



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Program Guidelines Local Solid Waste Financial Assistance

2023-2025 Biennium

Solid Waste Management program
Washington State Department of Ecology
Olympia, Washington
April 2023 - Publication 21-07-018

Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/2107018.html>

Contact Information

Solid Waste Management program

Headquarters

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6000

Website¹: [Washington State Department of Ecology](#)

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6000 or email at swmpublications@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ 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
---	---	---------------------------------------	---------------------------------------

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 Local Solid Waste Financial Assistance

2023-2025 Biennium

Solid Waste Management program
Washington State Department of Ecology
Olympia, WA
April 2023 | Publication 21-07-018

Table of Contents

About Local Solid Waste Financial Assistance.....	8
Our mission and goals.....	8
Who we are.....	8
How to Contact Us	9
2023-2025 Proposed Timeline	10
PART I - INTRODUCTION	11
A. Purpose statement.....	11
B. Governing laws and rules	11
C. Definitions	11
D. Acronyms and abbreviations.....	17
PART II – PROGRAM ADMINISTRATION.....	19
A. Guidelines.....	19
B. Ecology’s Administration of Grants and Loans (EAGL)	19
C. Cost reimbursement and Statewide Vendor Number.....	19
D. Funding source and availability.....	20
E. Formula for allocating state financial assistance	21
F. Local contribution requirements.....	21
G. Indirect rate.....	22
H. Period of performance	23
I. Lifecycle of an agreement in EAGL.....	23
J. Environmentally preferable purchasing (EPP).....	23
K. Tips for success.....	23
PART III – PROGRAM CHANGES.....	26
A. DocuSign.....	26
B. Organics Management Law (ES2HB 1799)	26
C. Overtime eligibility	26
D. Standardizing outcomes.....	26
E. Relinquished funds - clarification	27
F. Reporting Assessment Policy.....	27
G. Rescinding Minimum Grant Amounts for PLGs.....	27
PART IV – COORDINATION AND ELIGIBILITY	28
A. Eligible applicants.....	28
B. Coordination requirements.....	29
C. Project eligibility and criteria	31
D. Reimbursement eligibility	33
PART V – APPLICATION AND SCREENING.....	35

A.	Application preparation	35
B.	Submitting an application	36
C.	Application screening	36
PART VI – AGREEMENTS AND AMENDMENTS		38
A.	Negotiations and formal offer	38
B.	Reporting Assessment	38
C.	Returning the signed agreement (or amendment)	39
D.	Relinquished funds	39
E.	Unrequested funds	39
F.	Unspent funds	41
G.	Amendments	42
PART VII – PAYMENT REQUESTS		45
A.	General information	45
B.	Initiating a Payment Request / Progress Report in EAGL	45
C.	Payment Request form	46
PART VIII – PROGRESS REPORTING		50
A.	General information	50
B.	Reporting timeline	50
C.	Progress report fields	50
D.	List of required forms	52
PART IX – PURCHASING AND CONTRACTS		56
A.	General Requirements	56
B.	General Principles	56
C.	Cost Basis of a Contract	56
PART X – RECIPIENT PERFORMANCE		57
A.	General Information	57
B.	Performance Evaluation	57
PART XI – CLOSE OUT		60
A.	General Information	60
B.	Completing the Recipient Close Out Report	60
APPENDICES		62
	Appendix A. FINAL 2023-25 Allocation Table	63
	Appendix B. Ineligible costs and exceptions	64
	Appendix C. Examples of eligible activity	67
	Appendix D. Homeless Encampment Response – example scope of work language	72
	Appendix E. Outcomes Guidance	74
	Appendix F. Reporting Assessment Policy	80

Screenshots

Screenshot 1 Example labor distribution report.....	48
Screenshot 2 Example time sheet.....	48
Screenshot 3 Example format in the progress report for P&I tasks broken out by activity	51
Screenshot 4 Example format in the progress report for SWE tasks broken out by activity.....	52
Screenshot 5 Example of a completed outcomes data collection table	53
Screenshot 6 Example format for summarizing accomplishments by activity	60
Screenshot 7 Example of reporting in the outcomes data collection form	76

Tables

Table 1 Regional Ecology Grant Managers	9
Table 2 LSWFA Schedule for 2023-2025	10
Table 3 Request for reimbursement deadlines.....	46
Table 4 Progress reporting deadlines	50
Table 5 Reporting guidance	76

About Local Solid Waste Financial Assistance

Our mission and goals

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

Who we are

Grant Managers

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

Grants Technical Assistance Lead

The grants lead is the main contact for Ecology grant managers, assists with EAGL and supports the fund coordinator with LSWFA eligibility questions.

Statewide Fund Coordinator

The fund coordinator oversees administration of the LSWFA program. This position was established to ensure consistency throughout the state. The fund coordinator works with Ecology grant managers and the LSWFA work group on developing program policy, is the main point of contact for LSWFA eligibility questions and supports the grants technical assistance lead with EAGL.

SWM Management Liaison

Ecology's Solid Waste Management (SWM) Program Management Team assigns one of its members as liaison to the LSWFA team. The liaison coordinates information flow between the LSWFA team and the program management team and generally supports overall function of the LSWFA team.

LSWFA Work Group

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

How to Contact Us

Table 1 Regional Ecology Grant Managers

Grant Managers	Ecology Address	Contact Information	Assigned Jurisdiction
Michelle Mulrony	Central Regional Office 1250 West Alder Street Union Gap WA 98903	509-406-3959 michelle.mulrony@ecy.wa.gov	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Paula Wesch	Eastern Regional Office 4601 N Monroe Spokane WA 99205	509-939-6119 paula.wesch@ecy.wa.gov	Adams, Asotin, Ferry, Garfield, Grant, Lincoln, Pend Oreille, Stevens
Steven Gimpel	Eastern Regional Office 4601 N Monroe Spokane WA 99205	509-934-5483 steven.gimpel@ecy.wa.gov	Columbia, Franklin, Spokane, Walla Walla, Whitman
Diana Wadley	Northwest Regional Office PO Box 330316 Shoreline WA 98133-9716	425-429-4639 diana.wadley@ecy.wa.gov	King and San Juan counties, plus some King County cities (including Seattle)
Olivia Carros	Northwest Regional Office PO Box 330316 Shoreline WA 98133-9716	360-995-3980 olivia.carros@ecy.wa.gov	Island, Kitsap, Skagit, Snohomish, and Whatcom counties, plus some cities in King County
Jill Krumlauf	Southwest Regional Office PO BOX 47775 Olympia WA 98504	(360)790-5771 jill.krumlauf@ecy.wa.gov	Clallam, Cowlitz, Grays Harbor, Jefferson, Pierce, Skamania
Laura Busby	Southwest Regional Office PO BOX 47775 Olympia WA 98504	360-280-5088 laura.busby@ecy.wa.gov	Clark, Lewis, Mason, Pacific, Thurston, Wahkiakum
Others	Ecology Address	Contact Information	Role
Tami Ramsey, Fund Coordinator	Headquarters PO BOX 37600 Olympia WA 98503	360-628-4261 tami.ramsey@ecy.wa.gov	<ul style="list-style-type: none"> • Policy lead • LSWFA eligibility • Backup to Ecology grant managers
Alaina Robertson, Grants Technical Assistance Lead	Headquarters PO BOX 37600 Olympia WA 98503	360-706-4048 alaina.robertson@ecy.wa.gov	<ul style="list-style-type: none"> • EAGL technical assistance lead • Backup to Ecology grant managers
Peter Lyon, Management Liaison	Headquarters PO BOX 37600 Olympia WA 98503	360-515-8348 peter.lyon@ecy.wa.gov	<ul style="list-style-type: none"> • Management oversight

2023-2025 Proposed Timeline

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

Table 2 LSWFA Schedule for 2023-2025

Date	Action
January 1, 2023	Pre-application and consultations with potential recipients begin.
April 11, 2023 8:00 a.m.	Application period opens. Grant guidelines, draft allocation table, and application forms available. Ecology can begin processing applications and drafting agreements. Recipient technical assistance available.
May 9, 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 should be requested for reimbursement in the first PR/PR submitted.
Due dates: October 30 (Q1, Q5) January 30 (Q2, Q6) April 30 (Q3, Q7) July 30 (Q4, Q8)	Submit a complete payment request and progress report (PR/PR) package in accordance with the reporting assessment provided by the Ecology grant manager, including updating the Spending Plan and Outcomes Data Collection form. 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 (unspent process).
March 15, 2025	Target deadline for initiating amendments.
May 1, 2025	Target deadline for signing and returning 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 Local Solid Waste Financial Assistance (LSWFA):

- Provide financial assistance for local solid and hazardous waste planning.
- Promote regional solutions and intergovernmental cooperation for eligible projects.
- Promote efficient implementation of eligible programs contained in local solid and hazardous waste management plans.
- Help local governments prevent or minimize environmental contamination through compliance with state and local solid and hazardous waste laws and rules.

B. Governing laws and rules

The Washington Legislature authorized a financial assistance program under the Model Toxics Control Act, [Chapter 70A.305 RCW](#)² to support local solid and hazardous waste planning and implementation, and to enforce rules and regulations governing solid waste handling. The Department of Ecology administers LSWFA through [chapter 173-312 Washington Administrative Code \(WAC\)](#)³.

List of governing laws

- [RCW 82.21.030, Pollution tax](#)⁴
- [Chapter 70A.305.180 RCW, Model toxics control operating account](#)⁵
- [Chapter 70A.205 RCW, Solid Waste Management – reduction and recycling](#)⁶
- [Chapter 70A.214 RCW, Waste Reduction](#)⁷
- [Chapter 70A.224 RCW, Used Oil Recycling](#)⁸
- [Chapter 70A.300 RCW, Hazardous Waste Management](#)⁹

C. Definitions

ACTIVITY - Work performed to help complete a task and its expected outcome(s).

AGREEMENT - The formal contractual document that details the terms and conditions, scope of work, budget, and schedule for LSWFA-funded projects. The agreement is executed by the authorized signatories of the recipient and Ecology.

AGREEMENT EFFECTIVE DATE - The start date of an agreement and the earliest date on which eligible costs can be incurred.

AGREEMENT EXPIRATION DATE - The end date of an agreement and the latest date on which eligible costs can be incurred.

² <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.305>

³ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-312>

⁴ <http://apps.leg.wa.gov/RCW/default.aspx?cite=82.21.030>

⁵ <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.305.180>

⁶ <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.205>

⁷ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.214>

⁸ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.224>

⁹ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300>

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

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

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

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

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

AUTHORIZED SIGNATORY - A person or persons designated to sign an agreement and any Amendments on behalf of the recipient and Ecology.

BACKUP DOCUMENTATION – Documents to support all expenditures reported on a payment request.

BENEFITS - The cost of employment fees/taxes required by law and paid by the employer, such as Social Security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Benefits are part of the recipient salary and benefit cost when calculating the indirect charge for a project.

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

CAPITAL EXPENDITURE - Funds spent to acquire capital assets or make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. Examples of assets include a building, equipment, vehicle, and machinery. Capital purchases must increase LSWFA project productivity and require prior written approval before purchase.

CASH EXPENDITURE - Regardless of the source of the funds, any cash spent by the recipient for project-related costs, including:

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

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

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

COORDINATION - Notification by the local government (with primary responsibility for maintaining the local solid waste plan) that financial assistance is available for solid and hazardous waste planning and implementation. Notification must be provided to local solid waste plan signatories and the local government that is required by [RCW 70A.300](#) to adopt the local hazardous waste plan. Coordination also includes consultation between local

governments where the partnering local government requests financial assistance through a primary responsible local government for the purposes of determining its project eligibility and a budget.

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

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

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

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

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

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

EAGL - Ecology's administration of grants and loans. This is Ecology's web-based system used to apply for, manage, track, monitor, and close out grants and loans issued by Ecology.

ECOLOGY CLOSE OUT REPORT - A form for collecting information about the completion of tasks or deliverables.

ELIGIBLE APPLICANT - The local government with primary responsibility for maintaining its Ecology-approved local solid waste plan, or a partnering local government that complies with coordination requirements, or a jurisdictional health department authorized to adopt the local solid waste ordinance.

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

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

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

EXPENDITURE - See CASH EXPENDITURE.

HOUSEHOLD HAZARDOUS WASTE (HHW) - Any waste that exhibits the properties of dangerous wastes but is exempt from regulation under chapter 70A.300 RCW, Hazardous waste management, solely because the waste is generated by households. Household hazardous waste can also include other solid waste identified in the local hazardous waste management plan prepared pursuant to chapter 70A.300 RCW, Hazardous waste management.

INTERLOCAL AGREEMENT - An agreement between the recipient and another government developed in accordance with chapter 39.34 RCW, Interlocal Cooperation Act.

INDEPENDENT CITY - A city that has an Ecology-approved local solid waste plan, used a solid waste advisory committee (SWAC) or a SWAC-like entity to develop the plan, and can provide for solid waste disposal sites wholly within its jurisdiction.

INDIRECT RATE - Also known as overhead, the LSWFA approved rate is 30 percent.

IN-KIND INTERLOCAL - In-kind contributions made to a project by another government under a valid written agreement between the recipient and the other government that details the work to be accomplished, the goods and services to be provided, and the value thereof. If the recipient reimburses another governmental entity for any portion of its contributions, the amount paid to the other entity is not an interlocal cost. It is a cash expenditure on the part of the recipient. Only the non-reimbursed portion of the other governmental entity's contributions is an interlocal cost.

