



Funding Program Guidelines Public Participation Grants

2025-2027 Biennium

For the

Solid Waste Management Program

Washington State Department of Ecology
Olympia, Washington

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- EAGL Application Instructions for PPG:
<https://apps.ecology.wa.gov/publications/SummaryPages/2407037.html>

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ADA Accessibility

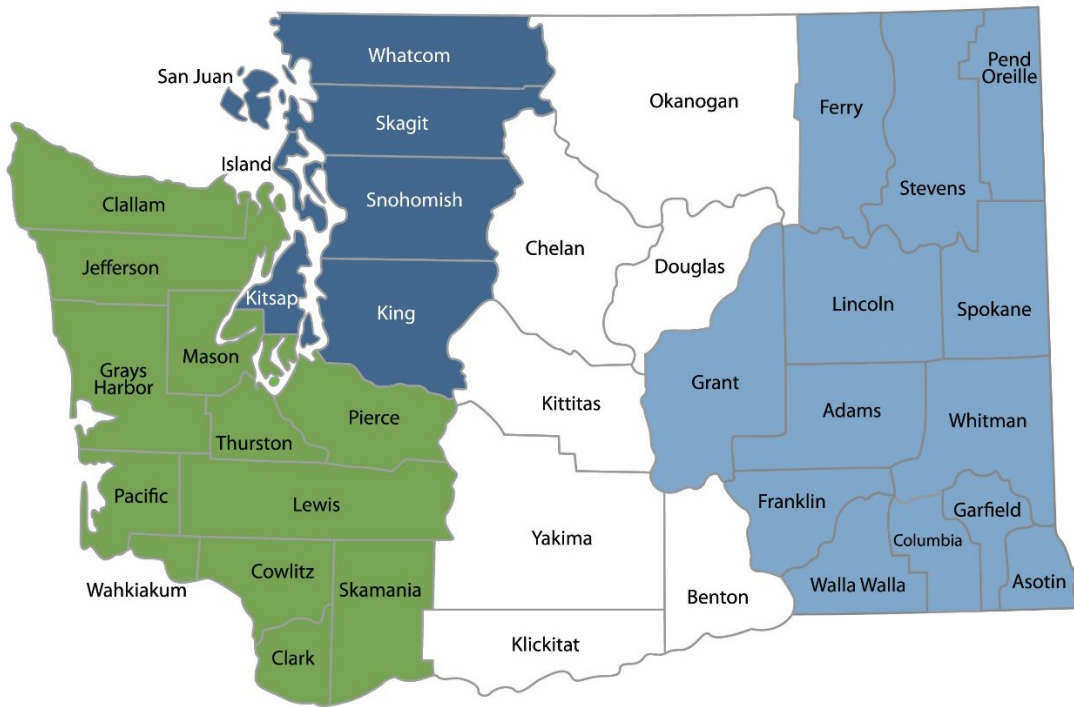
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¹ www.ecology.wa.gov/contact

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	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

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DEPARTMENT OF
ECOLOGY
State of Washington

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About Public Participation Grants

Governing laws and guidelines

The authority and method of funding for the Public Participation Grant (PPG) program are in chapter 70A.305 RCW, Hazardous Waste Cleanup-Model Toxics Control Act (MTCA). MTCA requires that one percent of the revenue from the Hazardous Substance Control tax fund these grants. This competitive grant program is limited by statute to provide up to \$60,000 per year per grant agreement to eligible individuals and nonprofit organizations.

Washington Administrative Code (WAC) 173-321 is the rule that governs PPG. These guidelines further define the rule and provide information about the PPG program including eligibility requirements, application process, the scoring criteria Ecology uses to evaluate and award PPG grants, and details on how to effectively manage a grant upon award.

All grant applicants should read and understand these guidelines along with the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL before entering into a grant agreement with Ecology.

Purpose statement

The statutory purpose of the Public Participation Grant (PPG) program is to facilitate the participation by persons and nonprofit organizations in the investigation and remedying of releases or threatened releases of hazardous substances and to implement the state's solid and hazardous waste management priorities.

Ecology recognizes that public participation can include sharing experiences by persons who may be adversely affected by the release or threatened release of a hazardous substance, including opinions. For the purposes of PPG, Ecology interprets investigation to include sharing of experiences that are intended to inform others who may be affected and pave the way for remediation. Lived experience refers to "knowledge based on someone's perspective, personal identities, and history, beyond their professional or educational experience." People with lived experience are those directly affected by social, health, public health, or other issues and the strategies that aim to address those issues. This experience gives them insights that can inform and improve systems, research, policies, practices, and programs.

Mission and goals

Mission

Public Participation Grants (PPG) support individuals and nonprofit organizations to engage the public in what's happening with the investigation of releases or threatened releases of hazardous substances and any cleanup processes, and to support the State's Solid and Hazardous Waste Plan priorities.

Goals

- Raise public awareness about contaminated site cleanups and waste management issues that impact individuals and communities.
- Educate impacted individuals and communities to use their voice in decisions involving contaminated site cleanups and waste management issues.
- Assist in developing programs or activities that promote and are consistent with Washington State solid or hazardous waste management priorities.

Contact information

Table 1 PPG Ecology team

Ecology	Ecology Address	Contact Information	Role Summary
Jill Krumlauf, Grant Manager	Headquarters PO BOX 37600 Olympia WA 98503	360-790-5771 jill.krumlauf@ecy.wa.gov	Main point of contact.
Laura Busby, Grant Manager	Headquarters PO BOX 37600 Olympia WA 98503	360-280-5088 laura.busby@ecy.wa.gov	Main point of contact.
Tami Ramsey, Fund Coordinator	Headquarters PO BOX 37600 Olympia WA 98503	360-628-4261 tami.ramsey@ecy.wa.gov	Policy, Ecology grant manager support.
Alaina Robertson, Grants Technical Assistance Lead	Headquarters PO BOX 37600 Olympia WA 98503	360-706-4048 alaina.robertson@ecy.wa.gov	Ecology grant manager support.
Kelsey Dunne, Management Liaison	Headquarters PO BOX 37600 Olympia WA 98503	360-485-8378 kelsey.dunne@ecy.wa.gov	Management oversight.

PPG Ecology team roles

Grant Managers

Ecology grant managers are the first point of contact for recipients and implementing organizations. They manage agreements from application to close out. They provide technical assistance about PPG and Ecology's Administration of Grants and Loans (EAGL) online system.

Fund Coordinator

The fund coordinator oversees administration of the PPG program and ensures consistency throughout the state. The fund coordinator works with Ecology grant managers on developing program policy and supports the grants technical assistance lead.

Grants Technical Assistance Lead

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

SWM Management Liaison

Ecology's Solid Waste Management (SWM) Program Management Team liaison coordinates information flow between the PPG team and the program management team and generally supports overall function of the [PPG team](#).

Part I - Introduction

Ecology's administration of grants and loans

Ecology uses a web-based application to manage the entire lifecycle of an agreement from application to termination. This web-based application is referred to as EAGL or Ecology's Administration of Grants and Loans. Applicants apply for PPG through EAGL, or in rare circumstances, another process defined by Ecology.

How to register for EAGL

Organizations must register in EAGL to access an application and receive reimbursements.

Access EAGL through [Secure Access Washington \(SAW\)](#)². Open SAW and follow the prompts to add a new service. Look for EAGL under the Ecology link and complete the registration process.

The first auto-generated email is sent indicating Ecology has received the registration request. A second auto-generated email is sent after Ecology approves the registration, approximately three workdays later.

First time registering in EAGL

To register in EAGL, an organization must have a statewide vendor (SWV) number assigned by the Office of Financial Management. Please be aware that it can take up to 15 days or longer to get a SWV number. Check the [Statewide Vendor Number Lookup](#)³ to see if the organization already has a SWV number. The person who registers an organization will also be registered in EAGL and assigned the authorized official role for that organization.

Other who are required to register in EAGL are individuals who will access an organization's application or agreement and individuals who are the first signature on an agreement or amendment. When registering, the individual identifies the name of the organization they want associated with. Before approving a registration for an individual, Ecology will confirm with the organization's authorized official that the individual should be associated in EAGL with their organization.

Already registered in EAGL

Individuals in the role of the organization's authorized official can add or edit members of their organization. Additionally, they can change member roles in agreement or amendment documents.

