unsecured load fees at your solid waste facilities?
- Who will help with your county's CLCP projects and how?
 - Are they ready to proceed right now or do they need help getting ready?
- How will you recruit and train crews and/or crew supervisors and ensure safety?
- What resources will you direct towards your program?
 - Can you collaborate with other agencies for contributions of volunteer time, donated equipment, waived tipping fees, etc.?
- How will you handle recycling or disposing the debris you collect?
 - How will you transport it?
- What will success look like?
 - How will you measure that and show your results?

¹¹ <https://ecology.wa.gov/Special-Pages/Partner-toolkit-for-litter-campaign>

B. Drafting a proposal

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

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

C. Community investment, partnerships, and local involvement

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

Potential community partners:

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

Ecology also encourages applicants to consult with representatives of the state Departments of Transportation (WSDOT), Corrections (WDOC), Natural Resources (WDNR), and the Ecology Youth Corps (EYC). These agencies may have existing plans for litter pickup or illegal dump cleanup in your area. Coordination and communication with others avoids duplication of effort and makes the most of limited funds.

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

D. Application period

The application period opens at 8:00 a.m. on February 1, 2023. Applications are due to Ecology by 5:00 p.m. on March 1, 2023. You must submit your application through EAGL. If applying for available [Tools and Trucks \(T&T\)](#) money, your request must be included in your application. This is the only opportunity to apply for initial consideration of available T&T funding.

E. Application preparation

Step 1:

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

Step 2:

The county should:

- Identify and coordinate all potential project ideas.
- Plan the project and obtain local resources.
- Ensure that one consolidated application is complete. Ecology grant managers can assist with Step 2.

Applicants are encouraged to request a conference with their [Ecology regional grant manager](#). The conference may include other staff and jurisdictions with expertise in litter-related projects.

The conference can cover:

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

Please contact your Ecology regional grant manager for information and assistance.

Step 3:

Initiate and complete your on-line application.

F. Applying for Tools and Trucks

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

Funding cycle

The funding cycle for T&T is the same as for CLCP: July 1, 2023 through June 30, 2025.

Application period

The application period for T&T is the same as for CLCP: 8:00 a.m. February 1, 2023 through 5:00 p.m. March 1, 2023.

Applications for available T&T money must be completed in EAGL and submitted as part of the overall application package. To be considered for available T&T money, your application must include a completed *Application for Tools and Trucks* form when it is submitted.

Available funds

This biennium, a total of \$3,600,000 is available for litter pickup, illegal dump cleanup, litter prevention education and outreach, and other eligible activities. Ecology allocates 10 percent of the total available or \$400,000 for capital purchases through a T&T task. T&T does not include supplies. See [Eligible Purchases](#) below.

Application process

The application form for T&T is located in EAGL. You complete the T&T form with your CLCP application. Instructions for completing the form are explained in the Application Instructions document in EAGL.

Generally, you'll need to provide the following information on your application:

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

Grant structure

If your T&T application is funded, it will be scoped as a separate task and budget in your CLCP agreement. Ecology tracks it as a separate fund source. You cannot transfer money between fund sources in your grant without a formal amendment signed by you and Ecology.

Eligible purchases

The following definitions determine eligibility for T&T purchases:

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

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

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

Award determination

Ecology will consider all requests received by the application deadline of 5:00 p.m. on March 1, 2023. The open application period is the only time you are able to initially apply for available T&T. Ecology's regional grant managers meet to determine T&T awards. Funding goes to those requests that best show need, capacity for usage, and environmental results that advance litter control priorities. The criteria are flexible to allow consideration of unforeseen needs and circumstances. Requests for T&T that come later in the biennium are considered on a case-by-case basis and as funds are available.

Tools & Trucks funding application score sheet

Applicant Name: _____

Evaluator Name: _____ Date: _____

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

Criteria 1: Environmental Results

Will the purchase of the item(s) contribute to the positive outcome of the litter contract? Will purchase of the item(s) improve the efficiency of litter collection and or lead to prevention of litter and illegal dumps? Are there any special environmental problems the purchase of this item will address?

Points Available 30 x _____% = Score _____

Comments:

Criteria 2: Demonstrated need

Is the item(s) an integral part of the overall litter clean-up strategy of the recipient? Are there other resources available to the recipient to acquire this item? Can the work of the contract still be accomplished if money isn't made available for this item? Is this equipment necessary for the protection of human health? Did you receive Tools & Trucks funds in the 21-23 biennium and were unable to purchase your vehicle due to manufacturing issues?