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

JURISDICTIONAL HEALTH DEPARTMENT - A city, county, city-county, or district public health department.

LANDFILL - A disposal facility or part of a facility at which solid waste is permanently placed in or on land including facilities that use solid waste as a component of fill.

LOBBYING - The act of influencing or attempting to influence an officer or employer of a government agency, a legislator, an officer or employee of the Legislature, or an employee of an individual legislator who has the power to influence funding decisions. Lobbying does not include an organization's act of communicating with its members unless the communication is for influencing legislation.

LOCAL CONTRIBUTION - The required portion of project-eligible costs borne by the recipient as cash expenditures or in-kind interlocal and is sometimes referred to as "match."

LOCAL GOVERNMENT - Any political subdivision, regional governmental unit, solid waste disposal district, municipal, or public corporation, and includes cities, towns, and counties. The term encompasses but does not refer specifically to departments within a city, town, or county.

LOCAL HAZARDOUS WASTE PLAN - The plan to manage moderate-risk waste that a local government is required to prepare under RCW 70A.300.350.

LOCAL SOLID WASTE MANAGEMENT PLAN - The Written Plan to manage solid waste that a local government is required to prepare under RCW 70A.205.040. This Plan may include a separate local hazardous waste plan.

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

MUNICIPAL COMPOSTING - Composting activities that use a collection system (e.g. self-haul), consistent with chapter 173-350 WAC. These activities turn urban waste such as yard debris, woody debris, and food waste into a valuable soil amendment. Home composting and agricultural composting are not municipal composting.

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

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

OUTCOME - The environmental result, effect, or consequence that will occur from carrying out a program or activity related to the goal or objective of a grant or loan.

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

OUTREACH - An activity generally associated with outreach can include, but is not limited to, presentations, workshops, tours (of sites or facilities), demonstrations, exhibits, and displays. Education and outreach include associated materials such as brochures, flyers, CDs, and other marketing materials.

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

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

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

PROJECT INCOME - Funds received by the recipient and directly generated by a project or earned only because of the project during the period of the agreement period. Project income must be reported, and unless expressed otherwise in the agreement, must be credited to the LSWFA project budget on the next payment request.

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

RECIPIENT - A local government that is awarded local solid waste financial assistance.

RECIPIENT BILLING CONTACT - The person designated by the recipient in the agreement as the main contact for fiscal issues. The billing contact often has the title of Recipient Financial Officer in EAGL.

RECIPIENT CLOSE OUT REPORT - Data form in EAGL, completed by the recipient, and summarizes information about the accomplishments at the end of an agreement from the recipient's perspective.

RECIPIENT FINANCIAL OFFICER - Title of a recipient's system role in EAGL that allows a user to initiate and submit payment request/progress reports. This role may complete Payment Request forms but cannot enter any information on the Progress Report form.

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

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

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

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

RELINQUISHED FUNDS - For the purposes of this funding program, relinquished funds are funds that the Primary, through coordination, releases to another government before submitting their application.

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

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

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

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

SMALL QUANTITY GENERATOR (SQG) - A dangerous waste generator whose dangerous wastes are conditionally exempt from regulation under chapter [70A.300 RCW](#), Hazardous waste management, solely because the waste is generated or accumulated in quantities below the threshold for regulation and meets the conditions prescribed in WAC [173-303-070](#).¹⁰

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

SOLID WASTE ADVISORY COMMITTEE (SWAC) - The local committee as described in and required by RCW [70A.205.110](#); and the SWAC-like entity required by the department for independent cities requesting financial assistance. The SWAC or SWAC-like entity must actively assist and participate in development of a new plan, and the development or maintenance of existing plans to meet financial assistance eligibility requirements under this chapter.

SOLID WASTE HANDLING - Collection, transportation, treatment, storage, use, processing, other management, or final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery of energy or material resources from such wastes or the conversion of the energy in such wastes to more useful forms or combinations.

SPENDING PLAN AND OUTCOMES DATA COLLECTION FORM - A data-entry form in EAGL used to report the recipient's expected and actual spending by quarter. It also includes a

¹⁰ The federal and state regulations use different terms for identifying generator categories. Washington's small quantity generator (SQG) is equivalent to the Very Small Quantity Generator (VSQG) at the federal level.

table that identifies the agreed upon measures and expected outcomes and is used by the recipient to report actual outcomes by quarter.

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

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

SWAC-LIKE ENTITY - See SOLID WASTE ADVISORY COMMITTEE.

TASK INCOME - See Project Income.

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

TOTAL ELIGIBLE COST - The amount authorized under the agreement, which includes both Ecology's share of 75 percent and the recipient's share of 25 percent.

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

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

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

D. Acronyms and abbreviations

AD	Anaerobic Digestion
BMP	Best Management Practice
Department	Washington State Department of Ecology
Ecology	Washington State Department of Ecology
EAGL	Ecology Administration of Grants and Loans online system
ECOR	Ecology Close Out Report
ECY	Washington State Department of Ecology
EPP	Environmentally Preferable Purchasing
EPR	Equipment Purchase Report
GAAP	Generally Accepted Accounting Practices
HHW	Household Hazardous Waste
HWMP	Hazardous Waste Management Plan
IPM	Integrated Pest Management
JHD	Jurisdictional Health Department
LSWFA	Local Solid Waste Financial Assistance
LSWFA WG	Local Solid Waste Financial Assistance Work Group
MRW	Moderate Risk Waste

MTCA	Model Toxics Control Act
OFM	Office of Financial Management
OMB	Office of Management and Budget
ORG	Organics
P&I	Planning and Implementation grants
PBT	Persistent Bio-accumulative Toxins
PDF	Personal Data File
PLG	Partnering Local Government
PMT	Program Management Team - SWM
Primary	Local government with primary responsibility
PR/PR	Payment Request Progress Report
RCOR	Recipient Close Out Report
RCW	Revised Code of Washington
SQG	Small Quantity Generator ¹¹
SWAC	Solid Waste Advisory Committee
SWE	Solid Waste Enforcement grants
SWM	Solid Waste Management program
SWMP	Local Solid Waste Management Plan
WAC	Washington Administrative Code
WRR	Waste Reduction and Recycling

¹¹ The federal and state regulations use different terms for identifying generator categories. Washington’s small quantity generator (SQG) is equivalent to the Very Small Quantity Generator (VSQG) at the federal level.

PART II – PROGRAM ADMINISTRATION

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

A. Guidelines

These LSWFA Guidelines describe program requirements and the application process. They are written to facilitate understanding and compliance with chapter 173-312 WAC. All recipients of 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](#) **Error! Bookmark not defined.** (*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 LSWFA through EAGL, or in rare circumstances, another process defined by Ecology. Accessing EAGL requires the person is authorized in their Organization’s account through EAGL’s public interface, and is registered in EAGL through [Secure Access Washington \(SAW\)](#)¹².

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](#)¹³ 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](#)¹⁴ to see if your organization already received one.

¹² <https://secureaccess.wa.gov/myAccess/saw/select.do>

¹³ <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

¹⁴ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

Returning Organizations Registered in EAGL

Most applicants for this funding opportunity apply under an organization already registered in EAGL. During the funding period, if your organization changes its bank account or experiences employee turnover, you need to contact the Office of Financial Management (OFM) to update the information.

Additionally, recipients cannot edit their own SWV number in EAGL and this number needs to be accurate 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 contact.

The Ecology fiscal contact gets the SWV number from your organization's information in EAGL during the beginning of the grant period and uses it when approving disbursement of payments. If you have trouble 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 Local Solid Waste Financial Assistance (LSWFA) comes from the Model Toxics Control Operating Account (MTCA-Op). Passed by voter initiative in 1988, MTCA established a tax on first possession of hazardous substances in the state.

Insufficient funds to fulfill terms

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

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

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

Special Funding Notes

The Washington State Department of Ecology (Ecology) cannot guarantee that the LSWFA allocations presented in the draft allocation table 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.

Ecology anticipates \$24,000,000 will be available for LSWFA in the 2023-2025 biennium through MTCA from the State's Operating Budget. PLEASE NOTE: this amount is in the Governor's budget published in December 2022 and 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.

E. Formula for allocating state financial assistance

Ecology generates a DRAFT table of allocated amounts based on the Governor's proposed budget and publishes a FINAL table as an appendix in these guidelines shortly after enactment of the State budget. Calculations for LSWFA are based on funding allocated by the legislature each biennium using the following parameters.

Solid Waste Enforcement

A portion not less than 20 percent of the total allocation each biennium, or a minimum of \$2.925 million, whichever is greater, is set aside for the enforcement of rules and regulations adopted under chapter [70A.205 RCW](#)⁶.

Planning & Implementation

When the overall allocation for LSWFA is above \$14.625 million in a biennium, 80 percent of the total allocation is for eligible planning and implementation projects. When the overall allocation is below \$14.625 million, Planning and Implementation will receive an amount minus the \$2.925 million minimum set aside for Solid Waste Enforcement.

F. Local contribution requirements

Recipients of LSWFA are required to contribute 25 percent of project-eligible costs as [Cash Expenditures](#) and/or [In-kind Interlocal](#). If the applicant intends to use In-kind Interlocal contributions to meet this requirement, they must state this in their application. Ecology will confirm the contribution meets the eligibility requirements set out in the guidelines, and prepare the agreement accordingly.

Cash Expenditures

Cash expenditures are expenses paid by the recipient for project-eligible costs. Expenditures may include direct costs of goods and services, recipient salaries and benefits, indirect costs, and payments made to contractors.

Cash Expenditures as a contribution must be:

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

In-kind Interlocal

In-kind Interlocal contributions are those made to a project by another government under a valid written agreement.

The written agreement must be between the recipient and another local government, and detail the work to be accomplished, the goods and services to be provided, and the value of those contributions. If the recipient reimburses the other governmental entity for any portion of its contributions, the amount reimbursed is not an interlocal cost; it is a cash expenditure on the part of the recipient. Only the portion of the other governmental entity's contribution that is not reimbursed by the recipient is considered an interlocal cost.

Additional conditions for In-kind Interlocal contributions include:

- The recipient identified in application their intent to use in-kind interlocal costs.
- The costs that are part of this contribution are confirmed by Ecology to be eligible costs as per grant guidelines and agency guidance, preferably before an agreement is offered.
- A signed and dated interlocal agreement is provided to Ecology PRIOR to Ecology approval of in-kind interlocal costs itemized on the Payment Request form.
- The contributions are reported as in-kind interlocal on the Payment Request form in EAGL and supported with required backup documentation.
- The recipient must not reimburse the other government for any in-kind interlocal contributions reported on their Payment Request form.

Ineligible Costs

- Costs used as in-kind on another project. No expenditures or in-kind contributions used as match on one project may be used as match on another project.
- Costs paid by the same funding source. A local contribution that is paid from another LSWFA agreement is ineligible.
- Other Ecology grant funds. The recipient should check funding program guidelines, their Ecology contact person and the agency issuing the other grant to ensure funds from the other grant can be used as a local contribution for the LSWFA agreement.
- Income received from penalties and fines cannot be used as local contribution.
- Revenue or project income generated from the project cannot be used as local contribution unless expressly permitted in the agreement. Ecology expects revenue or project income will be itemized as a credit in the Payment Request unless expressed otherwise in the agreement.
- Services or property financed by income earned by contractors, unless expressly permitted in the agreement.

G. Indirect rate

The maximum indirect rate for LSWFA is 30 percent. Indirect helps to cover business or operational costs incurred for a common purpose that are not connected to a specific task. For example, costs these funds could offset include utilities for a facility used for both project-related and non-project-related activities. Indirect is itemized as a stand-alone cost for reimbursement on the expenditures table. To calculate an indirect cost for reimbursement on

a PR/PR, multiply the recipient's indirect rate (up to 30%) by the total recipient salaries and benefits charged to the task.

H. Period of performance

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

I. Lifecycle of an agreement in EAGL

The lifecycle of an agreement in EAGL includes:

- Application
- Agreement
- Amendment
- Payment Request and Progress Reporting (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](#)¹⁵.

K. Tips for success

General requirements for all Ecology-administered grants can be reviewed in the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) **Error! Bookmark not defined.**(*Yellow Book*). The LSWFA *Guidelines* may be stricter in specific areas, and will take precedence in LSWFA-related decisions.

The following is a list of suggestions that should help recipients meet Ecology's administrative performance expectations:

- Regularly communicate with Ecology grant managers.
- Understand the scope of work for each Task.
- Follow all the terms of your agreement.
- Refer to these *Guidelines*.

¹⁵ <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Environmentally-preferable-purchasing>

- Refer to Ecology’s [Administrative Requirements for Recipients of Ecology Grants and Loans](#)**Error! Bookmark not defined.** (*Yellow Book*) for contracting and procurement procedures.
- Create reminders for reporting deadlines and important dates.
- Attend and participate in Ecology provided trainings.
- Create and maintain a file to track your LSWFA work and for records retention.

File management and records retention

Ecology requires recipients to maintain a file of all agreement-related information for at least three years from the date Ecology closes the agreement.

The recipient should organize agreement financial records to provide an audit trail for all expenditures and keep all paper records in a common file. The date an agreement is closed in EAGL is the start date of the three-year retention period.