If key information for the organization changes, such as a bank account or address, or if there is employee turnover, contact the Office of Financial Management (OFM) to update the information.

² <https://secureaccess.wa.gov/myAccess/saw/select.do>

³ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

To receive payment, the SWV number must be accurate, however organizations cannot edit their own SWV number in EAGL. If the SWV number changes, contact the Ecology grant manager immediately with the new number. The EAGL System Administrator and the Ecology fiscal contact will then be informed of the changes by the Ecology grant manager.

The Ecology fiscal contact connects the SWV number to disbursements of approved payments in EAGL. If payments are not received, confirm the organization's SWV number is correct in EAGL.

Cost reimbursement

To receive payment, the recipient must have a statewide vendor (SWV) number assigned by the Office of Financial Management. If the recipient organization does not already have a SWV number, [register for a statewide vendor number⁴](#) by submitting a registration form and an IRS W-9 form.

Contact the Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov with questions about the vendor registration process.

Commitment to nondiscrimination

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

As the state's lead environmental agency, our mission is to protect, preserve, and enhance the environment for current and future generations. As we work to build a healthier environment, we must make sure no community is overburdened by environmental pollution, and that we strive to eliminate environmental and health disparities. These principles guide Washington's first environmental justice law, the Healthy Environment for All Act, and you can read more about our steps towards improved equity outcomes in our [2023-2025 Strategic Plan⁵](#).

Tips for grant management success

Administrative requirements for all Ecology grants can be reviewed in the [Administrative Requirements for Recipients of Ecology Grants and Loans⁶](#) (Yellow Book). PPG funding program guidelines may be stricter in specific areas.

The following tips aid in recipient success when managing a PPG agreement:

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

⁵ <https://ecology.wa.gov/About-us/Who-we-are/Strategic-plan/2023-25-Strategic-Plan>

⁶ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

- Create and maintain a file to track your PPG work and deadlines, and for records retention.
- Regularly communicate with Ecology grant managers.
- Refer to these guidelines and Ecology’s Yellow Book.
- Understand the scope of work for each Task.
- Understand the agreement terms and conditions.
- Meet deadlines, create reminders for reporting deadlines and important dates.
- Participate in Ecology provided trainings.

State grant

Funding for PPG comes from the State of Washington.

Program improvements

See [Appendix A](#), for a list of improvements incorporated into the 2025-27 PPG program.

Anticipated schedule

See [Appendix B](#), for the anticipated schedule for 2025-2027 PPG program.

Definitions

AGREEMENT: The formal contractual document that details the terms and conditions, scope of work, budget, and schedule of PPG-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.

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.

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.

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

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

CONTAMINATED SITE PROJECTS: See hazardous substance release sites.

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

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

DELIVERABLE: A broad term to describe a tangible product or activity, is listed in the Deliverables Table under each task's scope of work and is required to be completed by the recipient as a condition of funding. 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 the original allocation that Ecology may reobligate within the same period of original allocation.

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 completed by Ecology for collecting information about the completion of tasks or deliverables.

EDUCATION & OUTREACH: A targeted effort to inform individuals or community groups. Education promotes a deeper understanding of a presented topic and encourages informed decision-making while outreach creates public awareness of policies, procedures, and processes.

EMERGENCY: An occurrence warranting public participation that occurs after the deadline for grant applications such as:

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

EMERGENCY GRANT: A public participation grant in the hazardous substance category for an emergency as defined in guidelines.

ENVIRONMENTAL JUSTICE: Fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

EQUITABLE COMPENSATION: Monetary compensation to people with lived experience who are not staff, at a rate aligned with industry standards for other types of experts. Can include compensation for project participants when their lived experience helps inform and improve systems, research, policies, practices, and programs directly related to the project.

EXPENDITURE: See CASH EXPENDITURE.

FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENT: The governing body or governmental agency of any Native American Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

FISCAL SPONSOR: The first signature on an agreement or amendment, and is primarily responsible for grant administration but does not implement the project. As it relates to an implementing organization, the fiscal sponsor is an eligible nonprofit organization that applies and if awarded, is the recipient of a public participation grant.

HAZARDOUS SUBSTANCE: Any chemical or waste that could threaten human health or the environment.

HAZARDOUS SUBSTANCE RELEASE SITES: Also known as contaminated site or hazardous waste site, is any site that Ecology has confirmed a release or a threatened release of a hazardous substance requiring remedial action. Contamination refers to a release of a hazardous substance.

IMPLEMENTING ORGANIZATION: Primarily responsible to implement the project but is not primarily responsible for grant administration. As it relates to fiscal sponsor, an implementing organization is an organization or individual who is co-signer on the agreement or amendment but is not the applicant or recipient.

INCURRED COST: The date or date range a service is performed, or date a purchased item is received.

INDIRECT COSTS: Indirect costs, sometimes called overhead costs, are business or operational costs incurred for a common purpose and not directly connected **or easily assigned** with a specific project. These costs are reimbursed through the indirect rate.

LIGHT REFRESHMENTS: Light refreshments served at a conference, seminar, or meeting, when the event relates directly to the project. Light refreshments include non-alcoholic beverages and edible items commonly served between meals such as tea, coffee, soft drinks, juice, doughnuts, cookies, sweet rolls, pieces of fruit, or cheese that are not intended to substitute for meals.

LIVED EXPERIENCE: Knowledge based on someone's perspective, personal identities, and history, beyond their professional or educational experience from people directly affected by social, health, public health, or other issues and by the strategies that aim to address those issues. These insights can inform and improve systems, research, policies, practices, and programs.

LOBBYING: The act of influencing or attempting to influence an officer or employee 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.

LOCAL GOVERNMENT: Governments within the state, including any political subdivision, regional governmental unit, district, municipal, or public corporation, including cities, towns, and counties. This includes any department within a city, town, special purpose district, or county as defined by WAC 173-350. The AAG has determined conservation districts are local governments.

NONPROFIT ORGANIZATION: A type of corporation that is created at the state level to accomplish a public benefit; does not have owners or shareholders; and it cannot be set up to generate an income or profit for the organizers. In Washington State, nonprofit incorporation happens at the Office of the Secretary. For the purposes of PPG, an organization with a federal 501 (c) (3) designated status and a (4) designated status that commits in writing to foregoing lobbying activities during the grant period and disclosing funding sources if requested, are considered eligible nonprofit organizations to apply for PPG.

OUTCOME: Verifiable environmental change (result, effect, or consequence) that occurs from performing outputs, such as the volume of litter picked up, tons diverted from the landfill, or a reduction in the percent of recycling contamination. *For stand-alone Education & Outreach tasks and Solid Waste Enforcement tasks, an acceptable outcome may be a predetermined output.*

OUTPUT: Trackable work and actions performed to achieve an outcome, such as number of meetings, number of people served, or road miles cleaned.

OVERBURDENED COMMUNITIES: A geographic area where vulnerable populations face combined, multiple environmental harms and health impacts (including disproportionate burdens from climate change). Includes Tribal Lands.

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

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

PRIVATE SECTOR CONTRACTOR: As it relates to Form D in EAGL, private industries and services owned or controlled by an individual person or a commercial company, rather than by the state or an official organization.

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

RECIPIENT: Applicant who is awarded a Public Participation Grant and is the primary signatory with Ecology on the written agreement.

RECIPIENT BILLING CONTACT: Main contact designated in the agreement by the recipient for billing issues related to the grant. The billing contact often has the system 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: Main contact designated in the agreement by the recipient for financial issues related to the grant. Also, the 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: Main contact designated in the agreement by the recipient for project management issues related to the grant. Also, the 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.

REPORTING ASSESSMENT: An ongoing process that includes identifying the level of recipient reporting that is required, based on an assessment.

STATEWIDE VENDOR NUMBER: A number issued by the Office of Financial Management's Statewide Payee Desk. A statewide vendor number is required for recipients to receive a disbursement.

SUPPLIES: 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).

TECHNICAL ADVISOR: As needed and at the request of the Ecology grant manager, this role is responsible for a technical evaluation of applications, a technical review of drafted agreements, and a technical review of deliverables (interim and final).

TERMINATION: Action of ending an active agreement between parties and the permanent withdrawal of the authority to obligate previously awarded project funds before the agreement expiration date.