Points Available 25 x _____ % = Score _____

Comments:

Criteria 3: Track Record of Recipient

Has the recipient shown the capacity to do the work? Is the cost estimate reasonable? Reporting history? Output history?

Points Available 20 x _____ % = Score _____

Comments:

Criteria 4: Capacity of Usage

How often will this item be used (for example, if a van, will it be used five days a week or only twice a week). Are they ready to begin using the item right away? Have they used prior T&T purchases in a timely and efficient fashion?

Points Available 15 x _____ % = Score _____

Comments:

Criteria 5: Other Factors

Is the recipient making any contribution to the costs? Did they fill out the form correctly and completely? Will purchase of the item(s) save money in the long run? Have they been denied similar funding requests prior?

Points Available 10 x _____ % = Score _____

Comments:

Total Score (add up scores from all 5 criteria) = _____ (out of 100 total points)

G. Submitting an application

Detailed instructions for submitting an application are provided in the Application Instructions document located in EAGL. After completing all application forms, you must change the status of your application to "submit." This formally submits your application to Ecology. The status of your application must be "submitted" by 5:00 p.m. on March 1, 2023 or it may not be considered.

Available funds for Tools and Trucks (T&T) is limited. The applicant must complete the application form for T&T during and submit it by the deadline or may forfeit initial consideration for available funds. The applicant may request their submitted application be returned to add a request for T&T if the application period has not closed. Once the application period closes, the opportunity to apply for initial T&T funds is closed as well. If more funds for T&T become available during the grant cycle, Ecology reserves the right to distribute those funds accordingly.

H. Screening an application

The Ecology grant manager screens the application in EAGL for completeness and eligibility. After screening, the grant manager initiates the agreement process in EAGL. The grant manager screens for the following:

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

PART V – AGREEMENTS AND AMENDMENTS

A. Negotiations and formal offer

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

B. Returning a signed agreement (or amendment)

As part of the application process, you must obtain needed approvals and signatures.

Required approvals and signatures:

- Agreement signatures must come from officials authorized to bind the resources necessary to comply with the grant terms and conditions. The designated official with signature authority must have an approved EAGL registration through SAW so their name appears in the signature block of the printed agreement when it is ready for signature.
- If the applicant is not the county solid waste planning authority, the applicant must coordinate with the county solid waste planning authority and fill out the “Proof of Coordination” form. You can find this form in EAGL during the application process and from a link provided in these Guidelines. Select the link in either location, download, print, and route to the appropriate officials for signatures. After acquiring signatures, upload the signed document into your application in EAGL.

DocuSign is now available for grant signatures, though you are not required to use this process. Ecology is not accepting hard copy documents for processing. You may continue with the existing process of downloading your agreement from EAGL and routing it for wet signature(s). If using the latter process, you must return a PDF copy of the signed and dated agreement to Ecology by email.

Regardless of either signature process used, Ecology must receive a signed and dated agreement within 60 days of the EAGL auto-generated “Agreement Requires Signature” email sent to those in the role of authorized official for your organization.

A copy of the executed agreement is available through DocuSign and from EAGL.

If you have questions, contact your [Ecology regional grant manager](#).

C. Unrequested funds

Ecology reserves the right to redistribute money that is not requested at the onset of the biennium.

D. Unspent funds

CLCP grant managers monitor spending throughout the biennium. If the recipient and Ecology agree the remaining budget is more than the recipient can spend, those funds may be amended out of the original agreement and reobligated elsewhere.

Determining “unspent”

When a budget amount is determined excessive for the remaining work and time in the agreement period, both parties can agree to amend the agreement to reduce the budget. This process is called a budget decrease or deobligating funds. CLCP refers to the deobligated funds as “unspent”.

The following methodology is used to confirm agreement budgets are excessive:

- Grant managers email recipients in September of Quarter 5.
- Ecology grant managers work with individual recipients to get their emailed response by mid-October of Quarter 6.

During this process, Ecology may discover the remaining budget in an agreement is not enough to cover the costs a recipient has already incurred or expects to incur for the remainder of the agreement period. Deobligated funds are available for redistributed or reobligation.

