



Funding Guidelines Ramp Litter Cleanup Program

2023-25 Biennium

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

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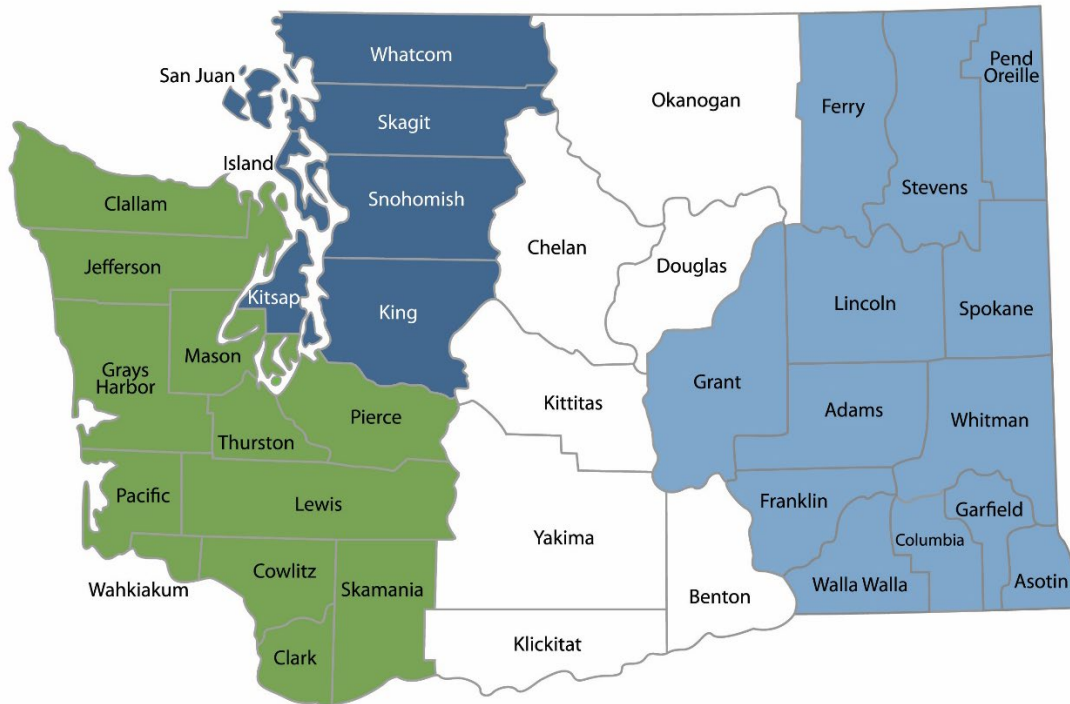
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¹ www.ecology.wa.gov/contact

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
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133-9716	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

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DEPARTMENT OF
ECOLOGY
State of Washington

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About the Ramp Litter Cleanup Program

Our mission and goals

This grant program assists local governments with funding for litter cleanup activities on state ramps located within the jurisdiction of the local government. RLCP was established by SB5040, the Welcome to Washington Act, in the 2021 legislative session and is now codified in [RCW 70A.200.190\(3\)](#).

How to contact us

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

Table 1: Regional Ecology Grant Managers

Name	Address	Phone Number & E-Mail Address	Works with These Counties
Rodney Hankinson	Central Regional Office 1250 W Alder Street Union Gap WA 98903-0009	509-406-3999 rodney.hankinson@ecy.wa.gov	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Ryan Plouse	Eastern Regional Office 4601 N Monroe Spokane WA 99205-1295	509-951-2132 ryan.plouse@ecy.wa.gov	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Justin Boneau	Northwest Regional Office PO Box 330316 Shoreline WA 98133-9716	425-213-3563 justin.boneau@ecy.wa.gov	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom
Kelsey Dunne, Interim	Southwest Regional Office PO Box 47775 Olympia WA 98504-7775	360-485-8378 kelsey.dunne@ecy.wa.gov	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum

2023-2025 Proposed Timeline

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

Table 2: RLCP anticipated schedule for the 2023-2025 biennium

Date	Action
July 1, 2023	Pre-application and consultations with potential recipients begin.
August 1, 2023 8:00 a.m.	Application period opens. Guidelines and application forms available.
August 29, 2023 5:00 p.m.	Application period closes.
October 1, 2023	Agreement effective date, regardless of Ecology signature date.
October 1, 2023 - Ecology Signature Date on Agreement	Costs incurred in this period are called “retroactive costs” and are eligible for reimbursement.
Due dates: January 30 April 30 July 30 October 30 (in 2024)	Submit a complete payment request and progress report (PR/PR) package in accordance with the reporting assessment provided by your grant manager. Quarters 1 & 5 cover July through September; quarters 2 & 6 cover October through December; quarters 3 & 7 cover January through March; and quarters 4 & 8 cover March through June.
October 1- December 31, 2024	Ecology and recipient work together to confirm budget needs for remainder of biennium.
March 15, 2025	Target date to initiate last amendments.
May 1, 2025	Target date for Ecology to receive all recipient signed amendments.
June 30, 2025	Agreement end date.
July 30, 2025	Recipient due date for all close out information, including a final PRPR.

PART I - INTRODUCTION

A. Purpose statement

The purpose of the Ramp Litter Cleanup Program (RLCP) is to provide funding to local governments for litter cleanup efforts on Interstate, State Route, or US highway ramps, interchanges, and intersections in their jurisdiction.

B. Governing laws

The Washington Legislature authorized a financial assistance program under the Waste Reduction, Recycling, and Model Litter Control Act, [Chapter 70A.200 RCW](#)² to conduct a permanent and continuous program to control and remove litter from this state. The Department of Ecology administers RLCP through these Guidelines.

List of governing laws

- [Chapter 70A.200 RCW](#), Waste Reduction, Recycling, and Model Litter Control Act³
- [Chapter 82.19.020 RCW](#), Litter Tax
- [Chapter 34.05 RCW](#), Administrative Procedure Act

C. Definitions

Administrative/overhead Costs: These costs are not directly associated with the actual activity of litter pickup, cannot exceed 10 percent of the total grant amount, and are calculated on total eligible costs listed on the Expenditures Table. At no point can your administrative costs be greater than 10 percent of your expenditures to date. Itemize this cost as a separate line item on the Expenditures Table by selecting “Other” as the Item Category and entering “Administrative/overhead costs” as the item description.

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

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

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

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

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.

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

³ <http://apps.leg.wa.gov/RCW/default.aspx?cite=82.21.030>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Intersection: See Ramp

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

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

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

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

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

Local government: "Local government" means a city, town, or county.

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

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

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

Ramp: A state ramp (also referred to as an exit ramp/off-ramp or entrance ramp/on-ramp) is a short section of road allowing vehicles to enter or exit a controlled-access highway. In many areas, entering and exiting state highways does not occur on traditional ramps. This is typically true when the state highway is one lane of traffic in each direction. These may be intersections and are eligible under RLCP.

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

Reporting Assessment: An ongoing process that includes identifying the level of recipient reporting based on an assessment.

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

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

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

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

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

D. Acronyms and Abbreviations

EAGL	Ecology Administration of Grants and Loans online system
Ecology	Washington State Department of Ecology
EYC	Ecology Youth Corps
DES	Washington State's Department of Enterprise Services
PR/PR	Payment Request / Progress Report
RCOR	Recipient Close Out Report
RLCP	Ramp Litter Cleanup Program
RCW	Revised Code of Washington
SAW	Secure Access Washington
SWM	Solid Waste Management program at Ecology
WDNR	Washington State Department of Natural Resources
WDOC	Washington State Department of Corrections
WSDOT	Washington State Department of Transportation

PART II - PROGRAM ADMINISTRATION

These Guidelines describe fund allocations, eligibility requirements, and performance monitoring for Ecology's Ramp Litter Cleanup Program (RLCP). We encourage you to [contact us](#) with any questions. Thank you!

A. Guidelines

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

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

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

EAGL is a web-based application that Ecology uses to manage the entire lifecycle of an agreement from application to termination. Applicants apply for RLCP 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 \(SAW\)](#).

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](#) by submitting a registration form and an IRS W-9 form. If you have questions about the vendor registration process, contact the Statewide Payee Help Desk at 360-407-8180 or email PayeeRegistration@ofm.wa.gov.

New Organizations Not Registered in EAGL

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

Returning Organizations Registered in EAGL

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

Additionally, recipients cannot edit their own SWV number in EAGL and this number needs to be accurate in order for you to receive payment. If your SWV number changes, [contact your Ecology Grant Manager](#) immediately with the new number. They will request an update from the EAGL System Administrator and notify the Ecology fiscal staff.