Paper records

Required LSWFA file contents include:

- Signed agreement and all signed amendments.
- Signed interlocal agreements and contracts related to the agreement or amendment(s).
- Any RFPs and contract award documents.
- Property/equipment documents when applicable, such as Ecology purchase approvals and recipient’s inventory control.
- Outputs/deliverables (advertisements, brochures, fact sheets, surveys, and reports).
- Written correspondence (maintain an electronic file for electronic correspondence).
- Engineering documentation and field inspection reports of all construction work.

Electronic records

Electronic records follow the same record retention policy as paper records.

Audits

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

Outputs or publications - Ecology acknowledgement or use of logo

When grant recipients produce reports, technical documents, publications, brochures, and other outreach materials using Ecology funding, they are required to acknowledge Ecology’s financial assistance. The following is an example of an acknowledgement that meets grant requirements: “Support provided in part by the Washington State Department of Ecology.”

If a project is not supported by Ecology in any way other than through financial assistance, recipients should note Ecology support but refrain from using the Ecology logo.

Recipients of an Ecology grant cannot use the agency logo unless the project is developed in conjunction with or for Ecology, or if Ecology has agreed to co-distribute the material. When approved for use, the logo must be used consistent with Ecology publications rules and requirements.

Unauthorized use of the Ecology logo may result in termination of a grant agreement.

PART III – PROGRAM CHANGES

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

A. DocuSign

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 so, you must return a PDF copy of the signed and dated agreement to Ecology by email. The email must also include the required approval language.

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”. This email is sent to those in the role of authorized official for your organization.

Once executed, a copy of the signed agreement is available through DocuSign and EAGL for reference.

B. Organics Management Law (ES2HB 1799)

The 2022 Organics Management Law sets goals through the Organics Management Act to divert organic materials from landfill disposal to reduce greenhouse gas emissions and fight hunger. To achieve these goals, the law amends various RCWs, including repealing sections, and adding new sections and new chapters. Ecology’s Solid Waste Management (SWM) program is working to identify the impacts of this law on our local government partners. As it becomes available, SWM staff will share information about the eligibility of LSWFA to implement the new law.

C. Overtime eligibility

Starting this biennium, LSWFA is allowing reimbursement of overtime compensation when it is paid to overtime eligible recipient employees who work 100 percent of their time on LSWFA tasks in a 40 hour work week. Overtime is based on 40 hours in a 7-day work week as defined by Washington State Department of Labor and Industries.

D. Standardizing outcomes

The LSWFA team continues to support the use of outcomes data to improve grant program performance. LSWFA uses this standardized data to help share case studies, develop scopes of work and best management practices, and produce end-of-biennium reports that compare statewide programs and results by type and region.

The development of standard task titles helped to capture and communicate this information. LSWFA is now working to standardize outcomes data in the same way. This will make it even easier to visualize and share LSWFA work with interested parties, such as grant recipients,

local governments, agency employees, and legislators. Ultimately, these standardized outcomes can help inform decision-making by communicating the statewide and local impacts of the LSWFA program.

For 2023-25, we will continue to work with recipient subgroups to help direct these standardized outcomes. As they are developed and finalized, we will communicate them to our LSWFA interested parties and grant recipients.

For more information on standard outcomes, see [Appendix E](#).

E. Relinquished funds - clarification

As in previous biennia, relinquished funds that are not requested by the partnering local government (PLG) or independent city in their application can be returned to the Primary.

New for this biennium, the following clarification is added as a condition for relinquished funds: In circumstances of a budget reduction due to poor performance by a PLG or independent city, these funds are considered relinquished and can therefore be returned to the Primary.

F. Reporting Assessment Policy

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 current and future funding cycles. Significant modifications to the policy include:

- Changed the policy name to “Reporting Assessment Policy”.
- Changed the terminology from “high, medium, or low risk” to “standard reporting or 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 F](#).

G. Rescinding Minimum Grant Amounts for PLGs

In 2021-23, LSWFA instituted a new policy that required the minimum state share amount for grants to a Partnering Local Governments (PLG) be \$20,000. The change primarily affected one region and it was an attempt to decrease the administrative burden that resulted from managing many small grants. After implementing it for a biennium, the primary impacted region requested we rescind this policy as it was determined not successful.

PART IV – COORDINATION AND ELIGIBILITY

A. Eligible applicants

Eligible applicants for LSWFA are limited to:

- Local governments with primary responsibility for maintaining their Ecology-approved local solid waste plan (Primary).
- Partnering local governments that comply with coordination requirements (PLG).
- Independent cities that are given a per capita allocation.
- Jurisdictional health departments authorized to adopt the local solid waste ordinance (JHD).

Planning and Implementation (P&I) financial assistance

Applicants eligible for P&I financial assistance are limited to primary local governments (Primary) but may extend to other applicants if they meet the conditions outlined below specific to either Planning or Implementation.

Eligible for Planning:

- Primary local governments identified on Ecology’s allocation table.
- Local governments required by [chapter 70A.205 RCW](#)⁶ to adopt the local hazardous waste plan, under the conditions that the local government:
 - Applies for planning financial assistance as a PLG.
 - Meets the coordination requirements for LSWFA.
- Cities developing their first solid waste management plan, under the conditions that the city:
 - Is preparing to become an Independent City.
 - Applies for planning financial assistance as a PLG.
 - Provides for disposal site(s) wholly within its jurisdiction.
 - Writes the plan with the participation of a SWAC-like entity.

Eligible for Implementation:

- Primary local governments identified on Ecology’s allocation table.
- Local governments, under the conditions that the local government
 - Applies for planning financial assistance as a PLG.
 - Meets the coordination requirements for LSWFA.

Solid Waste Enforcement (SWE) financial assistance

Applicants eligible for SWE financial assistance are limited to jurisdictional health departments.

The jurisdictional health department must be in possession of an adopted solid waste ordinance under RCW 70A.205.100 or be in the process of adopting the ordinance. The ordinance must meet the minimum requirements of chapter 173-350 WAC, and where applicable, must also meet the minimum requirements of chapter 173-351 WAC.

B. Coordination requirements

Coordination requirements are specific to the applicant. Every eligible applicant for LSWFA-Planning and Implementation are required to coordinate. Eligible applicants for LSWFA-Solid Waste Enforcement are exempt from coordination requirements.

Each applicant must complete the Proof of Coordination form following instructions provided by Ecology in the application process. Ecology may deny applications that do not meet the requirements or complete the form.

Primary Local Government Applicant

The Primary Local Government (Primary) applicant must notify the following parties of available financial assistance through LSWFA:

- Signatories to its local solid waste plan.
- The local government that is required to adopt the local hazardous waste plan under chapter 70A.300.

The Primary must also complete the Proof of Coordination form and follow the instructions provided by Ecology in the application process.

A partnering local government (PLG) and independent city have the right to ask the Primary for a portion of its available funds; however, the Primary is not obligated to comply with the request.

If a Primary identifies a portion of their allocation to be set aside for a PLG or independent city, these funds become “relinquished funds.” The Primary must identify the funds they are relinquishing in the Proof of Coordination form with their application. Once relinquished, these funds are no longer available to the Primary.

If a portion or all of the relinquished funds are not requested by the PLG or independent city in their application, these funds can be returned to the Primary. Funds may also be returned to the Primary if poor performance by a PLG or independent city results in a budget reduction.

When funds are returned in either circumstance, the Primary must decide immediately and before their agreement is offered if it will reclaim these funds. If not reclaimed, Ecology will redistribute them as “unrequested funds”. If unrequested funds have already been distributed, the funds may be redistributed as “unspent” later in the biennium.

Partnering Local Government Applicant

When a partnering local government (PLG) applies for a portion of a primary local government’s available funds (Primary), it must:

- Coordinate with the Primary to determine an amount it may be allowed to request directly through the application process with Ecology.

- Complete the Proof of Coordination form and follow instructions provided by Ecology in the application process.

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

After a PLG completes its coordination requirements, Ecology will work directly with the applicant to negotiate the agreement. From this point forward, it is the responsibility of the PLG (not the Primary) to meet the terms and outcomes in their agreement. The performance of the PLG in no way reflects the performance of the Primary.

Independent City Applicant

A city that meets the qualifications of an independent city is allocated per capita funding, which is calculated based on their population size relative to the population of the county. These independent cities are identified in the allocation table and are not required to coordinate with its primary local government (Primary) when applying for their allocated funds.

An independent city is not eligible to request additional funds beyond their per capita allocation during the application process. This is because LSWFA does not recognize independent cities as a Primary as defined in guidelines. However, an independent city may receive a portion of the Primary's available funds if they are relinquished.

An independent city may relinquish a portion or all of its per capita allocation back to the Primary only; they cannot relinquish these funds to another partnering local government. Any funds relinquished by the city and not reclaimed by the Primary will be redistributed as "unrequested funds." If unrequested funds have already been distributed, the funds may be redistributed as "unspent" later in the biennium.

Like a PLG, an independent city must coordinate with the Primary to determine the relinquished amount it may apply for, and fill out a Proof of Coordination Form.

An independent city may receive a portion the Primary's available funds beyond their per capita amount when all the following conditions are met:

- The independent city is applying for its full per capita amount based on the city percentage of the county population.
- Funds relinquished by the Primary to the independent city exceed the city's percentage of the county population, and
- Per WAC 173-312-080(2)(b)(ii)(B), Ecology, the Primary, and all other signatories to the county solid waste management plan agree the independent city may receive more than its per capita amount.

As stated above, the Primary is not obligated to provide a portion of the Primary's available funds to an independent city.

Jurisdictional Health Department Applicant

Jurisdictional health departments (JHDs) that apply for Solid Waste Enforcement financial assistance are exempt from coordination requirements. JHDs that apply for Planning and Implementation financial assistance are considered a partnering local government and must comply with the coordination requirements listed above for a PLG.

C. Project eligibility and criteria

General eligibility statement

Local Solid Waste Financial Assistance supports local programs in accordance with chapters 70A.205, 70A.214, 70A.224, and 70A.300 RCW.

Programs include local hazardous and solid waste planning, plan maintenance, implementation of eligible activity in those plans, and enforcement of rules and regulations governing solid waste handling.

These programs are designed to prevent or minimize environmental contamination resulting from improper management or disposal of solid waste and can include programs for resource recovery.

Eligible project – homeless encampment response (HER)

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

LSWFA funds may be directed to eligible projects that clean up and dispose of solid waste from homeless encampments located on publicly owned land, including national parks.

Funding eligibility - HER

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

Planning and Implementation (P&I) and Solid Waste Enforcement (SWE) funds are eligible for use towards this work.

Eligible work - HER

Eligible cleanup work is limited to encampments on publicly owned lands, and can be performed by recipient employees and/or contractors.

Eligible work can include but is not limited to:

- Response planning and implementation; cleanup.
- Coordination/collaboration with other governments and agencies.
- Investigations, inspections, locating, and following-up.
- Infrastructure and purchased services on a case-by-case basis, such as:

- Providing and servicing portable toilets.
- Providing garbage collection.

Eligible costs - HER

Eligible costs can include but are not limited to:

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

Outcome measures - HER

Outcome measures can include but are not limited to:

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

Ineligible costs - HER

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

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

See [Appendix D](#) for an example scope of work.

Funding priorities

One of LSWFA's main purposes is to support the maintenance of local solid and hazardous waste plans and the implementation of eligible projects identified in those plans

Financial assistance reserved for local solid waste planning and implementation (P&I) is used to develop or maintain the Ecology-approved local solid or hazardous waste management plans, and to implement eligible programs identified in those plans.

Eligible solid waste programs in statutory order of priority are:

- Local HW plans and programs.
- Local SW plans and programs.

Ecology grant managers may pursue prioritizing the use of LSWFA toward the maintenance of a Local Solid Waste Management Plan (Plan) when the Plan is no longer in current condition.

Ecology's Solid Waste Planners will determine if a Plan is no longer current. Planners are responsible for communicating and providing planning technical assistance to local governments to ensure their Plans are kept in current condition. This includes notifying them when a Plan revision is required.

To stay current, a Plan must be locally adopted and approved by Ecology by the end of the sixth year of its implementation. Current condition also refers to the completeness and accuracy of a Plan's contents. If major changes have occurred during the implementation period of a Plan, local governments are expected to revise their Plans to reflect those changes.

Financial assistance reserved for local solid waste enforcement (SWE) programs is used to enforce rules and regulations adopted under chapter 70A.205 RCW. There is no statutory priority for SWE programs. SWE programs may use LSWFA for homeless encampment response.

D. Reimbursement eligibility

All costs submitted for reimbursement must meet requirements and be supported by backup documentation approved by Ecology. See [Part VIII – Payment Request](#). See also [Appendix B](#) for a list of ineligible costs and exceptions.

Eligible cash expenditures are reimbursable, in whole or in part, with agreement funds. Only eligible cash expenditures and approved in-kind interlocal contributions may be used to meet the local contribution requirement (25%). The recipient may not receive reimbursement for costs that exceed actual cash expenditures to date. Funding through Ecology's grants and loans may not be used for a financial gain to the recipient.

The scope of work in each agreement generally identifies the costs Ecology expects the recipient to charge to a specific task. These costs should be necessary and reasonable to complete the task (as determined by the Ecology grant manager), must be allowable as identified in Ecology's [Administrative Requirements for Recipients of Ecology Grants and](#)

[Loans](#)**Error! Bookmark not defined.** (Yellow Book), and must not be specifically excluded from LSWFA.