Reobligating unspent funds

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

1. The recipient must be in good standing for their administration of CLCP in the biennium. Good standing is based on administrative performance and communication with Ecology in the current biennium.
2. Unspent funds are first reobligated in the Ecology region of origin and then available statewide after regional need is fulfilled.
3. Criteria used by each region in determining redistribution must be documented and includes but may not be limited to recipients’:
 - a. Response to Ecology’s unspent email.
 - b. Administrative performance in communicating with the Ecology regional grant manager, timely submittal of PR/PRs, and task work progressing as expected.
 - c. Classification by Department of Health’s (DOH) Washington Tracking Network (WTN) Environmental Health Disparities (EHD) index that determines highly impacted communities.
 - d. History of spending.
4. Criteria for statewide reobligation, if statewide reobligation is necessary, will be recommended by the CLCP, approved by the Solid Waste Management’s program management team and documented.

Funds may be used to create a new Task, amend the existing scope, and or for capital purchases on a case by case basis.

E. Amendments

The Authorized Official(s) for your Organization will receive an EAGL auto-generated **Amendment Requires Signature** email. This is Ecology’s official notification that an Amendment is being offered and is ready for recipient signature. CLCP grant managers may follow this notification with reminders. See [Section B](#) above, and follow the same process for an amendment.

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

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

Changes that require an amendment:

- Scope of work or the objectives of the project.
- Agreement budget, whether for an increase or decrease.
- Funding, whether for an increase or decrease.
- Special Terms and Conditions, or agreement-specific Terms and Conditions.

F. Budget deviation

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

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

When Ecology allows the deviation, the grant manager must note the budget changes in a spreadsheet designated by the Fund Coordinator.

Do not itemize costs in excess a task's remaining budget, for the reasons outlined below.

How does the EAGL function work?

Without warning or permission, a system functionality built into EAGL allows the recipient to itemize costs in excess of a task's budget, and allows for Ecology to approve them. Though the system will never allow reimbursement of costs in excess of the agreement total eligible cost, a budget deviation can automatically occur in each PR/PR capping the total of deviations when 10 percent of the total agreement budget is reached.

Why is this function problematic?

This functionality can be problematic for agreements with more than one task because the deviation is automatic.

- A budget deviation can unexpectedly short another task budget without your knowledge or approval.
- Task budgets identified in the Agreement do not align with the amount of funds spent in each Task which causes inaccurate EAGL reporting data related to task budgets.

Administrative changes – no amendment required

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

PART VI – PROGRESS REPORTING

A. General information

It is an agency requirement for all recipients of Ecology grants and loans to submit a progress report each quarter, unless your reporting assessment indicates otherwise. EAGL ties a progress report to a payment request, which means that both must be submitted. If you do not incur expenses during a quarter, you are still required to submit a progress report. **See Progress Report Fields.**

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

B. Reporting timeline

Ecology requires recipients to complete progress reports and submit one with each payment request, or at least quarterly, if there are no expenditures to reimburse (unless your reporting assessment indicates otherwise). If there are expenditures in a period that the recipient expects reimbursed, the recipient must submit for reimbursement. When the recipient receives invoices late, they can itemize them on the next Payment Request and Progress report request (PR/PR) submitted. Waiting for invoices is not an acceptable excuse for submitting late PR/PRs.

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

Table 6. Progress reporting deadlines

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

C. Progress report fields

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

The recipient completes a Progress Report form at least quarterly (unless your reporting assessment indicates otherwise), even when not requesting reimbursement of expenditures in the quarter. This helps communicate to Ecology that you are still an active recipient.

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

Final

The only time “Yes” is selected for “Final” is when the budget balance of the agreement is \$0 or the recipient intends to close out the agreement. Otherwise, select “No” on all progress reports.

Percent Complete

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

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

Summary of accomplishments for this reporting period

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

- “Task progress is on schedule as expected”
- “No expenditures, no task work this period”

Otherwise, for every Task Title, provide a brief description of the work accomplished.

Below is an example of how to format the summary of accomplishments for a CLCP agreement with a T&T task.

* By Task Progress		
Task Title	Percent Complete	Summary of accomplishments for this reporting period
Litter Pickup and Illegal Dump Cleanup	25 %	Cleaned up dumpsites and shoulder litter on county roadways 83 of 2000
Tools and Trucks	0 %	Purchases scheduled for 2022 28 of 2000

Figure 1. Example format for Summary of Accomplishments in the progress report.