TERMS OF AGREEMENT: All requirements of the grant, whether in statute, regulations, administrative requirements, program requirements, or the agreement document.

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

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

TOTAL COST: Includes ineligible costs or costs more than the total grant award. The applicant must have an alternate revenue source for costs greater than total eligible costs.

TOTAL ELIGIBLE COST: Total amount authorized under the agreement.

VULNERABLE POPULATIONS: Population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to (i) Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harm; and (ii) sensitivity factors, such as low birth weight and higher rates of hospitalization. Vulnerable populations include but are not limited to racial or ethnic minorities; (may include areas with high % of Tribal members who live off reservation); low-income populations; populations disproportionately impacted by environmental harm; and populations of workers experiencing environmental harm.

Acronyms and abbreviations

EAGL	Ecology’s Administration of Grants and Loans
Ecology	Washington State Department of Ecology
ECY	Washington State Department of Ecology
PPG	Public Participation Grant
PR/PR	Payment Request / Progress Report
RCOR	Recipient Close Out Report
RCW	Revised Code of Washington (Washington Law)
SAW	Secure Access Washington
SWM	Solid Waste Management program (at Ecology)
WAC	Washington Administrative Code (Washington Regulations/Rule)

Part II – Policies and Procedures

Ecology’s administrative requirements for recipients

Administrative requirements for all Ecology-grants can be reviewed in the [Administrative Requirements for Recipients of Ecology Grants and Loans⁷](#) (Yellow Book). The Yellow Book provides instructions, explanations, requirements, and definitions. It includes details on agreement language, costs, budgets, financial management, procurement, contracting, property management, closeout, and record keeping.

PPG guidelines supplement these administrative requirements.

Each Ecology grant or loan is administered according to the following, in this order:

- Applicable federal and state laws (RCWs) and rules (WACs)
- Grant and loan agreements, scope of work, and special terms and conditions
- Administrative Requirements for Grants and Loans (Yellow Book)
- Funding program guidelines for the specific grant or loan (this document)
- General terms and conditions
- Anything in writing authorized by Ecology’s Chief Financial Officer

Funding source and availability

A PPG agreement 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.

The Solid Waste Management program estimates \$4.8 million for the Public Participation Grants (PPG) program in the 2025-2027 biennium from the Model Toxics Control Act. **This amount is not final.** The Washington State Legislature convenes in January 2025 to finalize the budget, which the Governor then signs, usually by the following May.

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 PPG 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.

⁷ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

Indirect rate

The maximum indirect rate is 30 percent and is identified by the recipient. The indirect rate is used to calculate an indirect amount that is then itemized for reimbursement. A recipient is not required to request reimbursement for indirect.

The purpose of the indirect amount is to cover costs that cannot be direct billed to a grant task. It usually covers business or operational costs incurred for a common purpose, such as the cost of utilities for a facility used for both project-related and non-project-related activities.

The only way to calculate an indirect amount is to multiply the indirect rate by the salaries and benefits cost charged to the grant task. For this calculation, salaries and benefits are limited to recipient W2 employees and employees of implementing organizations, if a fiscal sponsor is the recipient. Not included in this calculation, for example, are contractor salaries and benefits.

Indirect is itemized as a stand-alone cost for reimbursement in the Expenditures Table on the Payment Request form in EAGL.

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.

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 start date of the three-year retention period begins the date an agreement is closed in EAGL.

Electronic and paper records

Required PPG file contents include:

- Signed agreement and all signed amendments
- Signed contracts related to the agreement or amendment(s)
- Any request for proposals (RFPs) and contract award documents, and procurement procedures
- Property/equipment documents when applicable, such as Ecology purchase approvals and recipient's inventory control
- Advertisements, brochures, fact sheets, surveys, and reports
- Written correspondence (maintain an electronic file for electronic correspondence)
- Time accounting
 - Form E (monthly timesheets), or an equivalent form showing the same information for worker's salary and benefits
 - Payroll report or equivalent that shows the total cost of recipient's employees
- Invoices and receipts for all items purchased
- Daily worksheets, or equivalent forms

Audits

Ecology and the State Auditor reserves the right to audit the agreement files during the grant period and for three years from the date the agreement is in closeout/termination status in EAGL.

Period of performance

Allocation for PPG is obligated for two fiscal years within the state fiscal biennium that begins July 1 of an odd-numbered year and ends two (2) years later on June 30.

While funding is allocated for the biennium, the revised code of Washington ([RCW 70A.305.180\(4\)](#)⁸) directs Ecology to administer PPG annually with an option to renew the second year of the biennium. Grant awards are statutorily limited to a maximum of \$60,000 per year. For efficiency, the Solid Waste Management program writes PPG agreements for two years and requires the recipient to qualify for the second year of funding through a renewal process outlined in these guidelines.

Starting in 2025-27, the applicant will be asked to separate the work and costs for a Year 1 project from a Year 2 project. The project can be a two-year project; however, work, costs and expected results must be organized in a way that allows Ecology to assess completion of Year 1 work and outcomes. This arrangement is expected to assist in determining Year 2 funding qualifications through PPG's renewal process. It also sets the program up to account for and report on work and outcomes accomplished when funding for Year 2 not renewed.

Applying for PPG

PPG uses a companion document that illustrates the mechanics of applying. See the [PPG Application Instructions](#)⁹ for that information.

Technical assistance

Ecology grant managers are available to answer general eligibility questions and provide technical assistance for EAGL and the PPG application forms. PPG is a competitive grant program, assistance with specific project-related questions may be limited.

Please contact an Ecology grant manager if you would like further assistance.

Submitting an application

To apply for a Public Participation 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 [PPG webpage](#)¹⁰, in the EAGL application, and provided upon request.

⁸ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.305.180>

⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/2407037.html>

¹⁰ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Public-participation-grants>

The applicant must upload all required documents and submit a complete application by the identified due date. Since PPG is a competitive grant program, applications will not be accepted after 5:00 pm on the due date. **The application status must be in “Application Submitted” or the application will not be received by Ecology.**

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

Multiple applications

Applicants can apply for multiple projects during the open application period. When the same organization wants to apply for more than one project, they must contact the Ecology fund coordinator who will take steps to create another application in EAGL. The fund coordinator will notify the organization of the new application number.

- Each application cannot exceed \$60,000 per year (\$120,000 total for two years).
- Each application must describe a project that implements a unique scope of work different from the projects described in the applicant’s other PPG application(s).

Ecology may limit the number of grants given to the same organization. In situations where a fiscal sponsor is the organization, this limit could apply to the implementing organization.

Emergency grants

Emergency grants can be awarded outside of the normal grant application period but must still meet the eligibility requirements of the grant program. To request an emergency grant, contact the Ecology grant manager for more information and next steps.

Awarding PPG

Application screening

The fund coordinator screens each application for applicant and project eligibility. Applicants or projects determined ineligible are denied.

Except for emergency grants, applications not in “Application Submitted” status in EAGL by 5:00 p.m. on the due date will not move forward to evaluation.

Applications that pass screening move to the evaluation process.

Project evaluation

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

In evaluation, the fund coordinator scores certain criteria that is not scored by other evaluators and will add 20 additional points for each application under the “solid waste management” project category and only serves communities that are identified as underserved, overburdened, and or marginalized. These points are added to the final total found in the EAGL scorecard.

Other evaluators will score the remaining criteria independently.

Scores by other evaluators are averaged and combined with the fund coordinator's score to reach a total score for each application.

See [Appendix C](#) for the evaluation criteria and corresponding point values.

See [Appendix D](#) for examples of eligible and ineligible work.

Award selection

Up to 50 percent of available funds will be awarded to projects under the “release of hazardous substance” project category. The remainder of funding will be awarded to projects under the “solid waste management” project category.

All eligible projects under the “release of hazardous substance” project category are prioritized and awarded first, up to 50 percent of available funds. Eligible projects under the “solid waste management” project category are ranked in order of their total score. Awards are offered in the order of rank within the limits of remaining available funds.

Ecology may fund all or portions of eligible applications and has the right to limit funding based on past performance. In the case of a tie score, Ecology will rank the applications according to priority considerations in the following order:

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

After the funding list is approved, Ecology will contact all applicants. Unsuccessful applicants may schedule a one-hour meeting with the PPG team to review their scores and ask questions.