Memberships

Requirements about memberships are not included in the [Administrative Requirements for Recipients of Ecology Grants and Loans](#)**Error! Bookmark not defined.** (Yellow Book). Ecology grant managers will verify the membership makes sense for the task on a case-by-case basis. If it does, they will include it as an eligible cost in the agreement and approve it as a direct cost for reimbursement.

PART V – APPLICATION AND SCREENING

A. Application preparation

Application forms are available through the EAGL system (or in rare instances, another process provided by Ecology). Applicants must register in Secure Access Washington and EAGL before they can access LSWFA applications in EAGL. General instructions for navigating the EAGL system are accessible through [Ecology's website](#)¹⁶.

Application instructions for LSWFA in 2023-25 are provided in a separate document and can also be found in the EAGL system with the funding opportunity and your application.

Secure Access Washington's toll-free customer support is available 24 hours a day, seven days a week at 888-241-7597.

Ecology may announce the period of application through our email subscription list. Subscribe through the [GovDelivery email system](#)¹⁷ to receive our emails and announcements.

Pre-application technical assistance

Ecology recommends a pre-application conference as a first step in applying for financial assistance. LSWFA grant managers will listen to your ideas and work with you to confirm eligibility. This step may help reduce the time it takes you to apply for LSWFA funding. It may also reduce the time between when you apply and when Ecology offers the agreement. Please [contact your grant manager](#) if you would like to set up a meeting.

Scope of work

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

- Work to be performed.
- Who will perform the work.
- Costs an applicant expects reimbursed.
- A measurable outcome.
- Summarized work plan with a timeline for deliverables.
- Spending plan.

Available budget

A copy of the final allocation table is in [Appendix A](#). The LSWFA Work Group recommends a fixed amount and cap that Ecology uses to calculate the allocation amounts available to each local government identified on the table.

¹⁶ <http://www.ecy.wa.gov/>

¹⁷ https://public.govdelivery.com/accounts/WAECY/subscriber/new?topic_id=WAECY_75

Planning & Implementation (P&I) Budget

Maximum total amount of 80 percent of the total LSWFA budget. This includes:

- A fixed amount of \$192,000 for each county, excluding cities listed on the table.
- A per capita amount based on:
 - County: percentage of total state population.
 - City: percentage of the total county population
 - King and Spokane county populations are reduced by populations for cities of Seattle and Spokane, respectively

Solid Waste Enforcement (SWE) Budget

A minimum total amount of \$2.925M. This includes:

- A fixed amount of \$37,500 for each jurisdictional health department (JHD)
 - Multi-county JHDs divide this single \$37,500 fixed amount by the number of counties within the JHD.
- A per capita amount relative to each JHDs population.
- A cap of \$225,000 per JHD, including multi-county JHDs.

B. Submitting an application

To apply for a grant, you must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) online grant management system. Application instructions are linked on the [LSWFA webpage](#),¹⁸ on screens in the EAGL application, and provided upon request.

The applicant must upload all required documents and submit a complete application by the due date identified in the announcement. Since LSWFA is not a competitive grant program, it is possible to submit an application after the due date. However, a late application forfeits consideration for additional funds through the unrequested process.

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

C. Application screening

Initial screening

Applications must pass Ecology's initial screening before Ecology evaluates individual projects in more detail. The criteria Ecology uses in the initial review is applied in the following order:

1. Did the applicant comply with [coordination requirements](#)?
2. Is the applicant [eligible](#) for financial assistance?
3. Is the application complete?
4. Is the application for one (or more) of the following?:

¹⁸ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Coordinated-prevention-grants>

- Maintaining a local hazardous or solid waste management plan.
- Implementing a local hazardous or solid waste program identified in the plan.
- Enforcing rules and regulations governing solid waste handling.

Depending on the results of the initial screening, Ecology may deny the application or return it for modifications to comply with the required criteria. If it meets the screening criteria, the application will move on to project evaluation.

Project evaluation

After the initial screening, Ecology will further evaluate each project in the application, and may work with the applicant to assess eligible activity and costs while drafting the scope of work. You can find examples of eligible activity in [Appendix C](#).

An eligible project must meet all the following criteria:

1. Is identified in the local hazardous or solid waste management plan.
2. Meets a local need.
3. Can produce a measurable outcome.

Once Ecology confirms a project is eligible, LSWFA grant managers can begin drafting the scope of work. Enforcement projects are likely to be drafted first, followed by Planning and Implementation projects that are usually more complicated and require extra attention to detail. Ecology will scope a project so that the expected outcome can be achieved by the end of the agreement period and will negotiate a budget that both parties agree is sufficient to complete the scope of work.

PART VI – AGREEMENTS AND AMENDMENTS

A. Negotiations and formal offer

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

Ecology will work with the recipient to prepare the agreement. LSWFA grant managers will draft a scope of work for each task based on information gathered during pre-application meetings, from the application, and through negotiating details with the applicant.

LSWFA grant managers will contact the applicant to confirm the details in each task’s scope of work and each task budget, confirm the recipient’s signing preference, and inquire about participation in the reporting assessment. LSWFA grant managers will then take the appropriate internal steps to prepare the agreement as a formal offer.

To help expedite the signature process, Ecology may offer agreements after the State’s Operating Budget is enacted and before the effective date of the agreement, which is anticipated to be July 1 of the new biennium. Agreements returned signed by the recipient will be held until Ecology can legally sign the agreement, beginning on the effective date of the agreement.

Costs that are incurred by the recipient **prior to the effective date of the agreement** are not eligible for reimbursement.

At the recipient’s own discretion and risk, costs may be incurred **after the effective date of the agreement** and before the agreement is signed by Ecology. These costs are referred to as “retroactive costs” and are eligible for reimbursement, so long as they meet LSWFA eligibility criteria.

B. Reporting Assessment

In the 2021-23 funding cycle, the Solid Waste Management (SWM) program began incorporating a Risk Assessment policy for all grant programs, not including one-time-grants. This policy is intended to decrease the workload for recipients and Ecology grant managers when Ecology assesses a recipient as low risk. In 2023-25 the policy is called Reporting Assessment. Modifications were made to the policy based on feedback and a copy of is provided in [Appendix F](#).

Ecology grant managers will confirm by email if the recipient wants to participate in the assessment. Reporting Assessment emails will be uploaded in EAGL for future reference and recordkeeping.

C. Returning the signed agreement (or amendment)

Signature process

DocuSign is now available as a platform for signing the agreement, though recipients are not required to use this process. Ecology grant managers will confirm with the recipient by email asking if they want to use DocuSign prior to offering the agreement for signature.

Recipients choosing not to use DocuSign may continue with the existing process of downloading the agreement from EAGL and routing it for wet signature(s). When using this option, you must return a PDF copy of the signed and dated agreement to Ecology by email, and the email must include the required approval language provided by your grant manager. Ecology continues not to accept hard copy documents for processing.

Whether using DocuSign or the existing signature process, Ecology must receive a signed and dated agreement within 60 days of the EAGL auto-generated **Agreement Requires Signature** email, which is sent to those assigned the role of authorized official for the recipient. This email is Ecology's official notification that an agreement is being formally offered and ready for the recipient to sign.

If the recipient has not contacted Ecology or returned a signed agreement within four months of the EAGL auto-generated **Agreement Requires Signature** email, Ecology may rescind the agreement offer.

A copy of the executed agreement is accessible through both DocuSign and EAGL for reference and recordkeeping.

D. Relinquished funds

Relinquishing funds happens at the start of the biennium when a Primary relinquishes funds to a partnering local government (PLG). When the PLG does not request the full amount relinquished to them or an independent city does not request the full amount available to them, those funds can be returned to the Primary. In circumstances of a budget reduction due to poor performance by a PLG or independent city, the funds can also be returned to the Primary. The Primary must decide immediately if it will absorb the unclaimed funds, or Ecology will redistribute them as unrequested funds. If the unrequested amounts have already been determined, the funds may be redistributed as [unspent funds](#).

E. Unrequested funds

Unrequested funds are funds that are left over after a Primary Local Government (Primary), an independent city, and a Partnering Local Government (PLG) have settled on their final requested amount.

Unrequested funds are redistributed at the onset of the biennium, and can only be allocated to eligible requesters that indicate their intention in their application

- The only opportunity to request these funds is through the application process on the Additional Funds and Coordination form.
- An eligible requester is the county local government with primary responsibility for solid waste management and jurisdictional health department with primary responsibility to enforce solid waste rules and regulations.

Qualifications for receiving unrequested funds

1. An eligible requester’s application was submitted before 5:00 PM on the date Ecology advertises as the application period closing.

Note: The EAGL system automatically removes the option to submit an application when its computer clock reaches 5:00 PM. We recommend you do not wait until the last minute to try to submit your application, because it could jeopardize your request for additional funds.

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

3. You are a PLG that can answer yes to each of the following conditions:

- The PLG’s Primary does not apply for LSWFA or requests \$0.
- A valid interlocal agreement between the Primary and PLG provides the PLG authority to act as lead and fiscal agent to apply for and administer grants on behalf of the Primary.
- The PLG manages elements of the solid waste system the same as if the Primary were lead, including taking primary responsibility for maintaining the local solid waste management plan.
- The PLG must request the full amount available to the Primary as identified on the Allocation Table.

Note: PLGs that meet these criteria should answer “yes” on the Additional Funds and Coordination application form that they are the county local government or jurisdictional health department listed on Ecology’s LSWFA allocation table, and finish completing the additional funds section.

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

Redistribution of unrequested funds

Ecology tracks requests for additional funds as applications are submitted, and confirms they meet the qualifications to receive them. Through the screening process, Ecology follows up with all Primaries that did not request their full allocation to confirm the amount requested is accurate.

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

Based on availability, Ecology will contact the qualified recipients and confirm they will accept the additional amount. These recipients may use unrequested funds to create a new task in the agreement, and/or may elect, through coordination, to relinquish a portion of the additional funds to a PLG. Releasing funds to an independent city or another Primary in common are subject to conditions.

The Primary may relinquish funds to an independent city when the following conditions are met:

- Independent city is applying for its full per capita amount based on the city percentage of the county population,
- Funds relinquished to the independent city exceed the city's percentage of the county population, and
- Per WAC 173-312-080(2)(b)(ii)(B), Ecology, the Primary, and all other signatories to the county solid waste management plan agree the independent city may receive the additional funds.

The Primary may relinquish funds to another Primary when the following conditions are met:

- Boundaries of a partnering local government (PLG) overlap more than one primary county border: PLG in common.
- One of these primaries with the PLG in common manages the PLGs work in their agreement with Ecology.
- One or more of the other primaries with the PLG in common want to relinquish a portion of their funds for use by the PLG in common.
- The primary managing the PLGs work in their agreement with Ecology may accept relinquished funds from one or more of the other primaries with the PLG in common and must only use them to reimburse eligible costs incurred by the PLG in common.

Ecology will make every effort to add unrequested funds to the initial agreement before it is executed. When this is not possible, the unrequested funds must be added through a formal amendment. Recipients accepting these funds can choose to experience a slight delay in receiving the initial agreement offer to wait for the unrequested funds to be added, and avoid a formal amendment.

F. Unspent funds

Determining “unspent”

Ecology monitors spending throughout the agreement period and works with recipients to reduce budgets as needed. Recipients who spend out early and can use additional funds are also tracked.

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

Ecology uses this practice to encourage spending and confirm budget need:

- May/Quarter 4 – A template email is sent to individual recipients reminding them of the unspent process and amendment deadlines.
- October/Quarter 6 – A statewide email is sent through GovDelivery to the LSWFA distribution list announcing the start of the unspent process.
- November/Quarter 6 – Ecology grant managers work with individual recipients to get a written response confirming their budget need for the remainder of the grant period.

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

G. Amendments

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

Due to internal administrative deadlines, scope changes including new tasks and new activity under existing tasks must be amended into agreements before September 30, in quarter 5.

Exception: A new task and/or new activity may be added to the agreement to retain funds in the jurisdiction if all of the following conditions are met: 1. During implementation of the unspent process, it is discovered the recipient is unable to spend out an existing task budget; 2. Recipient is performing LSWFA eligible work outside of the agreement scope; 3. Ecology confirms the work is standard LSWFA, on-going-routine work, such as operations of recycling or organics facilities, MRW collection and management, and/or solid waste enforcement.

Additionally, 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.

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

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.
- Redistribution of budgets between tasks. See [LSWFA and the budget deviation](#) for an exception.
- Special Terms and Conditions, or agreement-specific Terms and Conditions.

LSWFA and the budget deviation

How does LSWFA handle it?

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

- Notify your Ecology grant manager before itemizing costs more than a task's remaining budget when there are two tasks in the agreement.
- **Do not** itemize costs more than a task's remaining budget when there are at least three tasks in the agreement.

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

When an amendment is not required, Ecology may instruct the recipient to itemize costs more than 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 Ecology grant manager must note the budget changes in a spreadsheet designated by the Fund Coordinator.

How does the EAGL function work?

Without warning or permission, a system functionality built into EAGL allows the recipient to itemize costs more than a task's budget and allows for Ecology to approve them. Though, the system will never allow reimbursement of costs more than Ecology's agreement share, 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 two tasks 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.