General Comment

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

Metrics (If Applicable)

CLCP is requiring the recipient report on the metrics identified in the table. Enter the data that represents the reporting period and please do not double report metrics.

Metric	Response
Hours Worked	
Miles Cleaned	
Number of Illegal Dumps Cleaned	
Pounds of Litter Collected	
Pounds of Illegal Dump Material Collected	
Pounds of Material Recycled	

Upload Supporting Documents

Upload copies of tracking spreadsheets created during the reporting period, or any other documents that illustrate the work accomplished. The upload feature is found near the bottom of the Progress Report form.

Do not upload financial supporting documents here.

D. List of required forms

Besides the Payment Request and Progress report, and Recipient Close Out forms described in another section of these Guidelines, a list of the forms a recipient is required to complete and submit is provided below. Ecology uses these reports for tracking purposes.

- **Form D: Contractor Participation Report:** The recipient is responsible for completing this report with each PR/PR. Follow the instructions on the form or refer to Section 12 of the EAGL User Manual if more information is needed to complete and submit the form.
- **Equipment Purchase Report:** You must complete this form and submit it in EAGL anytime you purchase equipment. The recipient submits one Equipment Purchase Report (EPR) for each piece of equipment or property that has a useful life of more than one year and is valued at \$5,000 or more. The value can include tax, shipping, and installation costs. See Section 13 of the EAGL User Manual located in EAGL at the top of any screen, if more information is needed to complete and submit the form. Ecology may ask you to submit this form for purchases that have a useful life of more than one year but a value of less than \$5,000. Like, for example, electronics.

PART VII – PAYMENT REQUESTS

A. General information

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

Submitting invoices through EAGL demonstrates the use of program funds. Unless the reporting assessment indicates otherwise, Ecology may amend or revoke a grant if the recipient does any of the following:

- Submits no invoices by October 30, 2023 (30 days of quarter 1 ending September 30, 2023)
- Submits no invoices within 30 days after the end of any subsequent quarter
- Submits invoices that show insufficient activity according to expectations specified in the grant

Ecology may amend or revoke grants in order to free up funds for other litter and illegal dump activities.

Cost-reimbursement

Ecology disburses payments on a cost-reimbursement basis. This means a recipient must incur the cost before it becomes eligible for reimbursement. An incurred cost is the date the recipient receives the item or the service is performed. The recipient must also be in possession of a payable invoice that identifies the date an item was received or the service was performed. For items that are delivered, a recipient can manually identify the delivery date on the invoice. For example:

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

Costs incurred dates

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

B. Initiating a Payment Request / Progress Report in EAGL

Each PR/PR has a title/name that refers to a particular quarter of the year. A PR/PR is available for six months—beginning the first day of the quarter it is named for, through the last day of the following quarter. You may start the PR/PR within the time period of the PR/PR title, but you do NOT have to complete it within that time period. Once started, that PR/PR will be available to you until it's submitted.

Keep in mind, you can have costs earlier than the start of the titled quarter (in case you need to pick up costs that may have been missed or you didn't receive a bill in time to claim it on the PR/PR submitted for the time period the work was done).

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

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

C. Payment Request form

Recipients must complete the Payment Request form each quarter of the agreement period when there is a budget balance, even if there are no expenditures to report, unless their current reporting assessment indicates otherwise.

When there are no expenditures to report, complete the following steps on each of the following forms:

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

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

After you save all your work, you must change the status to actually submit the PRPR.

Please note: **late reporting may impact current and/or future funding.**

Table 7. Request for reimbursement deadlines

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

Expenditures table

Drop down boxes

Drop down boxes for almost all cells are included in the table. It is important the recipient select the correct category option for the expenditure. Collecting accurate data that supports the CLCP program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options follows along with an explanation of what qualifies under each option:

- **Salaries** - select when the cost is only recipient salaries or wages.
- **Benefits** - select when the cost is only recipient benefits (not combined with recipient salaries or wages). Note: Benefits are the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Fringe benefits, such as a car or clothing allowance, are a separate cost category and should not be included in the benefit rate.
- **Salaries/Benefits** - select when the cost is a combination of recipient salaries or wages AND benefits.
- **Indirect** - CLCP does not allow indirect. If charging for Administrative/overhead costs, see Other.
- **Contracts** - select when expenses are associated with a legally-binding, written agreement between the recipient and contractor for the rendering of professional services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor-related costs.
- **Goods and Services** - select when expenses are associated with purchase of a product or service, material, or supplies.
- **Travel** - select when costs are associated with lodging, meals, mileage, vehicle rental, parking, ferry, and toll fees. Registration costs are itemized under Goods and Services. For current state travel rates, see [OFM’s travel rates](#)¹² that tend to adjust in January and October, so check back as needed.
- **Equipment** - select when the expense is a tangible, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system including tax and shipping. If the item has a useful life of less than one year and cost less than \$5,000 per functional unit or system, itemize under Goods and Services.
- **Property** - select when the cost is associated with purchase of land, including crops and mineral rights, land improvements, structures, and appurtenances to them, but exclude moveable machinery and equipment.
- **Other** - select when the cost does not fit under any previous category options, such as Use Tax. Also select when charging for [Administrative/overhead Costs](#).

¹² <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>

Supporting documentation

Recipients must upload documentation that supports each cost itemized in the Expenditures table, unless their current reporting assessment indicates otherwise. These documents may be grouped into a single file or several files, and are most often provided in the personal data file (PDF) format. Documentation must follow the same order as itemized on the Expenditure table. The only exception is for time accounting documentation; this documentation may be a stand-alone PDF that supports costs in more than one task. Upload supporting documentation in the Uploads link accessed through the Payment Request form.

Documentation includes, but may not be limited to:

- Copies of receipts or payable invoices that confirm the date of goods received or services performed.
- Required verification forms.
- Time accounting reports that document all of the following:
 1. **Employee total costs to the employer and total hours worked in the period**, including:
 - Benefits and overtime for the period.
 - Paid leave time. Note: paid leave is eligible for reimbursement based on the percent of time the employee worked on grant funded tasks in the period.
 - Common reports from various accounting software that provide this information, include Payroll Journal Report, Payroll Summary by employee, and Labor Distribution by employee.

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
Pay Frequency: Semimonthly									
Department: WH - Warehouse									
09/30/2021		88.00	1,678.54	290.99	50.36	1,328.19	DD	153.19	1,831.73
09/15/2021		88.00	1,678.54	289.47	103.96	1,285.11	DD	156.34	1,833.86
08/31/2021		96.00	1,678.54	300.00	50.36	1,328.18	DD	171.94	1,850.48
08/13/2021		80.00	1,678.54	289.47	103.96	1,285.11	DD	142.85	1,821.39
07/30/2021		88.00	1,678.54	300.00	50.36	1,328.18	DD	168.81	1,847.35
07/15/2021		88.00	1,678.54	289.47	103.96	1,285.11	DD	161.59	1,840.13
Department Totals: WH - Warehouse		528.00	\$10,071.24	\$1,788.40	\$482.96	\$7,839.88		\$953.72	\$11,024.96
Total Net Pays for WH - Warehouse: 6									
Pay Frequency Totals: Semimonthly		528.00	\$10,071.24	\$1,788.40	\$482.96	\$7,839.88		\$953.72	\$11,024.96
Total Net Pays for Semimonthly frequency: 6									
Company Totals:		528.00	\$10,071.24	\$1,788.40	\$482.96	\$7,839.88		\$953.72	\$11,024.96
Total Net Pays for Company: 6									

Wages
Taxes

Figure 2. Example labor distribution report

2. **Employee hours worked by date and task.**
 - Paid leave is reimbursed at the same percentage of time the employee worked on the task in the period.
 - Common reports that provide this information include a time accounting report or time sheet equivalent to [Ecology's Form E¹³](https://apps.ecology.wa.gov/publications/summarypages/ECY06012.html) that shows the hours an employee worked by date and task.