Ecology expects to publish a list no later than September 30, 2025 that includes awardees, a description of their proposed projects, and the amounts awarded. The effective date of an award is July 1, 2025.

Returning a signed agreement (or amendment)

Agreement signatures must come from officials authorized to secure the resources needed to implement the grant and commit to the terms and conditions. This person, the Authorized Signatory, must have an Ecology approved EAGL registration in order to sign the agreement.

Ecology provides DocuSign to sign agreements, though a grant recipient is not required to use it. Because PPG is not accepting hard copy documents for processing, the recipient must follow the existing alternative process if not using Ecology's DocuSign account. Depending on which signature process the recipient chooses, specific instructions will be emailed to the recipient by the Ecology grant manager when the agreement is offered.

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 authorized official role.

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

Performance monitoring

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

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

Grant renewal

Grant funding for Year 2 of the biennium depends on the recipient's performance in Year 1. Ecology monitors recipient performance to enforce compliance with the grant terms and conditions and to determine whether Ecology will renew the grant for Year 2.

Renewal determination process

Year 2 funding may be contingent on completion of Year 1 requirements, including the following:

- Approved expenditures in Year 1 were at least 80-percent of the proposed Year 1 budget and did not exceed \$60,000.
- Extent to which Year 1 deliverables were completed.
- Extent to which the recipient submitted on time and accurate Payment Requests and Progress Reports through Year 1, including providing back up documentation as required.
- Extent to which the recipient communicated with Ecology, requests for prior approval and project updates.

Should the recipient not meet these performance expectations, Ecology may respond by reducing Year 2 budget and scope of work or by not renewing the grant for Year 2. Any action by Ecology will happen after a formal meeting with the PPG team and the recipient to discuss project progress, identify opportunities to improve grant administration, and next steps.

Tentative timeline (renewal process)

April 1 –

Ecology PPG staff send an email reminder:

- Q3 PR/PRs are due April 30 and should include a request for reimbursement of all costs incurred July 1 (Q1) through March 31 (Q3).
- Q3 PR/PR is critical in determining a Year 2 renewal.

Ecology PPG staff review Q1-Q2 data in Performance Evaluation forms.

April 30 – Ecology PPG staff

- Enter data for Q3 into the Performance Evaluation form.
- Review Q1-Q3 data in the Performance Evaluation
 - If a recipient's Q3 PR/PR is not submitted by April 30, the data defaults to zero and may impact a draft determination (due to the high volume of agreements, this process must be strictly adhered to).
- Document assumptions for Q4 spending
 - Assumptions are based on actual spending patterns in Q1-Q3 and
 - Recipient's estimate for Q4 spending.
- Confirm 80% spending in Year 1. To meet the spending criteria for renewals, the following is applied:
 - Calculate spending total in Q1-Q3 from approved PR/PRs.
 - Add spending estimate from recipient for Q4.
 - Confirm total spent is at least 80% of Year 1 budget (as documented in the alternative budget form located in the Uploads form in EAGL).
- If agreements were late in executing at no fault of the recipient, Ecology will calculate the 80% using this formula:
 - Divide Year 1 budget by 4 (to get an average quarterly amount).
 - From the Year 1 budget, subtract the average quarterly amount before the agreement executed.
 - Multiply the remaining amount by 80%. If recipient submitted at least this amount for reimbursement, Ecology will recognize the recipient as meeting this renewal criteria.
- Recipient communication and responsiveness may play a role in the renewal determination.

May 15 –

- Ecology PPG staff emails a draft determination for renewal to recipient for input.
- Recipient is responsible to check the assumptions made by Ecology and respond.
- Recipient must respond to the email within 10 calendar days.

June 15 – Renewal decisions are confirmed by PPG staff, recipients are notified by email:

- If the agreement is renewed for Year 2, the recipient may continue incurring costs starting July 1 (Q5) of the agreement period.
- As needed, Ecology may discuss amending the agreement.
- If the agreement is not renewed
 - Ecology PPG staff will schedule a formal meeting to discuss the determination, including recipient performance and next steps.

July 30 - Next steps for agreements that are not renewed

- Recipient submits a final PR/PR and all required close out documents no later than July 30 (Q5). A final PR/PR must include all costs incurred and not already reimbursed through June 30 (Q4).
- Ecology PPG staff will take steps to formally close out the agreement.

Prior written approval

Regular contact with the Ecology grant manager allows the grant manager to respond to grant related issues. Several elements of the agreement require prior written approval from Ecology. These elements must be communicated to the Ecology grant manager for approval. Written approval is uploaded in EAGL in the Uploads form by the Ecology grant manager.

Materials review

Required coordination

Recipients who intend on requesting reimbursement for any costs to produce and or distribute materials must coordinate with the Ecology grant manager prior to incurring these costs.

The Ecology grant manager will document the materials discussed, confirm each complies with the project scope of work, and identify which items must be reviewed by Ecology prior to publication and or distribution. Materials include but are not limited to all publications including reports and technical documents, brochures, fliers, radio ads, videos, and all forms of presentations.

Noncompliance with coordination could result in denial of costs associated with the production and or distribution of materials that were not discussed in advance with the Ecology grant manager. Denial may impact the recipient's performance score as tracked on the Performance Evaluation form.

Review and timing

Contact the Ecology grant manager in advance to allow enough time to complete this process.

Items identified for a required review can take up to 10 days to complete. For materials that need a back translation, more time is necessary. Ecology will limit all reviews to:

- Accuracy of technical information, including citations of historical facts, and Ecology program policies and processes; and
- Inclusion of the required PPG acknowledgement clause; and
- Any lost nuances (only for materials back translated)

Quality assurance

To ensure equitable access to high-quality materials, if a recipient creates multiple items in a language other than English, Ecology will require a random selection of at least one item for review. This review will ensure consistency across all languages. Each review will include a back translation by a professional translator from Ecology's preferred vendors or an internal language services provider (MITT) in the appropriate language. Ecology will cover this cost. The translated material into English will be reviewed by our team and shared with your team to identify any lost nuances, allowing us to collaborate to ensure the materials provide the public with accurate information.

PPG acknowledgment and Ecology logo

Acknowledgement

When costs to produce and or distribute outreach materials are covered by an Ecology grant program, those materials are required to acknowledge Ecology financial assistance, including items previously produced but reprinted:

- For visual content, provide legible font and size and insert at the end of of each material produced
- For audio content, read the phrase at the beginning or end of the segment
- For presentation slides, include the phrase on the first or last slide of the presentation

Use this phrase:

“Funded in part by a Public Participation Grant from the Washington State Department of Ecology.”

See [Appendix E](#) for translation of this phrase to other languages.

Ecology logo

Never use Ecology’s logo without the Ecology grant manager’s permission.

Part III – Eligibility

Applicants

Eligible applicants

- Individuals who may be adversely affected by a release or threatened release of a hazardous substance including individual tribal members
- Nonprofit organizations, including nonprofit tribal organizations
- Fiscal sponsor

With the exception of an individual, eligible applicants must have a 501 (c) (3) or (4) nonprofit designation status. To be eligible, nonprofits must also

- Be based in Washington State, and
- Operate the project in Washington State, and
- Be a registered nonprofit with the Secretary of State in Washington, and
- If the organization is an employer, employ staff in Washington State.

Individuals who consider applying for PPG should consult with a financial advisor since federal and/or state taxation may apply to these funds.

Fiscal sponsor

Fiscal sponsors provide the resources for grant administration and partner with another nonprofit organization or individual. The nonprofit or individual implements the grant scope of work (implementing organization).

The fiscal sponsor and implementing organization must agree to a Memorandum of Understanding (MOU) that outlines the working relationship between parties, including a termination clause. This document must be provided to Ecology before an application is evaluated. Ideally, it is uploaded in EAGL as part of the grant application.

A fiscal sponsor initiates and submits a PPG application, submits payment requests and progress reports on behalf of the implementing organization, receives payments for the project, and distributes funds in accordance with the MOU. Fiscal sponsors may charge a fee for services to administer the grant and typically have no further involvement in the project.

IMPORTANT: Financial related questions in the PPG application are answered from the fiscal sponsor perspective while project related questions are answered from the perspective of the implementing organization.