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

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](#)⁴ 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.

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 ramp litter cleanup comes from the Waste Reduction, Recycling, and Litter Control Account (WRRLLCA), which are use taxes paid by grocery and drug stores, fast food restaurants, wholesale beverage companies, and paper companies.

Ecology anticipates \$600,000 will be available for the Ramp Litter Cleanup Program (RLCP) in the 2023-2025 biennium from the WRRLLCA.

PLEASE NOTE: this amount may not be final.

Insufficient funds to fulfill terms

Ecology's ability to make payments is contingent on availability of funding. In the event funding from state sources is withdrawn, reduced, or limited in any way after a RLCP 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.

⁴ <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

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.

E. Administrative/overhead costs

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

F. Period of performance

A RLCP grant in 2023-25 Biennium is obligated for a maximum period of 21 months beginning three months after the start of the state fiscal biennium that begins July 1 of an odd-numbered year and ends 21 months later on June 30.

G. 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.

H. 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](#).⁵

⁵ <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Environmentally-preferable-purchasing>

I. File Management and Record Retention Requirements

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

Paper Records

Required RLCP file contents include:

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

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

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

Electronic Records

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

J. Audits

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

K. Reporting assessment

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

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

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

PART III – COORDINATION AND ELIGIBILITY

A. Eligible applicants and recipients

Any local government agency in Washington State can apply for a RLCP grant. That organization is responsible for grant administration and implementation, including invoicing Ecology for reimbursement.

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

Recipients may also utilize the Department of Enterprise Services master contract for encampment cleanup if cleanup of a state ramp might include encampment cleanup. Find more information at [DES Encampment Cleanup Services](#).

B. Available funds

Ecology anticipates \$600,000 for RLCP for the period October 1, 2023, through June 30, 2025.

Note: A final amount may not be available until after the application period closes.

The maximum grant award is \$60,000 per application.

C. Eligible use of funds

- Eligible for litter cleanup activities on state ramps, including interchanges as [defined in these Guidelines](#).
- Not eligible for litter cleanup activities on other portions of state roads (shoulders, medians) or any local roads.

D. Local contribution requirements

Recipients of RLCP are not required to contribute additional cash or in-kind. Instead, recipients are encouraged to mobilize local resources. These may include correctional workgroups, volunteer organizations, administrators, donated equipment and supplies, and waived disposal costs.

E. Project eligibility and criteria

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

Eligible RLCP Costs

- Salaries and benefits of crew supervisors and crewmembers for the time they spend on RLCP only. Supervisors may supervise local or state corrections crews, volunteer or paid crewmembers. Overtime differentials are not eligible unless an individual spends 100 percent of work time on RLCP activities, and your grant manager approves and documents this in advance.
- DES master contract for *Encampment Cleanup Services* if encampment cleanup occurs on a state ramp.
- Labor and Industry insurance.
- Supplies necessary for litter pickup operations such as gloves, litter grapplers, hard hats, reflective vests, traffic cones, work signs, safety glasses, and bags.
- Vehicle fuel and maintenance in proportion to litter and illegal dump use. You may not charge for recipient-owned general equipment rental or revolving fund (ER&R) charges. You must itemize fuel and vehicle maintenance charges and include relevant invoices as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.
- Tools and equipment necessary for litter cleanup operations.
- Renting or leasing tools or equipment such as a front-end loader, portable toilets, or a van. Although these costs are eligible, we encourage collaborating with local jurisdictions for donating the use of such tools or equipment.
- Administrative/overhead costs such as managing this grant through record keeping and accounting. To calculate these costs, multiply the total costs itemized in the Expenditure Table by **10 percent**.
- Disposal costs for litter collected from state ramps (includes interchanges). Although these costs are eligible, we encourage collaborating with local jurisdictions to reduce or waive disposal fees as part of the local investments.