Reobligating unrequested funds

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

Reobligating unspent funds

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

- The recipient must be in good standing for their administration of LSWFA in the biennium. Good standing means the recipient’s budget was not reduced due to poor performance in the previous biennium and may include administrative performance in the current biennium.
- Unspent funds retain their original designation (P&I or SWE) and are first offered in the Ecology region of origin.
- Funds that remain after region of origin consideration are then offered statewide and continue to retain their original designation (P&I or SWE).
- Funds that remain after statewide consideration in their original designation become available using criteria and a process recommended by the LSWFA Work Group and approved by Ecology.

Criteria used by each region in determining redistribution must be documented and includes but may not be limited to recipients’:

1. Response to Ecology’s *unspent* email.
2. Administrative performance in communicating with the Ecology grant manager, timely submittal of PR/PRs, and task work progressing as expected.
3. Classification by Department of Health’s (DOH) [Washington Tracking Network \(WTN\)](#)¹⁹ Environmental Health Disparities (EHD) index that determines highly impacted communities.
4. History of spending.

Note: Funds may not be used to create a new Task in the agreement.

Exception: A new task and/or new activity may be added to the agreement to retain funds in the jurisdiction if all of the following conditions are met: 1. During implementation of the unspent process, it is discovered the recipient is unable to spend out an existing task budget; 2. Recipient is performing LSWFA eligible work outside of the agreement scope; 3. Ecology confirms the work is standard LSWFA, on-going-routine work, such as operations of recycling or organics facilities, MRW collection and management, and/or solid waste enforcement.

¹⁹ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

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.

Cost-reimbursement

Ecology disburses payments on a cost-reimbursement basis. This means a recipient must incur the cost before it becomes eligible for reimbursement. A cost is incurred on the date the recipient receives the item or that the service is performed, and the cost incurred date must be identified and documented by a payable invoice. For items that are delivered, a recipient can manually identify the delivery date on the invoice. For example:

- You order a print job on March 15; the cost-incurred date is the date that job is delivered and in your possession – NOT the date you ordered it or the date you paid for it or the date on the invoice. A “certification”, such as a note on the invoice when the item is in the hands of the recipient, meets our needs for the required backup documentation.
- You hire a contractor to build an enclosure at your MRW facility; the dates of cost incurred are the dates the contractor works – NOT the date they invoice for the work.

Costs incurred dates

- *Date incurred* start date must be on or after the agreement effective date.
- *Date incurred* end date must be on or before the oldest billing period end date entered in the PR/PR.
- *Date incurred* end date 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 corresponding to a particular quarter of the biennium. A PR/PR is available to be initiated for six months, beginning the first day of the quarter it is named for, through the last day of the next quarter. You may start the PR/PR within the quarter 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 is submitted.

Keep in mind, you can submit costs that were incurred before the start of the titled quarter (in case you need to pick up costs that may have been missed from a previous quarter, 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. If 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 the reporting assessment indicates otherwise.

When there are no expenditures to report, the recipient completes the following steps on the Payment Request form:

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

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

Table 3 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 LSWFA program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options, along with an explanation of qualifying costs under each option, are as follows:

- **Salaries** - select when the cost is only recipient salaries or wages.
- **Benefits** - select when the cost is only recipient benefits (not combined with recipient salaries or wages). Note: Benefits are the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Fringe benefits, such as a car or clothing allowance, are a separate cost category and should not be included in the benefit rate.
- **Salaries/Benefits** - select when the cost is a combination of recipient salaries or wages AND benefits.

- **Indirect** - select when charging for indirect. LSWFA indirect is 30 percent of the recipient salaries/benefits itemized on the same Expenditures table. Charging for indirect costs are optional throughout the agreement period.
- **Contracts** - select when expenses are associated with a legally-binding, written agreement between the recipient and contractor for the rendering of professional services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor-related costs.
- **Goods and Services** - select when expenses are associated with purchase of a product or service, material, or supplies.
- **Travel** - select when costs are associated with lodging, meals, mileage, vehicle rental, parking, ferry, and toll fees. Registration costs are itemized under Goods and Services. For current state travel rates, see [OFM's travel rates](#)²⁰ that tend to adjust in January and October, so check back as needed.
- **Equipment** - select when the expense is a tangible, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system including tax and shipping. If the item has a useful life of less than one year and cost less than \$5,000 per functional unit or system, itemize under Goods and Services.
- **Property** - select when the cost is associated with purchase of land, including crops and mineral rights, land improvements, structures, and appurtenances to them, but exclude moveable machinery and equipment.
- **Other** - select when the cost does not fit under any previous category options, such as Use Tax.

Supporting documentation

Recipients must upload documentation that supports each cost itemized in the Expenditures table unless the reporting assessment indicates otherwise. These documents may be grouped into a single file or uploaded separately, preferably in the personal data file (PDF) format.

Documentation must be presented in the same order as the costs 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.

Supporting documentation includes, but may not be limited to:

- Goods and Services
 - Copies of receipts or payable invoices that confirm the date of goods received or services performed.
- Required verification forms, such as:
 - Meeting/conference agendas attended during travel status (when travel is charged).
 - Certificate of completion for trainings (when training is charged).
- Time Accounting

²⁰ <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>

- Payroll/Labor Distribution Report for recipient W2 employees is required and must include:
 - Total employer costs for employee*(for the report period)
 - Total employee hours worked (for the report period)
 - Report period identified
 - Report run date and who ran the report
- Time and Effort report/Time Sheet is required and must include:
 - Employee name
 - Hours worked by date and task

Payroll Journal Summary by Employee

Per Employee Summary for pay days that fall between 10/01/2021 and 12/31/2021

Employee Name	Earnings		Deductions/Contributions		Employee Taxes	Employer Taxes		Totals	
	Description	Hours	Description	Type		Description	Amount	Description	Amount
Mouse Mickey	Regular	228.75			\$331.78	Social Security	\$245.29	Net Pay	\$3,624.47
	Paid Holidays	22.50	\$337.50			Medicare	\$57.37	Reimbursements	\$16.31
	Sick	12.50	\$187.50			WA SUI	\$141.24	Check Amount	\$3,640.76
	Gross		\$3,956.25			WA EAF	\$1.18	Employer Cost	\$4,448.90
						WA Workers' Comp Insurance	\$31.26		
						Total	\$476.34		
Duck Donald	Regular	356.50	\$7,486.50		\$1,701.24	Social Security	\$542.28	Net Pay	\$7,045.26

Screenshot 1 Example labor distribution report

DEPARTMENT OF ECOLOGY
State of Washington

FORM E: MONTHLY TIME SHEET
(To be completed by any individual, paid or volunteer, providing services to the project)

Agreement No: **SWMPPG-2021-FICORG-00011** Recipient: _____ Month: **October 2022**

Name: **Mickey Mouse** Employer: **Fictional Organization**

Activity (Task/Sub-task No.)	C-Cash E-Internal K-Other In-Kind	Daily Work Log																															Total Hours	Recipient Use	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Hourly Rate	Total Charge
Task 1		4	1	2		5	8	8	8	1		4	4	6	6	8		3	2	2	2	1		1	2	8	8	8	10	2					

Screenshot 2 Example time sheet

For time accounting, note that total employer costs for employee includes benefits and overtime for the period, and paid leave time. Paid leave is eligible for reimbursement based on the percent of time the employee worked on grant funded tasks in the same period.

All time is reimbursed at the employee’s regular rate of pay unless the employee works 100 percent of a 40-hour work week on LSWFA, then overtime is eligible for reimbursement.

Ecology review and approval

Ecology grant managers either approve, modify, or deny each cost itemized in the Expenditures table. They rely on the agreement, backup documentation provided with the PR/PR, these *Guidelines*, and [Administrative Requirements for Recipients of Ecology Grants and Loans](#) **Error! Bookmark not defined.** (*Yellow Book*) to make the determination. The Ecology grant manager may contact the recipient for help making the determination, may return the PR/PR for modifications, or may make the decision to deny the cost in whole or in part. In the latter case, the Ecology 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 payment requests that are received after July 30.

PART VIII – 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 together. 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, even 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 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 4 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 LSWFA-specific and therefore includes fields that LSWFA does not require the recipient to complete. EAGL auto-populates some fields in the form. The fields LSWFA recipients are required to complete, and a brief explanation for how to complete them, are listed below.

The recipient completes a Progress Report form at least quarterly (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 as “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. If tasks were broken out by activity, then you must provide the report by activity. Check your agreement to confirm if tasks were broken out by activity.

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

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

Screenshot 3 Example format in the progress report for P&I tasks broken out by activity

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

* By Task Progress	
Task Title	Summary of accomplishments for this reporting period
Solid Waste Enforcement	<p>Activity - Solid Waste Facilities/Sites (Permitted/Exempt): facility inspections were completed, copies of all inspection reports are uploaded below.</p> <p>Activity - Solid Waste Investigation, Assistance, Enforcement: complaints were received, responded to and closed.</p>

Screenshot 4 Example format in the progress report for SWE tasks broken out by activity

General Comment

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

Upload Supporting Documents

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

Do not upload financial supporting documents here.

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

D. List of required forms

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

Spending Plan and Outcomes Data Collection

Outcomes Data Collection

The Outcomes Data Collection Section of this form is set up by Ecology during the Agreement Initiated status. The “overall expected outcome” for each individual measure is entered by Ecology based on information from the recipient. Overall expected outcomes are the

recipient’s best guess at accomplishments with the amount of funds budgeted to the task, inclusive of both Ecology’s 75 percent share and the Recipient’s 25 percent contribution. If costs to achieve the outcomes go beyond the budgeted amount, reduce the outcomes as described in the [“Report only budget-supported outcomes”](#) section below.

After the agreement is active, the recipient is responsible to enter data for each measure in each quarter. It must be done in conjunction with submitting a PR/PR.

- Enter a zero (0) if no outcomes were achieved for that measure in the reporting period.
- Please do not enter data that was already accounted for in another period.
- At the end of the grant,
 1. The sum of all quarters’ outcomes by individual measure is considered the Actual Outcome that you can enter in your Recipient Close Out Report.
 2. It is okay if the sum does not equal the corresponding Overall Expected Outcome, because those were only estimates.

Task Title	Measure	Overall Expected Outcome	Unit of Measure	Jul-Sept 2019	Oct-Dec 2019	Jan-Mar 2020
				Qtr 1	Qtr 2	Qtr 3
1 - Residential Recycling/Waste Prevention	Contamination reduced	56160	Pounds	0	5699	3664
1 - Residential Recycling/Waste Prevention	Solid waste reduced	1000	Pounds	0	963	317
1 - Residential Recycling/Waste Prevention	Planning Document(s)	1	Draft	0	0	0
2 - Recycling Operations	Solid waste collected, intended for recycling	8	Tons	0	4	0
2 - Recycling Operations	Edible food rescued for the purpose of feeding people	1000	Pounds	0	394	0
2 - Recycling Operations	Participants	500	Household(s)	0	253	0
3 - Waste Prevention Campaign	Solid waste reduced	1600	Pounds	0	10	227.4

Screenshot 5 Example of a completed outcomes data collection table

Report only budget-supported outcomes

Reported outcomes should relate to the costs identified on the Payment Request form. The recipient is asked to only report the outcomes achieved in the quarter with 100 percent of the approved costs itemized on the Payment Request form for the same quarter. The main purpose of this is to capture outcomes reflective of the task budget’s contribution to the overall task work performed. This helps to show the impact of the funds.

To explain accurate reporting, let’s say a recipient hosts a collection event for certain recyclables, including those paid for by product stewardship programs. The weight of items collected at the event as part of a product stewardship program should not be counted as an LSWFA outcome because the product stewardship program pays those costs, not LSWFA. The same logic applies to SQG waste collected at an MRW facility. The recipient should subtract these weights from their reporting totals.

Below are examples of how to adjust the weights of material collected for recycling proportionate to how much of the event was financially supported by the task budget.

Example 1:

- Entire event cost is \$100,000
- Task budget (LSWFA + recipient contribution) pays \$33,000 of those costs

- 33% of the event costs are supported by the task budget
- Subtract the weight of materials covered by product stewardship programs (and other ineligible materials such as SQG)
- Multiply the total weight of eligible materials collected by 33%
- Result is reported as the outcome

Example 2:

- Entire event cost is \$100,000
- Task budget (LSWFA + recipient contribution) pays \$100,000 of those costs
- 100% of the event costs are supported by the task budget
- Subtract the weight of materials covered by product stewardship programs (and other ineligible materials such as SQG)
- 100% of the total weight of eligible materials is reported as the outcome

General measurements and conversions to assist the recipient in reporting accurate data are available in the [Measurement Standards for Solid Waste and Recovered Materials](#)²¹.

Spending Plan

The recipient must complete the spending plan portion of the Spending Plan and Outcomes Data Collection form as part of the application process, and then keep it current throughout the agreement period.

[Chapter 43.88 RCW, State Budgeting, Accounting, and Reporting System](#)²² outlines the legal authority and responsibility of the Governor and the Office of Financial Management (OFM) to allot public funds. It requires state agencies to submit detailed spending plans for the enacted budgets to OFM, and keep these spending plans up to date.

In compliance with chapter 43.88 RCW, the Solid Waste Management’s budget manager generates monthly Spending Plan reports to estimate disbursement amounts. This information comes from recipient reporting on this form.