A fiscal sponsor or implementing organization may request Ecology terminate the PPG agreement after they have successfully terminated their MOA. Before Ecology will terminate the grant, a formal request signed by both parties must be received. If an MOA is terminated, the fiscal sponsor may assume the role of the implementing organization, but the implementing organization cannot assume the role of the fiscal sponsor because the agreement is between Ecology and the fiscal sponsor. If a new implementing organization is desired, the fiscal sponsor must contact the Ecology grant manager to discuss how to proceed.

Ineligible applicants

- Any person potentially liable for a release of a hazardous substance, as defined by RCW 70A.305.040
- Local governments, including conservation districts
- Federal and state governments or agencies
- Federally recognized Indian tribes, as a governing body
- Public and private universities
- Any organization based or individual who permanently resides outside of Washington State
- For-profit private businesses including consulting services
- All other entities except those who meet eligibility criteria as listed above

Recipients

Recipients must be an individual who is affected by the release of a hazardous substance or a nonprofit organization with 501 (c) (3) or (4) nonprofit designation status.

Projects

Projects should focus on raising awareness in one of the following areas:

- Contaminated site cleanups or release of a hazardous substance
- Waste management issues consistent with the state solid or hazardous waste management priorities that impact individuals and communities
- Emerging solid waste issues

Projects that go beyond raising public awareness are evaluated on a case-by-case basis against the state's solid and hazardous waste priorities.

See [Appendix D](#) for project and activity examples.

Costs

The PPG agreement is set up to capture grant administration costs separate from costs to implement a project.

- Task 1 of a PPG agreement is established for recipients who want to use PPG to cover grant administration costs. If there's no interest in using the grant budget for these costs, a \$0 for the Task Cost is entered. In 2025-27, the PPG program will draft agreements combining the administration costs with the Task 2 budget.
- Task 2 of a PPG agreement is where all costs to implement the task scope of work are billed.

General costs eligibility are found in Ecology's [Administrative Requirements for Recipients of Ecology Grants and Loans¹¹](#) (Yellow Book), Part III. All eligible, conditionally eligible and ineligible costs listed in the Yellow Book apply to PPG.

Eligible

The following eligible costs are called out in these guidelines because the PPG program applies a stricter expectation than found in Ecology's Yellow Book or it's not addressed in the Yellow Book.

Contracts: Costs incurred by contractors are subject to the same eligibility requirements as the recipient or implementing organization. Recipient or implementing organization is responsible for following required procurement procedures and must provide related documentation of such if requested by the Ecology grant manager. Contractor costs are not eligible for reimbursement when the required procurement procedures were not followed.

Printing and reproduction: Also includes materials such as brochures, flyers, CDs, and other marketing materials.

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

Travel expenses: Limited to in-state travel expenses for PPG recipients. Out-of-state travel for contractors or vendors are considered on a case-by-case basis.

Conditionally eligible

The following conditionally eligible costs are called out in these guidelines because the PPG program applies a stricter expectation than found in Ecology's Yellow Book or it's not addressed in the Yellow Book. Requests for conditionally eligible costs must be approved in writing by the Ecology grant manager unless identified as eligible in the agreement.

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

Computers and other electronic devices: Includes other electronic devices to the extent the recipient uses the device in service to the project.

Cultural inclusion: Expenses required to support culturally responsive collaboration.

Environmental testing: As part of the grant project, when students conduct sampling for educational purposes, costs associated with independently collecting or analyzing samples at a facility.

Compensation for services (equitable compensation): Also includes community members whose lived experience qualifies them to contribute to grant activities. In all cases, eligible compensation will be determined on a case-by-case basis.

¹¹ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

Overtime compensation: 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 PPG, then overtime is eligible for reimbursement.

Rental of office space: Costs that do not exceed the rental costs of similar facilities in the same area, and can include private or public owned space.

Ineligible

The following ineligible costs are called out in these guidelines because they are specific to the PPG program, and or requires clarification.

Alcohol: “Alcoholic beverage” includes any liquid or solid material intended to be ingested by a person which contains ethanol, also known as ethyl alcohol, drinking alcohol, or alcohol.

Application: Costs associated with applying for a PPG.

Capital Expenditures: 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.

Communications: Recipients may not use websites to solicit organizational donations.

Disposal: Costs related to disposing of solid waste acquired during the project, and disposal of scrap or surplus materials.

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.

Lobbying: Lobbying does not include an organization’s act of communicating with its members unless the communication’s purpose is to influence legislation or promote a political candidate. “Members of the organization” include people who voluntarily communicate and interact with the organization. “Standard” and “rate” include those defined in State rules and legislative enactments. “Attempting to influence” means direct communication with legislators on the adoption or rejection of specific rules and enactments other than activities meant to educate the legislature on impacts of the proposed legislation shared in public settings or when solicited by an agency (RCW 42.17A.610).

Meals: Meals are not a reimbursable cost. Exceptions include meal costs incurred during eligible travel, or when determined a cultural inclusion expense.

Real property: Land, improvements, structures, and additional pieces associated to them.

Indirect and direct costs

No universal rule governs how costs are classified. A cost may be indirect with respect to some of the recipient’s functions and be direct with respect to the project. For example, the recipient employs 20 people who work out of the same building. Only four (4) employees work on the PPG grant. Costs associated with the building are indirect costs, while the four (4) employees

working on PPG are direct costs. In this example, indirect will help cover the operational costs of the building.

Regardless of which cost category used, each cost item should be consistently charged as either indirect or direct for the duration of the agreement period. Requesting reimbursement for indirect costs is optional throughout the agreement period.

See [Indirect rate](#).

Indirect cost examples

For a complete list of costs normally charged as indirect, see [Yellow Book, Part III, Section F](#)¹².

Direct cost examples

For a complete list of costs normally charged as direct, see [Yellow Book, Part III, Section E](#)¹³.

A direct cost is connected to the project. For example, contractors and professional services are direct expenses. Other PPG examples include:

- Compensation of W2 employees for time worked on a PPG project.
- Cost of materials and supplies.
- Travel.

Contracts and purchased services

Recipients and implementing organizations with a formal procurement procedure that is consistent with state procurement laws and rules may follow that procurement procedure.

Recipients or implementing organizations that do not have a formal procurement procedure must follow Ecology's general standards for competitive solicitations of goods and services. Full instructions are found in [Yellow Book, Part IV, Section B](#)¹⁴.

Recipient or implementing organization must use one of these four types of contracts or a combination of any of them as the cost basis of their contract:

- **Cost-reimbursement** - An agreement between two parties to provide payment for allowable costs incurred by the other party. Payments are typically monthly or quarterly and paid based on actual costs and invoices.
- **Unit price** - Individual portions, or units, of work are identified to estimate a total project cost. Each unit is based on several variables, in combination or on their own, such as materials, labor and overhead.
- **Fixed-price** - Agreements have fixed payments based on a milestone payment schedule or the submission of deliverables.

¹² <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

¹³ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

¹⁴ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

- **Time and materials** - The scope of a project is specified, and reimbursement is based on the actual amount and cost of time and materials required to complete the project. These contracts commonly include a “not to exceed” limit.

Recipient responsibilities

- Recipient must ensure the contract includes all required provisions and is enforceable and legally sound as identified in Administrative Requirements for Recipients of Ecology Grants and Loans, Part IV Purchasing and Contacts, section A under Contract provisions.
- Recipient must provide a copy of the contract to Ecology through the Upload form in EAGL. The contract must be signed by all parties.
- Recipient is responsible to ensure the contractor performs according to its contract terms and conditions.
- Recipient must establish and maintain required procurement and contract files. A complete list of the required documentation is identified in Administrative Requirements for Recipients of Ecology Grants and Loans, Part IV Purchasing and Contacts, section A under Documentation requirements.

Recipient must provide copies of all procurement documents, if requested by the Ecology grant manager.

Ecology responsibilities

- Ecology grant manager must review a contract prior to approving any contractor costs for reimbursement.
 - The review is limited to identifying the type of contract, period of performance, scope of work specifications eligible for reimbursement under the grant, and the required backup documentation a recipient must submit to support cost reimbursement.
 - The Ecology grant manager must provide a copy of the written review through the Upload form in EAGL.
- Ecology grant manager must confirm costs meet Ecology, PPG program, and grant agreement requirements before approving contractor costs.