Ineligible RLCP Costs

- Litter cleanup costs when cleanup is not on state ramps as defined in these Guidelines.
- Costs associated with applying for RLCP funds.
- Supplies used to administer this program such as computers, laptops, office furniture, etc.
- Costs incurred before the effective date of the agreement, unless they are preauthorized, and the agreement specifically provides for them.
- Administration costs over **10 percent** of the total grant amount.
- Indirect costs. These costs are business or operational costs incurred for a common purpose and not directly connected with a specific project, such as utilities for a facility used for both project-related and non-project-related recipient activities. Indirect, also known as overhead is a rate applied to recipient salaries or salaries and benefits charged to the task and should not be confused with administrative/overhead costs as defined in these guidelines.

- Overtime differential unless an employee spends 100 percent of their time on tasks specific to the grant. Ecology must approve this in advance.
- Recipient owned general equipment rental or revolving fund (ER&R) charges. You must itemize fuel and vehicle maintenance charges and include relevant invoices as backup documentation in payment requests. If you rent/lease a vehicle specifically for litter pickup, the invoice must be specific and included for documentation purposes.
- Undocumented costs.

F. Additional Details and Reminders

- Matching funds are not required.
- Recipients should coordinate with other groups potentially cleaning state ramps, including the Washington Department of Transportation (WSDOT), Washington Department of Corrections (WDOC), and the Department of Ecology Youth Corps (EYC).
- This program focuses on results. Reporting metrics include hours worked, miles cleaned, number of ramps cleaned, pounds of material picked up, and quantity of cleaning events each reporting period. For more detail on reporting requirements, see [Part VI - Progress Reporting](#).
- Results must be tangible, and recipients must report results in accordance with the terms of their grant. Unless the Reporting Assessment indicates differently, recipients must submit quarterly reimbursement requests and progress reports to Ecology, even if no work occurred that quarter. Ecology requires quarterly reporting on results and a recipient close out report (filled out in EAGL) after the project is complete.
- You must submit a final payment request and the Recipient Close Out Report (RCOR) within 45 days of the agreement budget reaching \$0, or by July 30 of Quarter 8, whichever comes first. Ecology may not be able to reimburse final requests received after July 30.

PART IV – APPLICATION AND SCREENING

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

A. Definition of state ramp

A state ramp (also referred to as an exit ramp/off-ramp or entrance ramp/on-ramp) is a short section of road allowing vehicles to enter or exit a controlled-access highway. In many areas, entering and exiting state highways does not occur on traditional ramps. This is typically true when the state highway is one lane of traffic in each direction. These may be intersections. These state highway intersections are eligible under RLCP.

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

B. Getting started

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

- Specifically describe the problem and the plan to solve it. Which state ramps in your jurisdiction have the highest need for cleanup? Are some ramps more prone to illegal dumping or encampments? Do some ramps re-litter more quickly or have more visible litter accumulation?
- What is the status of litter pickup within your jurisdiction? What is the normal level of effort and resources devoted to the problem by agencies such as the state Departments of Transportation, Corrections, and Ecology? Will your efforts duplicate what others are doing for litter cleanup or are they complementary?
- Who will help with your jurisdiction’s RLCP projects and how? Are they ready to proceed right now or do they need help getting ready?
- Are you going to contract out for litter pickup services? Do you have a current contract?
- How will you recruit and train crews and/or crew supervisors and ensure safety?
- What resources will you direct towards your program? Can you collaborate with other agencies for contributions of volunteer time, donated equipment, waived tipping fees, etc.?

C. Drafting a proposal

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

- A thorough and complete application. Ecology will negotiate your agreement based on the content of the application.
- A plan detailing the activities, schedule, and frequency of ramp cleaning you expect to carry out over the two-year grant period. To be successful, your program must bring about a measurable improvement in the environment.

- Based on your planned activities, how much litter do you estimate collecting from ramps? How much will you recycle? In your area, what materials can you realistically sort and recycle?
- Indications you can successfully carry out the planned activities and schedule. How supportive are local officials of cleaning state ramps?
- Expected outcomes must be included. Ecology uses these expected outcomes, and actual outcomes reported by recipients quarterly, to demonstrate the effectiveness of RLCP. Ecology must show the Legislature that local governments are effectively using the limited state funds and leveraging it for maximum environmental benefit.

D. Community investment, partnerships, and local involvement

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

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

E. Application period

The application period opens at 8:00 a.m. on August 1, 2023. Applications are due to Ecology by 5:00 p.m. on August 29, 2023. You must submit your application in EAGL.

F. Application preparation

Step 1:

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

Step 2:

The local government should:

- Identify and coordinate all potential project ideas.
- Plan the project and obtain local resources.