In their application, the recipient selects each task title from the drop-down list in the form and enters the amount they expect to spend on that task in each quarter. The last column of the form sums the quarterly planned expenditures for each task to calculate the task’s total eligible cost, and the total eligible cost for each task is summed to calculate the Grand Total. The Grand Total is the agreement budget and must equal the total eligible cost shown in red just above the table.

During the life of the agreement, the recipient updates the Spending Plan form each quarter to replace expected spending with actual spending. Actual spending is based on the amount submitted for reimbursement in the quarter.

²¹ <https://apps.ecology.wa.gov/publications/SummaryPages/1507004.html>

²² <https://apps.leg.wa.gov/RCW/default.aspx?cite=43.88>

Note: Refer to the Payment History form to confirm actual disbursement amounts and task budget balances. The Spending Plan only confirms the agreement total eligible cost and is a tool to track plans for spending.

How to update the Spending Plan

After submitting a PR/PR, update the Spending Plan with the actual total submitted for reimbursement for each task. Ecology will adjust the amount if approved costs are different than the original request. Make sure to save the form.

Recipients can request reimbursement in a subsequent quarter for costs it incurred in earlier quarters within the agreement effective period. In this case, include these costs in the subsequent quarter on the Spending Plan.

Enter \$0 for a task when:

- No costs were incurred in the quarter.
- Costs were incurred in the quarter, but not submitted for reimbursement until a subsequent quarter.
- The agreement effective date begins in a subsequent quarter, so no costs can be incurred.
- The total budget for the task is fully spent.

Equipment Purchase Report

If any piece of equipment or property is purchased in the quarter, the recipient must submit an Equipment Purchase Report (EPR). One EPR must be submitted for each piece of equipment or property purchased.

This form is only for equipment 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. In some circumstances, Ecology may request that a recipient submits this form for a purchase that has a useful life of more than one year but a value of less than \$5,000, like electronics.

See Section 13 of the EAGL User Manual located in EAGL at the top of any screen for more information to complete and submit the report.

Form D: Contractor Participation Report

The recipient is responsible for completing the Form D: Contractor Participation 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.

Recipient Close out Report

The recipient must submit this report concurrent with the first PR/PR that zero's out the recipient's agreement budget, or by July 30, 2025, whichever comes first. If the recipient spends out before the unspent process begins and does not intend to seek additional funds, Ecology will process the report and close out the agreement. If the recipient intends on seeking additional funds, Ecology will delay processing the report.

PART IX – PURCHASING AND CONTRACTS

A. General Requirements

The recipient may procure goods and services related to performance under an LSWFA agreement. See [Administrative Requirements for Recipients of Ecology Grants and Loans](#)**Error! Bookmark not defined.** (*Yellow Book*), Part V – Purchasing and Contracts for an overview of procurement requirements for goods and services, public works, and architectural and engineering services.

B. General Principles

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

C. Cost Basis of a Contract

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

PART X – RECIPIENT PERFORMANCE

A. General Information

Ecology is responsible for administering the LSWFA program, which is periodically reviewed by the State Auditor. Ecology monitors recipient performance to ensure that overall allocation for LSWFA is spent 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, Ecology’s [Administrative Requirements for Recipients of Ecology Grants and Loans](#)**Error! Bookmark not defined.** (*Yellow Book*) and these *Guidelines*.

LSWFA grant managers may conduct onsite visits during the agreement period to monitor grant-related activity and performance. After an onsite visit, Ecology will complete and submit a Site Visit Report in EAGL.

B. Performance Evaluation

Goals for performance monitoring

Ecology has two goals for evaluating recipient performance in the biennium:

1. Ensure the total allocation for LSWFA is spent.
2. Highlight administrative areas needing improvement so that we increase efficiency in grant administration for both the recipient and Ecology.

The Performance Evaluation Form was developed with the Local Solid Waste Financial Assistance Work Group to track minimum performance standards from quarter to quarter.

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

LSWFA Performance Evaluation form

This form is in the EAGL system. The Ecology grant manager completes the Performance Evaluation form for each quarter, usually in coordination with each submitted Payment Request/Progress Report (PR/PR). Instructions for completing the form include:

- A default “Yes” is selected for criteria 1-7 in each quarter when a PR/PR was not required for that quarter, such as agreements with a later effective date or an agreement that spends out early.
- If a “No” is selected, the Ecology grant manager must explain why in the corresponding Ecology Comments box.

- When the recipient spends out early and it has been determined they will not receive additional funds through the unspent process, the Ecology grant manager completes criteria 10 and 11 in Q8, regardless of which quarter the recipient spent out.

Ecology encourages PR/PRs are submitted no more frequently than quarterly. If a recipient submits monthly or bi-monthly, the Ecology grant manager updates the same quarter of the evaluation form for each PR/PR submitted for that quarterly period. Submitting PR/PRs more frequently than quarterly means the recipient is evaluated more than one time for the same quarter. In this case, the Ecology grant manager will:

- Not change a previously entered “No” in the quarter.
- Explain in the corresponding Ecology Comments box the number of PR/PRs submitted for the quarter.

Recipients can see quarterly evaluation results, are encouraged to confirm their evaluation is accurate, and may add comments in the comment box for recipients as needed.

The Fund Coordinator is responsible for training Ecology grant managers on how to complete the Performance Evaluation, and ensuring that each form is complete by the end of the biennium and before final scores are collected.

Performance criteria and scoring

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

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

Evaluation results

A final score of 140 or higher makes the recipient eligible for full funding in the next biennium. If a score of at least 140 points is not achieved in the current biennium, a recipient’s budget in the next biennium could be reduced by up to 10 percent.

Scores below 140 do not automatically trigger a budget reduction in the next biennium. Ecology will carefully examine all scores below 140 points and anticipate partnering with the LSWFA Work Group to help formulate a recommendation.

Budget Reduction

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

Funds that are the subject of a budget reduction due to poor performance by a partnering local government or an independent city are first offered to the Primary. The Primary must decide immediately and before their agreement is offered if it will reclaim these funds or Ecology will redistribute them as unrequested funds. If the unrequested amounts have already been determined, the funds may be redistributed as “unspent”.

PART XI – CLOSE OUT

A. General Information

At agreement expiration or after your agreement budget is spent, all final documents become due, and Ecology approves them before the agreement can be closed. Final documents to submit include:

- Final PR/PR
- Recipient Close Out Report

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

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

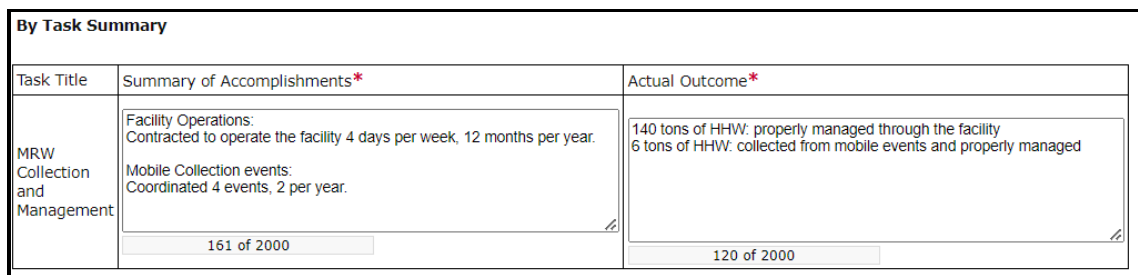
After Ecology completes and submits the Ecology Close Out Report, the agreement is officially closed when the status is Agreement Inactive.

B. Completing the Recipient Close Out Report

The Recipient Close Out Report (RCOR) is an Agency-wide form that cannot be edited by individual grant programs. It contains fields that LSWFA does not require the Recipient to complete, though the form must be completed by the recipient and submitted concurrent with their final PR/PR. LSWFA-specific guidance for completing each section of the RCOR is provided below.

Summary of Accomplishments

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



By Task Summary		
Task Title	Summary of Accomplishments*	Actual Outcome*
MRW Collection and Management	Facility Operations: Contracted to operate the facility 4 days per week, 12 months per year. Mobile Collection events: Coordinated 4 events, 2 per year.	140 tons of HHW; properly managed through the facility 6 tons of HHW; collected from mobile events and properly managed

Screenshot 6 Example format for summarizing accomplishments by activity

Actual Outcome

In this field, use the data from the Outcomes Data Collection table in your “Spending Plan and Outcomes Data Collection form”. Provide it in totals. See the screenshot above for how to enter the actual outcome.

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.

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.

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 Ecology grant manager. They can email you a copy of detailed instructions, including where to find the form in EAGL.

APPENDICES

[Appendix A. FINAL 23-25 Allocation Table](#)

[Appendix B. Ineligible costs and exceptions](#)

[Appendix C. Examples of eligible activity](#)

[Appendix D. Scope – Homeless Encampment Response](#)

[Appendix E. Outcomes Guidance](#)

[Appendix F. Reporting Assessment Policy](#)

Appendix A. FINAL 2023-25 Allocation Table

**Local Solid Waste Financial Assistance
Solid Waste Management Program
FINAL 23-25 Biennium Allocation Table**
Updated **10.25.23**



Calculations for SWE are based on the following factors: a minimum total amount of \$2.925M, includes a fixed amount of \$37,500 for each jurisdictional health department (JHD), except multi-county JHDs divide a single \$37,500 fixed amount by the number of counties within the JHD; a per capita amount relative to each county's population; and a cap of \$225,000 per JHD, including multi-county JHDs. The only update to the final draft table was to mark it as FINAL.

COUNTY	2022 POPULATION ¹	SOLID WASTE PLANNING & IMPLEMENTATION (P&I)			SOLID WASTE ENFORCEMENT (SWE)			TOTAL LSWFA	LEGISLATIVE DISTRICT
		FIXED AMOUNT	PER CAPITA P&I	TOTAL P&I	FIXED AMOUNT	PER CAPITA SWE	TOTAL SWE		
ADAMS	21,100	\$192,000	\$31,423	\$223,423	\$37,500	\$26,065	\$63,565	\$286,988	9
ASOTIN	22,600	\$192,000	\$33,657	\$225,657	\$37,500	\$27,918	\$65,418	\$291,075	9
BENTON ³	212,300	\$192,000	\$316,166	\$508,166	\$18,750	\$127,564	\$146,314	\$654,480	8,16
CHELAN ³	80,650	\$192,000	\$120,107	\$312,107	\$18,750	\$99,627	\$118,377	\$430,484	12
CLALLAM	77,625	\$192,000	\$115,602	\$307,602	\$37,500	\$95,890	\$133,390	\$440,993	24
CLARK	520,900	\$192,000	\$775,747	\$967,747	\$37,500	\$187,500	\$225,000	\$1,192,747	14,17,18,20,49
COLUMBIA	3,950	\$192,000	\$5,883	\$197,883	\$37,500	\$4,879	\$42,379	\$240,262	16
COWLITZ	112,350	\$192,000	\$167,316	\$359,316	\$37,500	\$138,786	\$176,286	\$535,602	19,20
DOUGLAS ³	44,000	\$192,000	\$65,527	\$257,527	\$18,750	\$54,353	\$73,103	\$330,630	12
FERRY ³	7,300	\$192,000	\$10,871	\$202,871	\$12,500	\$9,018	\$21,518	\$224,389	7
FRANKLIN ³	99,750	\$192,000	\$148,552	\$340,552	\$18,750	\$59,936	\$78,686	\$419,238	9,16
GARFIELD	2,300	\$192,000	\$3,425	\$195,425	\$37,500	\$2,841	\$40,341	\$235,766	9
GRANT	101,800	\$192,000	\$151,605	\$343,605	\$37,500	\$125,754	\$163,254	\$506,859	12,13
GRAYS HARBOR	76,400	\$192,000	\$113,778	\$305,778	\$37,500	\$94,377	\$131,877	\$437,655	19,24
ISLAND	87,700	\$192,000	\$130,607	\$322,607	\$37,500	\$108,336	\$145,836	\$468,442	10
JEFFERSON	33,350	\$192,000	\$49,666	\$241,666	\$37,500	\$41,197	\$78,697	\$320,364	24
KING	1,555,200	\$192,000	\$2,316,070	\$2,508,070	\$37,500	\$187,500	\$225,000	\$2,733,070	1,5,11,30,31,32, 33,34,36,37,39,41,43, 45,46,47,48
CITY OF SEATTLE ²	762,500	\$0	\$1,135,548	\$1,135,548				\$1,135,548	11,32,34,36,37,43,4
KITSAP	280,900	\$192,000	\$418,328	\$610,328	\$37,500	\$187,500	\$225,000	\$835,328	23,26,38
KITTITAS	47,200	\$192,000	\$70,292	\$262,292	\$37,500	\$58,306	\$95,806	\$358,098	13
KLICKITAT	23,150	\$192,000	\$34,476	\$226,476	\$37,500	\$28,597	\$66,097	\$292,573	14
LEWIS	83,400	\$192,000	\$124,203	\$316,203	\$37,500	\$103,024	\$140,524	\$456,727	19, 20
LINCOLN	11,050	\$192,000	\$16,456	\$208,456	\$37,500	\$13,650	\$51,150	\$259,606	13
MASON	66,200	\$192,000	\$98,588	\$290,588	\$37,500	\$81,777	\$119,277	\$409,865	35
OKANOGAN	42,700	\$192,000	\$63,591	\$255,591	\$37,500	\$52,747	\$90,247	\$345,838	7,12
PACIFIC	23,600	\$192,000	\$35,146	\$227,146	\$37,500	\$29,153	\$66,653	\$293,799	19
PEND OREILLE ³	13,625	\$192,000	\$20,291	\$212,291	\$12,500	\$16,831	\$29,331	\$241,622	7
PIERCE	937,400	\$192,000	\$1,396,016	\$1,588,016	\$37,500	\$187,500	\$225,000	\$1,813,016	2,25,26,27,28,29,30,31
SAN JUAN	18,150	\$192,000	\$27,030	\$219,030	\$37,500	\$22,421	\$59,921	\$278,950	40
SKAGIT	131,250	\$192,000	\$195,463	\$387,463	\$37,500	\$162,133	\$199,633	\$587,096	10,39,40
SKAMANIA	11,900	\$192,000	\$17,722	\$209,722	\$37,500	\$14,700	\$52,200	\$261,922	14
SNOHOMISH	847,300	\$192,000	\$1,261,835	\$1,453,835	\$37,500	\$187,500	\$225,000	\$1,678,835	1,10,21,32,38,39,44
SPOKANE	443,600	\$192,000	\$660,628	\$852,628	\$37,500	\$187,500	\$225,000	\$1,077,628	3,4,6,7,9
CITY OF SPOKANE VALLEY ²	107,100	\$0	\$159,498	\$159,498				\$159,498	4
STEVENS ³	47,050	\$192,000	\$70,069	\$262,069	\$12,500	\$58,121	\$70,621	\$332,690	7
THURSTON	300,500	\$192,000	\$447,517	\$639,517	\$37,500	\$187,500	\$225,000	\$864,517	2,20,22,35
WAHIAKUM	4,525	\$192,000	\$6,739	\$198,739	\$37,500	\$5,590	\$43,090	\$241,829	19
WALLA WALLA	62,625	\$192,000	\$93,264	\$285,264	\$37,500	\$77,361	\$114,861	\$400,125	16
WHATCOM	231,650	\$192,000	\$344,983	\$536,983	\$37,500	\$187,500	\$225,000	\$761,983	40,42
WHITMAN	47,800	\$192,000	\$71,186	\$263,186	\$37,500	\$59,047	\$96,547	\$359,733	9
YAKIMA	259,950	\$192,000	\$387,129	\$579,129	\$37,500	\$187,500	\$225,000	\$804,129	13,14,15
TOTALS	7,864,400	\$7,488,000	\$11,712,000	\$19,200,000	\$1,312,500	\$3,487,500	\$4,800,000	\$24,000,000	