Part IV – Agreement and Amendment

Agreement

An agreement is a formal, contractual document, between Ecology and the recipient organization that details the performance expectations and rights of the parties. It is also referred to as the grant or grant agreement.

Negotiations and formal offer

Ecology and the recipient organization confirm the grant scope of work, including Year 1 and Year 2 performance schedule. They will contact the recipient to confirm their signing preference, and inquire about participation in the reporting assessment. Final internal steps are taken to prepare the agreement as a formal offer.

Ecology then offers the agreement through EAGL. The Authorized Official(s) for the 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 DocuSign is used to sign the document, you will also receive a follow-up email from your grant manager with instructions and next steps for returning an agreement through DocuSign.

To support an expedited signature process, Ecology may offer agreements after the State’s Operating Budget is enacted and before the effective date of the agreement. Agreements returned signed by the recipient prior to July 1 may be held until Ecology can legally sign 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 PPG eligibility criteria.

Recipients are encouraged to request an award letter from Ecology if it helps them begin work prior to receiving an executed agreement from Ecology.

Amendment

Changes that require a formal amendment

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

Budget redistribution

Recipients can request a budget redistribution between tasks that avoids a formal amendment. The Ecology grant manager will approve this request on a case-by-case basis in consideration of the following:

- Total agreement amount does not change
- Scope in the task remains the same
- Redistribution never exceeds 10-percent of the total agreement budget

Close out

General Information

Recipient must submit all close out forms concurrent with the first PR/PR that zero's out the agreement budget, or by July 30, 2027, whichever comes first. Ecology may not be able to reimburse final requests that are received after July 30.

Ecology grant managers review and, as necessary, work with the recipient to approve the final documents. If the recipient spends out before the end of the biennium, Ecology will process all final requests and required reports and close out the agreement.

After Ecology completes and submits the Ecology close out report (ECOR), the agreement is officially closed when the status is "Agreement Inactive" in EAGL.

Recipient close out forms

- Final Payment Request form marked final
- Final Progress Report form, marked final, and corresponds to the final payment request
- Recipient Close Out Report (RCOR) that covers the work and outcomes achieved with the agreement budget
- Any other reports or documents required or agreed to and identified in the grant document

Ecology close out forms

- Site Visit form. Appropriate staff may conduct a final, on-site inspection or evaluation of work accomplished. If this occurs, the Ecology grant manager completes this form.
- Ecology Close Out Report (ECOR) is a compilation of the information from the RCOR and Ecology grant manager observations. It is like the RCOR except the Ecology LSWFA grant manager completes the ECOR and confirms what was reported in the RCOR.

Completing the Recipient Close Out Report

The RCOR is an agency-wide form that cannot be edited by individual grant programs, it is completed by the recipient, and must be submitted when the agreement budget reaches zero or if the recipient decides to terminate the agreement.

The RCOR form contains fields that PPG does not require the recipient to complete, though the form must be completed by the recipient and submitted concurrent with the final PR/PR.

The following guidance is provided for recipients of PPG:

1. Summary of Accomplishments

For every Task Title in the Report, provide a brief description of the work accomplished with the PPG budget.

By Task Summary		
Task Title	Summary of Accomplishments*	Actual Outcome*
Project Administration	Submitted documents as required. 32 of 2000	All quarterly PR/PRs and required close out documents were submitted on time and as required. 93 of 2000
Solid Waste Reduction	Exceeded expectations in all areas. Grew in reach and capacity, increased volunteers and participation at events. Set new goals for future. 139 of 2000	6,000: Number of people participating in task activities in response to project outreach efforts (expected 3,000) 4,000: Number of items shared instead of purchased (expected 1,000) 21,000: Number of pounds of solid waste diverted from the waste stream (expected 16,000) 274 of 2000

Screenshot 1 Example format for summarizing accomplishments

- Actual Outcome.** Enter the totals identified in the Expected Outcomes form for each measure. See the example under Actual Outcomes in the previous screenshot for how to enter the data.
- Lessons Learned.** 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.** List documents 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.** 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.

Part V – Reimbursement

All costs submitted for reimbursement must meet requirements and be supported by backup documentation approved by Ecology.

The Project Budget form associated with each agreement in EAGL will not be used in this biennium. Instead, the Ecology grant manager will use an improved form that will be completed by the Ecology grant manager with information provided during application, and then uploaded into EAGL in the Uploads form.

Reporting requirements

Ecology monitors task progress to ensure compliance with the terms and conditions of the agreement. Reporting is done in EAGL.

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. Progress reports and payment requests are submitted together in EAGL. If you do not incur expenses during a quarter, you are still required to submit a progress report.

See [Appendix F](#) for more information about Solid Waste Management’s Reporting Assessment Policy.

Cost reimbursement statewide vendor number

Recipients receive payment through the Washington State Office of Financial Management’s Statewide Payee Desk. To receive payment, [register as a statewide vendor](#)¹⁵ by submitting a registration form and an IRS W-9 form. Contact the Statewide Payee Help Desk at 360-407-8180 or email PayeeRegistration@ofm.wa.gov with questions about the vendor registration process.

Check the [Statewide Vendor Number Lookup](#)¹⁶ to verify if your organization already received one.

Payment request form

Ecology reimburses eligible costs after expenses are incurred and reimbursement is requested. The recipient cannot receive reimbursement for more than actual costs. PPG cannot exceed reimbursing \$60,000 per state fiscal year.

Backup Documentation

Backup documentation by cost category includes the following and may include additional items as requested by the Ecology grant manager.

¹⁵ <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

¹⁶ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

See [Appendix G](#) for visual examples of backup documentation.

Goods and Services: To receive reimbursement for goods and services that are performed without a contract, please include a receipt or invoice showing:

- Total cost, including taxes and fees
- Date recipient takes possession of item, if not date of purchase
- Date service was performed
- Description of service
- Location of service

Contracted Services: To receive reimbursement for services that are performed by a third-party contracted by the recipient, a copy of the signed contract must be uploaded in EAGL.

- For time and materials contract, include:
 - Log of hours worked on grant task by employee by day.
 - Invoices for materials that include total cost, date of purchase, date contractor took possession of materials.
 - List of task work accomplished in the reporting period.
- For a deliverables contract, include:
 - Proof the deliverable was achieved. For example,
 - Deliverable was to provide a training: proof might be a copy of the sign-in sheet for all training attendees.
 - Deliverable was a report: proof would be a copy of the report.

Employee Time: To receive reimbursement for hours worked by W2 employees (people employed by the recipient), please include two reports: a payroll report, and timesheet.

1. Payroll reports for W2 employees must include:
 - Report period is identified
 - Total employer cost for employee in the report period
 - Total employee hours in the report period
 - For reports created outside a payroll system, include the source of the data, report run date, and name of the person who ran the report.
2. Time sheet or time card must include:
 - Grant agreement number
 - Name of employer
 - Name of W2 employee
 - Hours worked by month, day, and task

Travel: To receive reimbursement for travel, include:

- Pre-approval email from Ecology grant manager
- Copy of the event agenda, if attending an event
- Date and time of travel, start and return location
- For overnight travel, also include destination location when requesting reimbursement for meals and lodging

- Receipts for airfare, hotel, parking, ferry, car rental, fuel (if not charging for mileage), and or any other type of travel expense, if these costs are incurred for travel. Submit a mileage log when requesting reimbursement for mileage. Mileage is reimbursed at the state rate that covers vehicle wear/tear and fuel costs.

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

Progress report form

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

Summary of Accomplishments

Use this text box to document progress of task activities. In each progress report, provide a concise description of work completed since the last report.

Descriptions and reasons for delay

Use this text box to briefly describe reasons for delays in completing the expected work.

Upload feature

Use the Upload feature at the bottom of the page to upload any materials relevant to progress or that support the information reported. For example,

- A minimal number of photographs of project activities
- Sign in sheets demonstrating participants of events
- Electronic copies of presentation slides, outreach flyers, and event invitations, if not already provided during the materials review process

Outcome reporting

Recipients will report quarterly outcomes on the custom Expected Outcomes form located in EAGL. This form is in a different location (agreement level) than where the payment request and progress report forms are located (subdocument level).