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

The conference can cover:

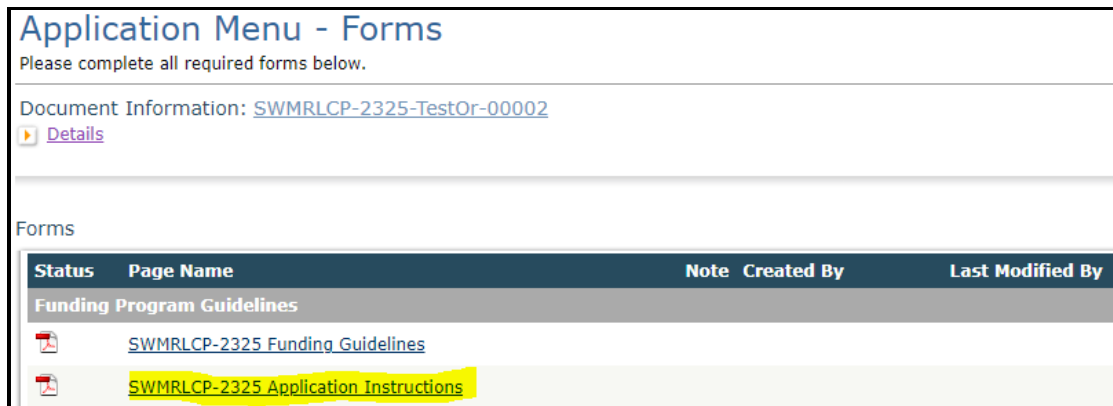
- Available money.
- How to apply.
- Instructions on what Ecology requires you to report.

- How Ecology administers the grant.
- Your grant administration responsibilities.
- Any concerns you may have.

Please contact [your grant manager](#) for information and assistance.

Step 3:

Initiate and complete your online application. Detailed application instructions are located on the Application Menu – Forms page of your application. If you need assistance, contact [your grant manager](#).



Screenshot 1 Where to find the instructions for application.

G. Submitting an application

Included in the Application Instructions document are detailed instructions for “submitting an application” in EAGL. After completing all application forms, you must change the status of your application to “submit.” This formally submits your application to Ecology. The status of your application must be “submitted” by 5:00 p.m. on August 29, 2023, or it may not be considered.

Give yourself plenty of time before 5:00 p.m. on the due date to deal with any system errors that may arise when you attempt to submit your application through EAGL.

H. Application screening

Ecology grant managers will initially screen applications for completeness and eligibility.

I. Application evaluation

Ecology will implement a process to evaluate, score, and rank applications when the total of all applications exceed funds available for the biennium.

Evaluators will initially score each application independently, then meet to discuss and finalize their scores.

Ecology interprets [RCW 70A.200.190\(3\)](#) as an effort to clean ramps with the highest visibility on the most traveled state highways. With that in mind, we will prioritize litter cleanup of ramps on multi-lane Interstates, US highways, and State Routes when determining awards.

Evaluation criteria

- Traditional ramps on multi-lane Interstates, US highways, and State Routes have priority over less traveled state highway intersections. (30 out of 100 points)
- Number of ramps cleaned. (20 out of 100 points)
- Frequency of cleaning. (20 out of 100 points)
- Level of effort of other crews/groups doing ramp cleanup in your jurisdiction. (15 out of 100 points)
- Readiness to proceed with litter pickup work. (15 out of 100 points)

Table 3 Evaluation scorecard

Criteria Number	Evaluation Criteria	Evaluation Score
1	<p>Will the recipient clean traditional ramps on multi-lane, multi-directional Interstates, US highways, and State Routes?</p> <p>Points Available = 30 Scale: Yes, all = 30 Yes, some = 15 No = 0</p>	/30
2	<p>What is the number of ramps cleaned?</p> <p>Points Available = 20 Scale: 6 or more ramps = 20 4-5 ramps = 15 2-3 ramps = 10 1 ramp = 5</p>	/20
3	<p>What is the frequency of cleaning the ramps during the funding period?</p> <p>Total Points Available = 20 Scale: 8 or more times = 20 5-7 times = 15 2-4 times = 10 1 time = 5</p>	/20