Total 2023-2025 Biennium proposed budget:	\$24,000,000
SW Planning & Implementation	\$19,200,000
P&I - Fixed Amount	\$7,488,000
P&I - Per Capita	\$11,712,000
SW Enforcement - \$2.925M or 20% total LSWFA budget	\$4,800,000
SWE - Fixed Amount	\$1,312,500
SWE - Per Capita	\$3,487,500
TOTAL	\$24,000,000

Notes:

1) Population data from the Office of Financial Management - data as of April 1, 2022.

Source page : <https://www.ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

(2) Cities listed on this table have an Ecology approved independent solid waste management plan consistent with RCW 70.95.080(3)(a). The dollar figure given for cities is based on per capita only. It is allowable for a city and a county to negotiate a differing dollar amount; not to exceed the total allocated for the county.

(3) Multi-county jurisdictional health authorities include: Ferry, Pend Oreille and Stevens; Benton and Franklin; and Chelan and Douglas.

Appendix B. Ineligible costs and exceptions

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

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

A. High performance buildings

Ecology interprets high performance buildings as those structures incorporating sustainable or “green” practices that meet certain construction and/or equipment standards that are proven to save energy, water, air, land, material, and human resources. Ecology supports the concepts and results of green building practices; however, the costs associated with these practices are not eligible for LSWFA.

B. State legislated product stewardship programs

Costs covered by these programs are not eligible for LSWFA reimbursement (costs not covered by these programs remain LSWFA eligible for reimbursement):

- Collection and recycling of electronics and peripherals covered under the E-Cycle Washington Program.
- Collection and recycling of mercury-containing lights covered under the LightRecycle Washington Program.
- Collection, recycling and or disposal of products covered under the PaintCare program.

For more detailed information and guidance, Ecology has prepared a [Frequently Asked Questions document](#) located on the LSWFA webpage.

C. Disposal and clean-up costs

- Disposal of material collected for recycling.
- Disposal of solid waste.
Exception: Cleanup and disposal performed under a Homeless Encampment Response task.
Exception: Incidental garbage, or non-recyclable material from a collection event or facility operations or that ends up in a drop box, may be eligible for reimbursement under these conditions:
 1. Agreement must include an MRW or recycling operations task.
 2. The cost for disposal does not exceed 10 percent of the task budget.
 3. The garbage is considered incidental to operations.

Note: An example of incidental garbage could be a bag or box or any other type of packaging the customer used to transport the material they dropped off at the facility or event.

- Containers purchased for collecting solid waste for disposal.
- Cleanup and disposal of illegal dumps, including illegal dumps in a recycling drop box and on the property where recycling drop boxes are located.
- Disposal of used oil that is not contaminated.

Note: Ineligible costs extend to disposing of lab packs that contain used oil that is not contaminated. Many facilities use Chlor-d-tect test to determine whether or not used oil is contaminated. However, the Chlor-d-tect test is only an indicator and not sensitive enough to detect the presence of PCBs in used oil. Therefore, Ecology and the Environmental Protection Agency recommend that facilities send used oil samples to an accredited lab (and receive lab results) prior to pumping it from collection tanks. Knowing definitively whether the used oil is contaminated or not will help the facility avoid increased costs and potential penalties. Guidance on used oil specifications can be found in [WAC 173-303-515\(4\)](#).

Exception: Laboratory testing and management of oil determined to be contaminated through laboratory or field testing are eligible.

- Disposal of materials covered under the PaintCare program.

Note: Ineligible costs are extended to disposal of containers that include both PaintCare materials and non-PaintCare materials.

Note: Ecology will assume paint-related materials listed on invoices are non-PaintCare materials when the RECIENT is participating in the program.

- SQG recycling and disposal.

Exception: Education and outreach to promote the local SQG program are eligible costs.

Exception: During normal hours of operating an MRW program, the recipient employee managing HHW may also handle SQG and charge a fee for the service. It is Ecology's expectation that these fees, if charged, are itemized as revenue in the PR/PR to help offset the costs.

D. Landfills

- Solid waste incinerator feasibility studies, construction, maintenance, and/or operation.
- New landfill construction or landfill expansion; or landfill upgrading at an operating facility to meet the requirements of chapters 173-350 and 173-351 WAC.
- Landfill closure as required by chapters 173-350 and 173-351 WAC.

E. Biosolids management

Biosolids managed under chapter 173-308 WAC.

Note: Chapter 173-350 WAC, Solid Waste Handling Standards, is not applicable to these biosolids, because biosolids are not a solid waste.

For this reason, costs associated with biosolids feasibility studies, trainings, compliance, and monitoring are not eligible for reimbursement through LSWFA.

Exception: If a facility permitted under chapter 173-350 WAC accepts biosolids in its operations, employee time is eligible for reimbursement only when the employee is monitoring the facility for compliance, including reviews of operations plans and permit renewals.

Exception: An activity regulated under chapter 173-350 WAC, accepts biosolids in its operations; employee time is eligible when employees are operating the facility.

F. Solid and hazardous waste expenses

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

G. Water related expenses

- Projects designed to address restoration of Puget Sound, funded in a competitive grant process, that are in conflict with the action agenda developed by the Puget Sound Partnership under RCW 90.71.310. Ecology cannot provide LSWFA that is prohibited under RCW 90.71.310.
- Installation and repair of groundwater monitoring wells.
- Water sampling when conducted on behalf of an owner or operator of a solid waste site or facility.

H. Natural disasters

Natural disasters where there is no hazardous substance contamination

Exception: Costs resulting from a natural disaster are considered on a case-by-case basis. Ecology will work with local governments to determine eligible costs and/or scope an eligible project. The project must be contained in the local solid or hazardous waste management plan and in the agreement scope of work. Examples of eligible project costs could include:

1. Developing language or a section for inclusion in a solid or hazardous waste plan that addresses how the local government expects to manage disaster debris.
2. Inspection and/or authorization for disposal of abandoned or unidentifiable cars in the aftermath of a natural disaster.

Appendix C. Examples of eligible activity

Financial assistance is reserved for local hazardous waste program planning and implementation, local solid waste planning and implementation, and for enforcement of rules and regulations governing solid waste handling. An activity eligible for LSWFA must provide an outcome that is measurable or be an element in a task that produces a measurable outcome. Ecology will negotiate scopes of work to ensure activity can be completed within the agreement period with the available budget.

A. Planning

Hazardous Waste Plan maintenance

Local hazardous waste management plans contain a description of plans or programs to manage moderate risk wastes that are generated or otherwise present within the jurisdiction (RCW 70A.300.350). There is no statutory requirement for a local government to review or update their local hazardous waste plan. However, for an MRW activity to be eligible, it must be included in the plan. Ecology's guidelines for developing and updating local hazardous waste plans can be viewed in [Publication No. 10-07-006](#).

Solid Waste Plan maintenance

Local solid waste management plans contain a description of plans or programs to manage solid waste. Managing solid waste includes collection, handling, management services, and programs designed to meet the unique needs of the local government (RCW 70A.205.040). State law requires local governments to maintain their plan in a current condition and to review and revise it in a six-year cycle, as necessary (RCW 70A.205.075). For an activity to be eligible, it must be included in the plan. Ecology may limit reimbursement of plan maintenance to elements in the plan needing revision. Ecology's guidelines for developing solid waste management plans and other options for plan revisions can be viewed in [Publication No. 10-07-005](#).

B. Moderate risk waste (MRW)

Financial assistance is reserved for activities included in the local hazardous waste management plan. Ecology will review the plan and evaluate proposed activity on a case-by-case basis to determine project eligibility, including expected costs, and identify ownership of purchased items. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Planning

- Studies, operation and maintenance plans, design documents
- Local regulations, ordinances
- MRW elements of emergency response plans

MRW Facility Operations

- HHW collected
- HHW properly managed

Household Hazardous Waste Collection Events or Programs

- Satellite or special collection
- Mobile or curbside collection

Health and Safety

- Job related employee training
- Safety training

MRW Education

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

Persistent Bio-accumulative Toxins (PBT)

- Reduction or removal
- Collection
- Education
- Policy development
- Planning

Small Quantity Generator (SQG) Programs²³

- Business education and technical assistance, including waste audits
- Elements of award or incentive programs, such as EnviroStars
- Business outreach, program promotion

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

C. Waste reduction and recycling (WRR)

Financial assistance is reserved for activities included in the local hazardous or solid waste management plan. Ecology will review the plan and evaluate proposed activity on a case-by-case basis to determine eligibility, including expected costs, and ownership requirements. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Planning

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

²³ The federal and state regulations use different terms for identifying generator categories. Washington's small quantity generator (SQG) is equivalent to the Very Small Quantity Generator (VSQG) at the federal level.

Recycling Facility Operations

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

Recycling Collection Events or Programs

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

Health and Safety

- Job related employee training
- Safety training

WRR Education

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

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

D. Organics (ORG)

Financial assistance is reserved for activities included in the local solid waste management plan. Ecology will review the plan and evaluate the proposed activity on a case-by-case basis to determine eligibility, including expected costs, and ownership requirements. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Planning

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

Organics Management

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

Organics Programs

- Food waste prevention, such as “Food Too Good to Waste”
- Edible surplus food rescue
- Curbside and drop off collection
- Natural yard care, including least toxic alternatives education
- Agricultural including organics use, waste management, and technical assistance
- Wood chipping

Health and Safety

- Job related employee training
- Safety training

Organics Education

- Technical assistance
- Outreach such as presentations, workshops, training
- Residential, commercial, institutional, and school programs
- Limited elements of award and recognition programs
- Master composter and/or gardener programs

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

E. Solid waste enforcement (SWE)

Solid waste enforcement financial assistance is reserved for enforcing rules and regulations adopted under chapter 70A.205 RCW. Measurable outcomes are required. The following list gives examples of activities typically eligible and is not all inclusive:

Planning

- Solid waste handling guidelines
- Codes, ordinances, and/or regulations

Administration

- Local solid and hazardous waste management plan(s) review
- Legal fees

SWE Education

- Solid and hazardous waste regulations
- Preventing violations with outreach, such as presentations, workshops, and trainings
- Technical assistance for compliance

Enforcement

- State minimum functional standards (chapters 173-350, 173-351, 173-304 WAC)
- Environmental monitoring (limited sampling of groundwater and/or landfill gas)
- Waste tires
- Organics material management requirements as authorized in RCW 70A.205.545

Inspections

- Solid waste handling facilities and sites
- Authorize disposal of abandoned junk vehicles

Permitting

- Solid waste handling facilities
- Solid waste handling sites

Investigation

- Illegal dumps
- Solid waste complaints

Equipment or tools

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

Special programs

- Homeless encampment response
- Syringe collection program
- Others determined eligible on a case-by-case basis, including costs

Appendix D. Homeless Encampment Response – example scope of work language

Task Title: Homeless Encampment Response

Task Cost: \$

Task Description:

ACTIVITY – CLEANUP

Recipient employees will coordinate with other departments and local agencies to cleanup active and or abandoned encampments and continue to keep them clean. Recipient employees may investigate active and or abandoned encampments to assess and prioritize cleanup. Cleanup and disposal are eligible on publicly-owned sites/locations only. Cleanup of Federal land is allowed when the local government coordinates with federal agencies prior to cleanup.