Outcomes Table			Recipient Section: By checking the box, the Recipient certifies that the outcomes reported represent what was achieved in the quarter.								Total Towards Achieving Expected Outcome
			<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *		
			Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	
Task Title	Measure	Overall Expected Outcome	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	
2 - Solid Waste	Number of pounds of solid waste dive	77000	6865	8015	6880	14890					36650
2 - Solid Waste	Number of people who volunteer their	60	105	332	233	532					1202

Screenshot 2 Example fields in the Expected Outcomes form.

Recipient responsibilities

- Enter outcomes data for each quarter corresponding with the PR/PR.
- If no outcomes achieved in the quarter, enter “0.”
- Do not prefill quarters, leave them blank.
- Confirm the data entered for the quarter was achieved in the quarter by checking the box at the top of the quarter column.
- Do not double report.

Ecology responsibilities

- Enter each Measure and Overall Expected Outcome during agreement drafting.
- Ecology reviews this form for completion prior to approving the PR/PR each quarter.

Deliverables

Deliverables are assigned in the grant agreement. A deliverable must be completed as a condition of the agreement and before costs are reimbursed. Deliverables with a due date must be completed on or before the due date or a formal amendment will be required.

Ecology grant managers will use the deliverables for two purposes:

1. Identify Year 1 work the recipient is required to complete to qualify for Year 2 funding through the renewal process.
2. Identify deliverables required to complete as a condition of the grant.

All other work will be covered in the Task Description field to identify the work to be performed.

Appendix A. PPG Program Improvements

The PPG team is interested in the best experience for all parties invested in the PPG program. A 2024 PPG recipient survey gave the team information about where to focus on program improvements for the next biennium. In response to that survey and based on learned experience over the last biennium, the following improvements and clarifications are included.

Application period

Confirmed the application period will be open for four (4) weeks and is anticipated to open sooner than in previous grant cycles to facilitate offers as close to July 1 as possible.

Individuals and nonprofit organizations intending to apply are encouraged to discuss project and cost eligibility with the Ecology grant manager well before the application period opens, and to attend all Ecology offered PPG program trainings.

Applicants that use the Application Instructions document, a companion piece to these guidelines, will have the best experience with EAGL application forms for 2025-2027.

Guidelines structure

The table of contents was developed with external stakeholders in mind. Meaningful content was retained and reorganized for flow. Content that did not add value, was removed. Most content related to applying for a public participation grant was moved to the Application Instructions that is incorporated by reference as a companion document to these guidelines.

Program purpose, mission and goals

Guidelines now include a purpose statement, summarize the mission, and list the overall goals of the Public Participation Grants program.

Definitions

Definitions were added or clarified, including but not limited to Deliverable, Education & Outreach, Equitable Compensation, Fiscal Sponsor, Hazardous Substance, Hazardous Substance Release Sites, Implementing Organization, Indirect Costs, Lived Experience, Local Government, Nonprofit Organization, Outcome, and Output.

Year 1 project and Year 2 project

The Project Budget form in EAGL already makes the distinction between Year 1 and Year 2 costs. Taking this one step further, we are asking applicants to separate the work and expected results for Year 1 from Year 2. The project can be a two-year project, however, work and expected results must be organized in a way that allows Ecology to assess completion of Year 1 work and results.

We anticipate this arrangement will make it easier to determine qualifications for a Year 2 renewal. It also sets the program up to account for and report on work and results accomplished when a Year 2 renewal is not awarded.

Grant renewal process

This process is now documented in guidelines.

Materials review

This process was cumbersome. With the assistance of Ecology's Office of Equity and Environmental Justice's Language Access Coordinator, we simplified it and look forward to testing it out with our recipients.

Eligible applicants

Clarified a 501 (c) (3) or (4) nonprofit designation status and confirmed with the state's assistant attorney general that conservation districts are local governments. Because local governments are not an eligible applicant for PPG, conservation district organizations will not be eligible to apply or receive a PPG starting in 2025.

Eligible projects

After clarifying the purpose of PPG, we were able to add clarity for eligible projects. The idea of emerging solid waste issues was added.

Contracts and purchased services

Added language to clarify the requirements around procurement, types of contracts, and responsibilities of the recipient versus Ecology.

Backup documentation

Added language and examples of backup documentation to help clarify requirements.

Deliverables

Simplified how deliverables will be used going forward. Added language to clarify how Ecology grant managers will limit the use of the deliverables table.

Reporting requirements

New this biennium, PPG recipients are eligible to request a reporting assessment. The reporting assessment may reduce the frequency of submitting a PR/PR for qualifying recipients. Also, clarified that recipients can submit a PR/PR more often than quarterly if needed but no more than monthly.

Guidance documents and checklists

The PPG team develops guidance documents and checklists to help a recipient or implementing organization navigate process, understand policy, and work in the EAGL system. Throughout these guidelines are information and instructions. If more detailed information is needed, please contact the Ecology grant manager for a guidance document or checklist. We continue to develop the idea of short, recorded training modules.

Declined awards after evaluation concludes

An application for PPG includes a commitment by the applicant to accept an award, if offered. The person identified in the application as the authorized signatory for the applicant agrees to this commitment upon submittal of the application.

Because the evaluation process is methodical and time consuming, applicants who decline a PPG award after the evaluation process has concluded may receive negative points applied to a PPG application evaluation in future biennia.

Appendix B. 2025-2027 PPG program schedule

Application	
Date	Action
October 1, 2024	Pre-application and consultations with potential recipients begins.
January 7, 2025 8:00 a.m.	Application period opens. Grant guidelines, application instructions, and application forms available. Recipient technical assistance available.
February 4, 2025 5:00 p.m.	Application period closes.
February 7, 2025	Applications are screened. Those that pass screening are moved to evaluation.
February 10-25, 2025	Evaluation period.
March 10, 2025	2025-2027 awards are announced. Formal offers may begin after the State Budget is passed and before July 1, 2025; however, the earliest Ecology will sign an agreement is July 1, 2025.
Agreement	
Date	Action
July 1, 2025	Agreement effective date, regardless of Ecology signature date.
Payment Request/Progress Report (PR/PR) due dates: October 30 (Q1, Q5) January 30 (Q2, Q6) April 30 (Q3, Q7) July 30 (Q4, Q8)	Submit a PR/PR in accordance with the reporting assessment provided by the Ecology grant manager, including updating the Expected Outcomes form 30 days after each quarter ends. 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.
April 30, 2026	Ensure Q3 PR/PR is submitted on time and includes all costs incurred since the agreement effective date (July 1) that were not already submitted. Spending through Q3 plus Q4 spending estimates inform a successful renewal for Year 2 funding.
June 30, 2026	Target deadline for initiating renewal amendments, if needed.
July 30, 2026	Target deadline for signing and returning renewal amendments.
June 30, 2027	Agreement end date.
July 30, 2027	Due date for all close out information, including a final PR/PR.

Appendix C. Application Evaluation Criteria

Category 1: Priority Consideration

Criteria Number	Evaluation Criteria	Score	Comments
1.1	<p>Facilitates public participation in a hazardous substance release site.</p> <p>The following points will be given according to their State Contaminated Sites List ranking: 1-2 = 10 points 3-4 = 5 points 5 or “no ranking” = 3 points No site list selected = 0 points</p> <p>Sites on the National Priority List (Superfund) will receive points based on the site score. 40 - 60 = 10 points 20 - 39 = 5 points 1 - 19 = 3 points No site list selected = 0 points</p>	/10	
1.2	<p>Applicant has not received PPG funding in the last two biennia.</p> <p>No (has not received funding) = 10 points Yes (has received funding) = 0 points</p>	/10	<p>Score increases to 15 for a No; evaluator enters 0 and comments 15 or 0 as the score.</p>
1.3	<p>Facilitates public participation in highly impacted communities or low-income populations.</p> <p>Meets criteria per guidelines = 10 points Partially meets criteria per guidelines = 5 points Does not meet criteria per guidelines = 0 points</p>	/10	

Category 2: Community Support

2.1	<p>Letter of contribution = 5 points Letter of support = 3 points No letters of contribution or support = 0</p>	/5	
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Category 3: Managing grant funds