4	<p>Level of effort of other crews/groups doing ramp cleanup in your jurisdiction?</p> <p>Points Available = 15 Scale: No other cleanup crews or very limited, e.g. less than once a year = 15 Some other crews, but additional need given frequency of re-littering and/or highly visible ramps = 10 Compliment other cleanup crews = 5 Many, but not all, ramps in jurisdiction have adequate coverage = 0</p>	/15
5	<p>What is the local government’s readiness to proceed?</p> <p>Points Available = 15 Scale: Ready now = 15 Labor and equipment mostly ready = 10 Need some time to gather labor and equipment = 5 No timetable for labor and equipment = 0</p>	/15
TOTAL		/100

J. Award selection

Application scoring and ranking

Ecology averages the final scores for each evaluator to reach the total score for each application. Applications are ranked in order of the total score. Ecology will use established environmental justice indexes to rank projects with a tie score. Projects that work in areas identified as highly impacted communities and vulnerable populations are prioritized.

Ecology will make grant offers in the order of rank within the limits of available funds. Ecology may fund all or portions of eligible grant applications. Ecology has the right to limit funding based on past performance.

The maximum grant award is \$60,000 per application.

Award announcement

After the ranked list is approved, Ecology will contact all applicants. Target date to announce awards is September 12, 2023. The effective date of an award is October 1, 2023.

PART V – AGREEMENTS AND AMENDMENTS

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

A. Negotiations and formal offer

Ecology and the recipient confirm the grant scope of work. Ecology then offers the agreement through EAGL. The Authorized Official(s) for your organization receives an EAGL auto-generated “Agreement Requires Signature” email. This is Ecology’s official notification that an agreement is ready for recipient signature. If you intend to use DocuSign to sign your document, you will also receive a follow-up email from your grant manager with instructions and next steps.

B. Returning a signed agreement (or amendment)

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

Required approvals and signatures:

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

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

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

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

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

C. Unrequested funds

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

D. Unspent funds

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

E. Amendments

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

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

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

Changes that require an amendment

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

F. Budget deviation

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

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

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

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

How does the EAGL function work?

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

Why is this function problematic?

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

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

Administrative Changes – no amendment required

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

PART VI – PROGRESS REPORTING

A. General information

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

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

B. Reporting timeline

Ecology requires recipients to complete progress reports and submit one with each payment request, or at least quarterly, if there are no expenditures to reimburse (unless your Reporting Assessment indicates otherwise). If there are expenditures in a period that the recipient expects reimbursed, the recipient must submit for reimbursement. When the recipient receives invoices late, they can itemize them on the next 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 EAGL Progress Report form is not RLCP-specific and therefore includes fields that RLCP does not require the recipient to complete. EAGL auto-populates some fields in the form. The fields RLCP recipients are required to complete, and a brief explanation for how to complete them, are listed below.

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

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

Final

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

Percent Complete

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

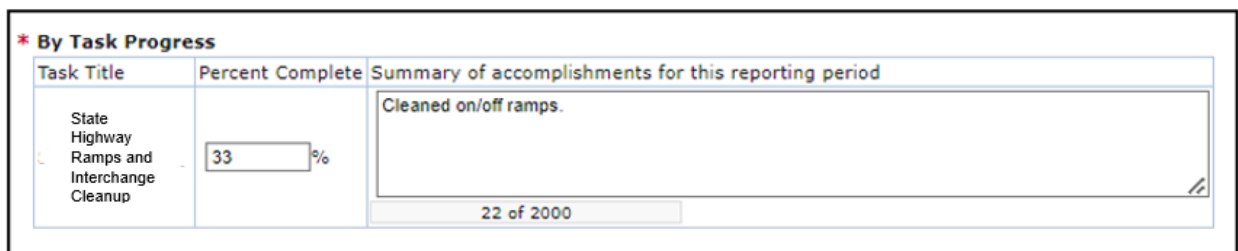
“Percent Complete” is cumulative throughout the agreement period, which means this number increases with each Progress Report. The only exception is when no request for reimbursement was made for the same period. In this case, the “Percent Complete” would remain the same as on the previous report or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



The screenshot shows a table with three columns: Task Title, Percent Complete, and Summary of accomplishments for this reporting period. The first row contains the following data:

Task Title	Percent Complete	Summary of accomplishments for this reporting period
State Highway Ramps and Interchange Cleanup	33%	Cleaned on/off ramps.