¹³ <https://apps.ecology.wa.gov/publications/summarypages/ECY06012.html>

All time is reimbursed at the employee’s regular rate of pay unless the employee works 100% of their time on CLCP, and then overtime is eligible with Ecology’s prior written approval. For example, the following report is for an employee who works on one task in the agreement:

Project Labor Report						
7/1/2021 To 9/30/2021						
JOB CODE	DAC OBJECT	LBR EMPNAME	EQUIP NO	DATE	HOURS	EXPENSE
SC2010-GAR					848.75	\$55,147.36
-	SC2010-GAR 1011	██████	R-201525	7/6/2021	8	\$230.40
-	SC2010-GAR 2001	██████	R-201525	7/6/2021	0	\$46.08
-	SC2010-GAR 1011	██████	R-201525	7/7/2021	10	\$288.00
-	SC2010-GAR 2001	██████	R-201525	7/7/2021	0	\$57.60
-	SC2010-GAR 1011	██████	R-201525	7/8/2021	10	\$288.00
-	SC2010-GAR 2001	██████	R-201525	7/8/2021	0	\$57.60

Figure 3. Example time accounting report.

Ecology review and approval

CLCP grant managers approve, modify or deny costs itemized in the Expenditures table. They rely on the agreement, these *Guidelines*, and [Administrative Requirements for Recipients of Ecology Grants and Loans](#) **Error! Bookmark not defined.** (*Yellow Book*) to make the determination. A grant manager may contact the recipient for help in the determination, may return the request for modifications, or may make the decision to deny the cost in whole or in part. In the latter case, the grant manager will enter a brief explanation in the Comment field on the Expenditures table for that line item.

Final payment requests

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

D. Outputs or Publications

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

E. Performance Monitoring

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

- The scope of work described in the executed agreement is performed.

- All activity in the agreement is performed in an effective, timely manner, and according to the schedule and budget in the executed agreement.

Recipients comply with the scope of work and terms of the agreement, as well as [Administrative Requirements for Recipients of Ecology Grants and Loans](#)**Error! Bookmark not defined.** (*Yellow Book*) and these *Guidelines*.

Performance monitoring helps grant managers manage CLCP funds throughout their region. It provides critical information that Ecology shares statewide and with the Legislature. In monitoring performance, grant managers may conduct onsite visits during the course of the agreement period. After an onsite visit, Ecology will complete and submit a Site Visit Report in EAGL.

PART VIII – CLOSE OUT

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

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

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

CLCP grant managers will review and, as necessary, work with the recipient to approve the final documents.

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

A. Completing the Recipient Close Out Report (RCOR)

The RCOR is an Agency-wide form that cannot be edited by individual grant programs. It contains fields that CLCP does not require the recipient to complete, but you must complete the form and submit it concurrent with your final PR/PR. The following guidance is provided for recipients of CLCP:

1. **Summary of Accomplishments.** For every Task Title in the Report, provide a brief description of the work accomplished with the task budget.

Task Title	Summary of Accomplishments*	Actual Outcome*
Litter Pickup and Illegal Dump Cleanup	<p>Jungle County was able to meet our goals for miles cleaned, illegal dumps cleaned, and litter collected. We did fall short in the crew hours, illegal dump material collected, and recycled material collected, but considering the challenges faced we are very proud of our accomplishments. The County was still able to support beach cleanups, public parks cleanups, homeless camp cleanups, and other cleanup projects during the pandemic. The County work detail supervisor was limited on the number of inmates allowed in the crew vehicle, we are confident that once the Jail is back at 100% capacity our numbers will far exceed our program estimates.</p> <p style="text-align: right;">653 of 2000</p>	<p>Actual Outcomes for this grant cycle are as follows: 1249 miles of roadway cleaned 8,808 crew hours worked 57 illegal dumpsites cleaned 156,279lbs of litter collected 17,703lbs of illegal dump material collected 2700lbs of material recycled</p> <p>The County exceeded our expected outcomes in a few categories, an accomplishment that I am amazed by due to the pandemic. The County will continue to provide as many workers as possible to support this activity. We appreciate the support of the Department of Ecology and we look forward to another year of success.</p> <p style="text-align: right;">566 of 2000</p>
Tools and Trucks	<p>During this grant cycle the County purchased a 2020 utility dump trailer to support CLCP activities. This new trailer was received in the second year of the cycle and was utilized at multiple dumpsites. This new equipment was a major upgrade from the old trailer that we purchased more than a decade earlier.</p> <p style="text-align: right;">310 of 2000</p>	<p>The County purchased the equipment mid cycle and has utilized the unit weekly since it was delivered. The County appreciates this allocation from Ecology and we are thankful to finally have a dependable mode of transportation for illegally dumped debris and roadside litter.</p> <p style="text-align: right;">274 of 2000</p>

Figure 4. Example format for the Summary of Accomplishments in the RCOR.