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

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

ACTIVITY – INFRASTRUCTURE, PURCHASED SERVICES

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

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

Expected Task Costs

Costs eligible for reimbursement with supporting documentation include:

- Recipient employee time, overtime is eligible when employee works 100% of their time on LSWFA tasks.
- Contracts, purchased services identified in the scope of work.
- Supplies for cleanup: bags, protective gear.
- Cleanup costs: time, transportation, and disposal of materials from encampments.
- Time: planning/coordination of cleanup.
- Costs not listed here but pre-approved in writing by Ecology.

Costs not eligible for reimbursement

- Costs not specifically identified or pre-approved in writing by Ecology.

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

Task Expected Outcome*:

Recipient estimates,

- [number] pounds of garbage are cleaned up from [number] encampments and properly disposed.
- [number] pounds of garbage are prevented from improper disposal because garbage collection containers were installed at [number] active encampments and regularly serviced.
- [number] cleanups are performed at [number] encampments (includes multiple cleanups at the same encampments).

Recipient will track and report the pounds of garbage cleaned and properly disposed.

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

Need help with estimates?

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

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

Ecology standard volume to weight conversions:

- Propane tanks: One tank = 30 pounds

Appendix E. Outcomes Guidance

Reporting

Recipients of LSWFA are required to report on relevant changes that occur as a result of performing the funded task; we refer to these as measurable outcomes. Recipients report them in the Spending Plan and Outcomes Data Collection form in EAGL. By standardizing outcome measures, we hope to improve data collection and better describe the impact of LSWFA to legislators, locals, and other inquiring minds.

We continue pursuing the possibility of expanding the reporting metrics to include achievements leveraged with LSWFA and are working with external interested parties on the details.

At this time, the LSWFA program is asking recipients to only report the outcomes directly achieved with their LSWFA budget. Please ensure reported outcomes align with the cost proportionate to the LSWFA total eligible cost identified on the first page of the agreement or subsequent amendments. Select the link for a dynamic spreadsheet that illustrates this point and allows you to input your costs and outcomes:

<https://app.box.com/s/ty10ypp550nbdctpyybc6xt3rjyke7wx> .

General reporting

For most tasks, the LSWFA program is asking the recipient to report weight as the standardized outcome. For all tasks, the program is also asking the recipient to report the *recipient* hours charged to implement the task so that we can translate those hours into the number of full time equivalent (FTE) people LSWFA supports. These hours do not include contractor hours.

The following table provides guidance, to date, on pairing the results of the work performed (Expected Task Outcomes/Deliverables) with a measurable result (Standard Unit of Measure/Outcome).

Grant	Work	Expected Task Outcomes/Deliverables	Standard Unit of Measure/Outcomes
Planning	Planning document(s)	<ol style="list-style-type: none"> 1. Solid Waste Management Plan Maintenance 2. Hazardous Waste Management Plan Maintenance 3. Combined Plan Maintenance 4. General Planning 5. Recipient employee hours charged to Task 	Plan development/drafting: 1,2,3 Preliminary draft submitted: 1,2,3 Final draft submitted: 1,2,3 Draft plan/study/report/ordinance submitted: 4 Final plan/study/report/ordinance submitted: 4 Hours: 5
Implementation	Moderate Risk Waste (MRW)	<ol style="list-style-type: none"> 1. Waste reduced, includes toxics and businesses, and waste prevention 2. HHW collected and managed 3. Recipient employee hours charged to Task 	Estimated prevention: 1 Cubic yards: 1 Tons: 2 Pounds: 2 Hours: 3 Number of participants: 1,2
	Waste Reduction & Recycling (WRR)	<ol style="list-style-type: none"> 1. Solid waste reduced, includes businesses, and waste prevention 2. Contamination reduction 3. Solid waste collected for reuse, exchange, sharing, or donating 4. Solid waste collected for recycling 5. Recipient employee hours charged to Task 	Estimated prevention: 1 Cubic yards: 2 Tons: 3,4 Pounds: 3,4 Hours: 5 Number of participants: 1,2 Estimated weight per participant: 1,2
	Organics (ORG)	<ol style="list-style-type: none"> 1. Organic waste reduced, includes food waste prevention activities 2. Organic waste diverted from landfilling 3. Edible food rescued for feeding people 4. Recipient employee hours charged to Task 	Estimated prevention: 1,2 Estimated rescue: 3 Tons: 1,2 Pounds: 1,2 Hours: 3 Number of participants: 1,2
Solid Waste Enforcement	Solid Waste Handling Facility Compliance	<ol style="list-style-type: none"> 1. Permitted SW facility inspections 2. Exempt SW facility inspections 3. Permit issuance/renewal/approval – permitted 4. Permit issuance/renewal/approval – exempt 5. Planning (can include ordinance development) 6. Recipient employee hours charged to Task 	Inspection numbers: 1,2 Permit/renewal/approval numbers: 3,4 Completed: 5 Hours: 6
	Solid Waste Investigation, Assistance, Enforcement	<ol style="list-style-type: none"> 1. Property complaints received 2. Properties in compliance (complaints resolved) 3. Volume of material moved for compliance (if applicable) 4. Abandoned or illegally stored junk/nuisance vehicles 5. Planning (can include ordinance development) 6. Recipient employee hours charged to Task 	Number of complaints received: 1 Number of complaints resolved: 2 Cubic yards properly managed: 3 Proper handling of vehicles: 4 Drafted/completed: 5 Hours: 6

	Homeless Encampment Response	<ol style="list-style-type: none"> 1. Garbage cleaned 2. Encampments cleaned 3. Total cleanups performed (includes multiple cleanups at the same encampment) 4. Active encampments where garbage collection containers were installed and regularly serviced 5. Garbage prevented from improper disposal because garbage collection containers were installed and serviced 6. Recipient employee hours charged to Task 	Pounds of garbage cleaned: 1 Number of encampments cleaned: 2 Number of cleanups: 3 Infrastructure provided at encampments: 4 Pounds of garbage properly disposed through garbage collection containers: 5 Hours: 6
	Syringe Collection Program	<ol style="list-style-type: none"> 1. Used syringes collected 2. New syringes distributed 3. Recipient employee hours charged to Task 	Number of used syringes collected: 1 Number of new syringes distributed: 2 Hours: 3

Table 3 Reporting guidance

Standardized reporting

Contamination reduction

For Tasks focused on contamination reduction, the LSWFA program requests recipients report outcomes in terms of cubic yards (CY) of contamination reduced.

Task Title	Measure	Overall Expected Outcome	Unit of Measure
1 – Residential Recycling/Waste Prevention	Contamination reduced	400	Cubic yards

Screenshot 7 Example of reporting in the outcomes data collection form

Methodology – visual percentage of contamination

Visual percentage is one way to measure contamination and can easily be converted to volume. Volume as a unit of measure helps us estimate the scale of the work, compare work across communities, and aggregate the data statewide.

Regardless of how you measure contamination, recipients should

- Scope the target audience for their contamination reduction work
- Take baseline measurements of the contamination (visual percentage or other)
- Compare baselines measurements to measurements taken after the reduction campaign is implemented

Approaches to visual percentage may vary. Explore how other have approached it by accessing the [Planning and Waste Reduction Resource Library](#) for contamination reduction efforts and browse the [Local Programs](#) section. The counties of Clark and King, as well as the cities of Olympia and SeaTac, offer great information.

Discussion of measurement of contamination is also found in the [Recycling Contamination Reduction Best Management Practices & Resources Companion Guide²⁴](#), with links to more resources.

²⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2007031.html>

LSWFA suggested method for estimating contamination reduced

In this section, steps are outlined for a visual assessment of bins, also referred to as a lid-lift audit. For the purposes of the explaining the process, we will use the term “audit”.

The same basic ideas can be applied to auditing a truckload. You would need to work with your hauler and/or materials recovery facility (MRF) to arrange auditing truckloads. The main advantage to a truckload audit is avoiding any privacy and constitutional issues that have been raised around lid-lift audits. ²⁵

1. **Decide what material is considered contamination.** Each local government decides what is inclusive of “contamination” for its jurisdiction. Contamination is defined in RCW 70A.205.070(4)(b) as any material not included on the local jurisdiction’s acceptance list.

For the purpose of outreach, consider your acceptance list as what to advertise. Often the list of recyclables on posters, etc. is less than what’s in the contract or code. Each local jurisdiction decides. Exception: All jurisdictions in King County, including Seattle, partnered to stop accepting plastic bags/film at the curb on January 1, 2020.

To see what is accepted in jurisdictions across the state per contract or code, visit the [Residential Recycling Survey](#). You may also contact the Statewide Recycling Coordinator, [Dan Weston](#), with updates.

2. **Choose where you will work.** Consider focusing on small geographic areas and customer sectors, as outreach can be more intense in a focused area. A few samples from a focused area can be more reflective of reality, and immediate, tailored feedback can be provided to your targeted community. Examples of focus areas are an apartment complex or single-family housing in one certain area of town, or apartment complexes under one management company.

Another consideration is for local governments to work with their hauler to focus on properties with known contamination issues.

If possible, reach out to local leaders to ensure local participation. Examples of local participation are to contact a neighborhood association or property management company; direct mail, call, or visit businesses to determine who will engage with you.

3. **Plan your audit.** When planning the audits, consider and notate:
 - Holidays and seasonality. Post audits should be completed within two to eight weeks after outreach.
 - Service day. Auditing the day before they’re emptied will give the best data and also help reveal if there are other issues such as bin sizing.
 - Placement. Is it far from a trash bin and thus used for both trash and recycling?
 - Service frequency.

²⁵ Recycling Contamination Reduction Best Management & Resources Companion Guide:
<https://apps.ecology.wa.gov/publications/SummaryPages/2007031.html>

- Even though you don't have to look in every bin, this data allows you to extrapolate the results of the bins you do audit to estimate the overall contamination reduced for each property. For example, outreach to a property with 10 bins of 3 cubic yards (CY) serviced weekly will result in a different overall volume of contamination reduced than compared to a property with 4 bins of 1 CY serviced weekly.
- How many bins are on the targeted properties?
 - What is their size?
- Train your auditors. You may need to train auditor(s) on how to consistently, visually estimate and document:
 - What size of bin they're auditing.
 - 96-gallon or 64-gallon cart, 2-yard dumpster, etc.
 - How full the bin is by volume by tiers such as 25%, 50%, 75%, or 100%.
 - Percent of contamination in a bin based on volume by tiers.
 - If you're tagging bins at the same time as the audit, you may want three tiers such as 10% or less (green/good), 11%-50% (yellow/warning), and 50% and above (red/not serviced; try again or it will be serviced as trash for a fee).
 - Bin location. Auditing the same bins in the post-survey will give the most accurate results, as bins in one corner of the property may vary from another due to who uses them (i.e., apartment residents nearest the bin).

4. **Complete your baseline visual audits.** IMPORTANT: We know visual methods can be imprecise and hard to replicate later. The use of a visual method requires some practice and training beforehand. Careful documentation of the procedures used so it can be repeated in the post-outreach audits helps to ensure good data.

Before the outreach work starts, you must assess contamination by completing baseline audits.

- For a single-family area, check every 8th bin
- For multifamily properties, check at least two bins per site
- For each business and school, check at least one "back of house" bin that is serviced by a recycling hauler

5. **Tailor your outreach.** After the baseline audit has been done, it is helpful to use observations made during the audit to tailor your outreach.

- Perform the outreach (including any bin size or service changes)

6. **Complete post-outreach audits.** Within two to eight weeks, complete the post-outreach audits.

- Use the same procedures used when you completed the baseline audit.
- Calculate the difference in contamination observed in the baseline audit versus post outreach audit.

- Extrapolate the data from the sampled bins to estimate CY reduced for the whole property or area targeted. For example, select the link to see a spreadsheet that includes cells for capturing increased diversion of recyclables or organics:
<https://app.box.com/s/ubbx02q22lyrtow4vk75pw9dk9okza8m>

7. Reporting details

- Do not report any contamination reduced to LSWFA until you have both baseline and post-outreach data.
- Report the difference in the volume of contamination. Average each sample set. This will allow any increases in contamination to count against the reported total reduced.
- When reporting in EAGL on the Outcomes Data Collection form, if the final number shows an increase in contamination, report contamination reduced as zero (negative numbers are not allowed).
- If you only have one set of baseline and post-outreach data,
 - Count contamination reduced from the post-outreach data until the end of the grant. An example is found in the right-hand columns of the example spreadsheet:
<https://app.box.com/s/ubbx02q22lyrtow4vk75pw9dk9okza8m>
 - If you are able to perform further post-outreach sampling, continue to compare against the original baseline, rather than the quarter before. Use the fresh data starting from when collected until the end of the grant.

Appendix F. Reporting Assessment Policy

Solid Waste Management Grant Programs

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

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

Policy Opt-out Feature

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

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

Base Reporting Assessment

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

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

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

Base Assessment Questions (Yes responses indicate increased reporting)

All SWM grant recipients will be assessed on the following:

1. Recipient changes in key management, grants, or financial staff since last agreement. Y/N
2. Recipient is a government or a nonprofit 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, SWM 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 SWM 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 SWM 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