At the bottom of the table, there is a page indicator: 22 of 2000.

Screenshot 2 Brief description of the work accomplished in the reporting period.

General Comment

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

Metrics

RLCP requires the recipient to report the metrics identified in the table below. Enter data just for the reporting period. Please do not double report metrics.

Table 5 Metrics table in Progress Report form

Metric	Response
Hours worked	
Miles cleaned: <i>To estimate mileage of ramps cleaned, assume each ramp section is ½ mile. In a standard diamond interchange, cleaning the on and off ramps in both directions is equivalent to 4 miles.</i>	
Pounds of material collected	
Number of ramps cleaned: <i>There are 4 ramps in one diamond interchange.</i>	
Number of intersections cleaned <i>(if applicable)</i>	
Number of times ramps/interchanges/intersections were cleaned during the reporting period.	

Upload Supporting Documents

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

Do not upload financial supporting documents here.

D. List of required forms

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

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

PART VII – PAYMENT REQUESTS

A. General information

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

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

- Submits no invoices by January 30, 2024 (30 days after 1st PR/PR is due).
- Submits no invoices within 30 days after the end of any subsequent quarter.
- Submits invoices that show insufficient activity according to expectations specified in the grant.

Ecology may amend or revoke grants in order to free up funds for other state highway ramp and interchange cleanup activities.

Cost-reimbursement

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

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

Costs incurred dates

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

B. Initiating a Payment Request / Progress Report in EAGL

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

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

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

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

C. Payment Request form

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

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

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

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

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

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

Table 6 Request for reimbursement deadlines

	Quarters 1 & 5	Quarters 2 & 6	Quarters 3 & 7	Quarters 4 & 8
Months	July-September	October-December	January-March	April-June
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 RLCP program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options follows along with an explanation of what qualifies under each option:

- **Salaries** - select when the cost is only recipient salaries or wages.
- **Benefits** - select when the cost is only recipient benefits (not combined with recipient salaries or wages). Note: Benefits are the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Fringe benefits, such as a car or clothing allowance, are a separate cost category and should not be included in the benefit rate.
- **Salaries/Benefits** - select when the cost is a combination of recipient salaries or wages AND benefits.
- **Indirect** - RLCP does not allow indirect costs. If charging for Administrative/overhead costs, see Other.
- **Contracts** - select when expenses are associated with a legally-binding, written agreement between the recipient and contractor for the rendering of professional services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor-related costs.
- **Goods and Services** - select when expenses are associated with purchase of a product, 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](https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel)⁶ that tend to adjust in January and October, so check back as needed.

⁶ <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>

- **Equipment** - select when the expense is a tangible, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system including tax and shipping. If the item has a useful life of less than one year and cost less than \$5,000 per functional unit or system, itemize under Goods and Services.
- **Property** - select when the cost is associated with purchase of land, including crops and mineral rights, land improvements, structures, and appurtenances to them, but exclude moveable machinery and equipment.
- **Other** - select when the cost does not fit under any previous category options, such as Use Tax. Also, select when charging for [Administrative/Overhead Costs](#).

Supporting documentation

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

Documentation includes, but may not be limited to:

- Copies of receipts or payable invoices that confirm the date of goods received or services performed.
- Any verification forms required.
- Time accounting requires two reports:
 1. Payroll report for recipient W2 employees 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

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	Total	Description	Type		Amount	Description	Amount	Description
Mouse Mickey	Regular	228.75	\$3,431.25			\$331.78	Social Security	\$245.29	Net Pay	\$3,624.47
	Paid Holidays	22.50	\$337.50				Medicare	\$57.37	Reimbursements	\$16.31
	Sick	12.50	\$187.50				WA SUI	\$141.24	Check Amount	\$3,640.78
	Gross		\$3,956.25				WA EAF	\$1.18	Employer Cost	\$4,448.90
							WA Workers' Comp Insurance	\$31.26		
							Total	\$476.34		
Duck, Donald	Regular	356.50	\$7,486.50			\$1,701.24	Social Security	\$542.28	Net Pay	\$7,045.26

Screenshot 3 Example labor distribution report

D. Performance Monitoring

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

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

Recipients comply with the scope of work and terms of the agreement, as well as [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (*Yellow Book*) and these *Guidelines*.