2. **Actual Outcome.** In this field, enter a total of all the Metrics you entered on each Progress Report form. See the screenshot above for how to enter the actual outcomes.
3. **Lessons Learned.** This field is provided for you to enter information you feel is important to share. If you run out of character space, you can upload additional information using the “Upload Supporting Documents” feature at the bottom of the form.
4. **List of documents prepared under this agreement.** If documents were core to a task or activity identified in your agreement’s scope of work, list them in this field. If they weren’t already uploaded in a PR/PR, please also upload copies of each document listed using the “Upload Supporting Documents” feature at the bottom of the form.
5. **General Comment.** This field is provided for you to enter information you feel is important to share. If you run out of character space, you can upload additional information using the “Upload Supporting Documents” feature at the bottom of the form.

If you need further assistance in completing the RCOR, please [contact your regional grant manager](#). They can email you a copy of detailed instructions, including where to find the form in EAGL.

Appendices

[Appendix A. Reporting Assessment Policy](#)

Ecology's Solid Waste Management program uses a reporting assessment to determine reporting requirements for recipients of each grant program it administers. The policy may decrease the administrative workload for recipients and Ecology grant staff.

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

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

Appendix A. 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 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 that has been operating for less than five (5) years or an individual that has never been a recipient. Y/N
3. Excluding governments that voluntarily relinquished all their funds in the previous two biennia, recipient has not received funding or submitted untimely reports for reimbursement and work progress. Y/N
4. In the previous two biennia, recipient relationship with funding program staff is not open or responsive. Y/N

5. Since their last agreement, the recipient received an audit finding that involved questioned costs.
Y/N

Assessment Results

Base 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.

Standard reporting – administrative instructions for recipient

1. RECIPIENT must submit a PR/PR for every quarter until the final PR/PR is submitted.
2. RECIPIENT must submit backup documentation with every PR/PR when costs are itemized for reimbursement.
3. RECIPIENT must update the Spending Plan and complete the Outcomes Data Collection table for each quarter and concurrent with submittal of PR/PRs.
4. 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).
5. RECIPIENT must maintain a file and be able to provide additional backup documentation upon request.

Consequences for Recipients' Failure to Comply

Failure to comply with Ecology's written administrative instructions resulting from the reporting assessment can include but are not limited to:

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

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

Additional Assessment Questions by Individual SWM Grant Programs

Individual SWM grant programs have opted to ask additional questions that could change the recipient's assessed base reporting level. The final level of reporting is determined by the recipient's level after all base reporting assessment questions plus individual grant program questions are answered.

If the recipient was assessed as standard reporting under the base assessment questions, answers to the following questions will not change the reporting level for that recipient. If the base assessment was for reduced reporting, the reporting level becomes standard reporting when the answer to at least two (2) of the additional questions is yes.

Community Litter Cleanup Program (CLCP)

There are no additional questions for CLCP recipients.

Ramp Litter Cleanup Program (RLCP)

There are no additional questions for RLCP recipients.

Local Solid Waste Financial Assistance (LSWFA) (Yes responses support increased reporting)

LSWFA recipients are assessed using these additional questions:

1. The number of tasks in the new agreement are greater than two (2). Y/N
2. Does the recipient have a history of returning funds greater than 5 percent or closing an agreement with a budget balance greater than 5 percent (of the awarded or amended amount)?
3. In the two previous biennia, the recipient did not meet an acceptable level of outcomes under the circumstances. Y/N
4. In the two previous biennia, did the recipient have a PR/PR returned for modifications more than four (4) times in the biennium? Y/N

Public Participation Grants (PPG)

There are no additional questions for PPG recipients.

Waste Reduction and Recycling Education (WRRED) (Yes responses support increased reporting)

WRRED recipients are assessed using these additional questions, except nonprofit recipients of WRRED grants are exempt from this policy and required to report at the standard level:

1. The number of tasks in the new agreement are greater than two (2). Y/N
2. In the two previous biennia, did the recipient have a PR/PR returned for modifications more than four (4) times in the biennium? Y/N

Appendix B. Proof of Coordination Form

If the applicant is not the county solid waste planning authority, the applicant must coordinate with the county solid waste planning authority and fill out the [“Proof of Coordination” form¹⁴](#). The link takes you to the published form online. This form is also available in EAGL.

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070521.html>