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

PART VIII – CLOSE OUT

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

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

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

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

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

A. Completing the Recipient Close Out Report (RCOR)

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

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

Task Title	Summary of Accomplishments*	Actual Outcome*
Ramp Cleanup	Jungle County was delayed in getting a contract for ramp cleanup which prevented us from starting when we had planned. Once we got started, we were able to clean more ramps and collect more pounds of litter than originally expected. Now that we have a good baseline, we should be able to better anticipate what we can accomplish in the period with the budget provided. 368 of 2000	Jungle County was able to exceed our expected outcomes: <ul style="list-style-type: none">• 16 ramps cleaned, and quarterly cleanups.• Cleaned ramps converted to 32 miles cleaned.• 24,000 pounds of litter collected.• 640 total hours worked. 0 of 2000

Screenshot 5 Summarizing accomplishments in the recipient close out report.

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

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

Appendices

Appendix A. Reporting Assessment Policy

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

Appendix A. Reporting Assessment Policy

Solid Waste Management Grant Programs

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

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

Policy Opt-out Feature

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

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

Base Reporting Assessment

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

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

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

Base Assessment Questions (Yes responses indicate increased reporting)

All SWM grant recipients will be assessed on the following:

1. Recipient changes in key management, grants, or financial staff since last agreement. Y/N
2. Recipient is a government or a nonprofit that has been operating for less than five (5) years or an individual that has never been a recipient. Y/N
3. Excluding governments that voluntarily relinquished all their funds in the previous two biennia, recipient has not received funding or submitted untimely reports for reimbursement and work progress. Y/N

4. In the previous two biennia, recipient relationship with funding program staff is not open or responsive. Y/N
5. Since their last agreement, the recipient received an audit finding that involved questioned costs. Y/N

Assessment Results

Base Reporting Level is Standard

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

Base Reporting Level is Reduced

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

Reporting Levels Defined

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

Reduced reporting – administrative instructions for recipient

1. When the agreement budget is zero or by July 30, 2025, whichever is sooner, RECIPIENT must submit a final PR/PR and Recipient Close Out Report (RCOR).
2. When costs incurred in a quarter are less than \$4,000, RECIPIENT may opt to combine those costs in the next PR/PR. **Exception:** Final PR/PRs must be submitted when the agreement budget is zero or by July 30, 2025, whichever is sooner.
3. RECIPIENT is required to itemize costs for reimbursement in the Payment Request form for Quarters [**quarters are determined by the grant manager**].
 - RECIPIENT may exercise the option to combine costs in the next PR/PR as described in administrative instruction 2 under reduced reporting.
 - When exercising administrative instruction 2, RECIPIENT must
 - Update the Spending Plan (if applicable) to \$0 for that quarter, and update amounts for remaining quarters.
 - Update the Outcomes Data Collection form (if applicable) with zeros for the quarter, shifting outcomes achieved to remaining quarters that correspond with the amount requested for reimbursement.
4. RECIPIENT is required to submit backup documentation [**flexibility is determined by the grant manager**].
 - Submitting backup documentation for any other PR/PR is optional.
 - SWM grant managers are not required to review backup documentation that is not required to be submitted.
 - RECIPIENT must maintain a file and be able to provide all backup or additional backup documentation upon SWM grant manager request.

Standard reporting – administrative instructions for recipient

1. RECIPIENT must submit a PR/PR for every quarter until the final PR/PR is submitted.
2. RECIPIENT must submit backup documentation with every PR/PR when costs are itemized for reimbursement.
3. RECIPIENT must update the Spending Plan and complete the Outcomes Data Collection table for each quarter and concurrent with submittal of PR/PRs.
4. When the agreement budget is zero or by July 30, 2025, whichever is sooner, RECIPIENT must submit a final PR/PR and Recipient Close Out Report (RCOR).
5. RECIPIENT must maintain a file and be able to provide additional backup documentation upon request.

Consequences for Recipients' Failure to Comply

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

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

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

Additional Assessment Questions by Individual SWM Grant Programs

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

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

Community Litter Cleanup Program (CLCP)

There are no additional questions for CLCP recipients.

Ramp Litter Cleanup Program (RLCP)

There are no additional questions for RLCP recipients.

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

LSWFA recipients are assessed using these additional questions:

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

Public Participation Grants (PPG)

There are no additional questions for PPG recipients.

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

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

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