3.1.1	Did the applicant include an organizational chart? Yes = 1 No = 0	/1	
3.1.2	Did the applicant include their Corporate Bylaws? Yes = 2 No = 0	/2	
3.1.3	Does the board of directors meet at least quarterly? Yes = 2 No = 0	/2	This criterion will not be used; evaluator enters 0, (2 points shift to 1.2 score).
3.1.4	Extent to which the application describes how awarded grant funds will be used timely and accurately. Applicant describes the credentials and experience of financial staff or contracted financial professional. Yes = 5 Partial = 3 No = 0	/5	1 st sentence is not scored here because it's covered in 3.2.3; evaluator enters 0 and comments 2 for Yes; 1 for Partial; 0 for No as the score for 2 nd sentence.
3.2.1	Does the applicant have experience managing grant funds? Yes = 2 No = 0	/2	
3.2.2	Will the applicant use either accounting software or contract services from a certified public accountant? Yes = 2 No = 0	/2	
3.2.3	Does the applicant have a plan to ensure that they use awarded grant funds timely and tracked accurately? Applicant has a thorough plan = 6 Applicant has a partial plan = 3 Applicant does not have a thorough plan = 0	/6	

Category 4: Past PPG Performance

4.1	Payment request / progress reports were submitted accurately and on time in the previous biennium? Rarely (less than 50% of the time) = -5 points Usually (50% - 75% of the time) = -2 points Regularly (75% of the time or more) = 0 points	/0	
4.2	Recipient spent less than 80% of total grant award in year 1 = -5 points Recipient spent more than 80% of year 1 budget = 0 points	/0	
4.3	Recipient completed the scope of work of the project as set out in the agreement. Rarely (less than 50% of the deliverables were achieved to date) = -5 points Usually (between 50% - 75% of the deliverables were achieved to date) = -2 points Regularly (at least 75% of the deliverables were achieved to date) = 0 points	/0	

Category 5: Project Budget

5.1	Budget complies with program guidelines and agency administrative requirements including eligible costs. Yes = 5 Partial = 3 No = 0	/5	
5.2	Budget is complete and reasonable given the proposed timeframe, scope of work, and goals of the project. Yes = 5 Partial = 3 No = 0	/5	

Category 6: Project Narrative

6.1	Extent to which the applicant fully describes the population of people who are impacted or engaged by this project. Yes=5 Partial = 3 No=0	/5	
6.2	Extent to which the applicant fully describes the waste or contamination problem that the project will address and as applicable, its threat to the environment and human health. Yes=10	/10	

	Partial, mostly = 7 Partial, minimally = 3 No=0		
6.3	Extent to which the applicant has and clearly describes its ties with the community it proposes to engage. Yes=10 Partial, mostly = 7 Partial, minimally = 3 No=0	/10	
6.4	Extent to which the application includes and clearly describes the project including activities. Yes=10 Partial, mostly = 7 Partial, minimally = 3 No=0	/10	
6.5	Applicant includes tangible project deliverables with anticipated completion dates. The project deliverables schedule is reasonable given the date range of the grant awards and the goals of the project. Yes = 5 Partial = 3 No = 0	/5	
6.6	Application describes project's measurable outcome(s) and long-term goals. The outcomes and long-term goals seem reasonable, feasible, and in support of the purpose of the PPG program. Yes = 5 Partial = 3 No = 0	/5	

TOTAL

/100

Evaluation Comments

The following template language covers the changes to the scorecard and describes the process that Ecology will document here on each evaluation scorecard in EAGL. This manual change is happening because the EAGL system upgrades prevented Ecology from updating the application forms.

PPG was unable to update application forms in EAGL due to the system undergoing an upgrade. We are incorporating minor edits to the form and communicating them in the actual form and in guidelines. These are the changes:

1.2: Score is increased from 10 to 15 for a No (*if No, ECY will manually add 15 points to the scorecard TOTAL score displayed in EAGL and document the new Total below.*)

3.1.3: This criteria not used; score is 0; up to 2 points are added to 1.2.

3.1.4: Evaluation and scoring will happen for the 2nd sentence only (*the first sentence is covered in 3.2.3*). Score for 3.1.4 is reduced from 5 to 2 (*Ecology will manually add 2 points for Yes or 1 point for Partial to the scorecard TOTAL score displayed in EAGL and document the new total below*).

Total points for this application: ____/100 (*Ecology will manually enter this score in the EAGL scorecard summary*)

Appendix D. Project and Activity Examples

All projects and activity should promote awareness, encourage people to adopt reasonable practices to prevent, reduce, or cleanup pollution, and motivate action.

PPG supports projects that engage the public in awareness or action related to:

- Investigation and remediation of a release or threatened release of a hazardous substance
- Cleanup of hazards
- State solid and hazardous waste priorities

Investigation and remediation

- Educating the public about the contamination, its impacts, and strategies to maintain public health
- Advertising special events related to decisions about the site
- Facilitating engagement in culturally relevant and linguistically appropriate methods through adopting cultural protocols, language translation and interpretation, and other activities

Cleanup oversight

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

Cleanup oversight projects typically include the following activities:

- Contracting with an expert to translate technical jargon into “plain language” or analyze data and methods for the public
- Coordinating, participating in, or holding forums where the public can discuss concerns about activities at the site
- Publishing or broadcasting information about the site or examining the impacts of past, current, and possible future activities there
- Help citizens provide informed feedback during public comment periods on site cleanup documents

Solid & hazardous waste priorities

Projects in this category are subjective and come from the [State Solid and Hazardous Waste Plan, December 2021](#)¹⁷. The following priorities will move us closer to the vision and ensure the current system works well.

Mitigate climate change

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

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

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

Reduce toxic threats in products and industrial processes

- Encourage less toxic products and industrial processes through better design
- Promote the use of alternatives assessments and green chemistry to find safer substitutes to toxics in products
- Increase local partnerships to work on toxic chemical source control
- Reduce or eliminate the use of the most toxic chemicals where safer alternatives exist

Address systemic issues with recycling (including organic processing)

- Address contamination in recycling and composting systems in order to ensure clean and marketable end products from organics and recyclables
- Support market creation for recycling, including recycled content
- Focus on facility compliance, technical assistance, and enforcement

¹⁷ <https://apps.ecology.wa.gov/publications/documents/2104050.pdf>

Appendix E. Translation Examples

English

Funded in part by a Public Participation Grant from the Washington State Department of Ecology.

Chinese

部分资金来自 Washington State Department of Ecology 的公众参与补助金。

Korean

Washington 주 생태부(Washington State Department of Ecology)가 제공한 공공참여 보조금(Public Participation Grant)에서 자금의 일부를 지원받았습니다.

Russian

Частично профинансировано за счет гранта на участие общественности от Washington State Department of Ecology.

Spanish

Financiado parcialmente por una Subvención de Participación Pública del Washington State Department of Ecology.

Ukrainian

Частково профінансовано за рахунок гранту на участь громадськості від Washington State Department of Ecology.

Vietnamese

Được tài trợ một phần bởi chương trình Trợ Cấp Công Chúng Tham Gia của Sở Sinh Thái Tiểu Bang Washington (Washington State Department of Ecology).

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.

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.

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

Policy Opt-out Feature

Recipients who opt-out of this assessment will not be considered for reduced reporting. Reduced reporting could mean 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.

The opt-out feature is available to recipients that have had a SWM agreement in at least one of the previous two biennia. All other recipients and recipients that decline an assessment must report at the standard level.

Base Reporting Assessment

SWM grant managers apply the same assessment questions for all recipients to determine a base reporting level. 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 to the standard level depending on the answers to these additional questions.

Once determined, the level of reporting is indicated in a formal email to all recipients in the biennium and includes a copy of the assessment, if assessed. 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 are assessed on the following:

1. Recipient experienced changes in key grants management, including financial staff, and or scopes of work since last agreement. Y/N
2. Recipient is an organization that has never received funding from the grant program or has declined available funds within the previous two biennia. Y/N
3. In the previous two grant agreements, recipient failed to comply with their reporting requirements or submitted a majority of required PR/PRs past their due date. Y/N

4. In the previous two grant agreements, recipient relationship with Ecology grant program staff was not open or responsive. Y/N
5. Since their last SWM agreement, recipient organization or jurisdiction received an audit finding that involved questioned costs more than \$39,999. Y/N

Assessment Results

Base Reporting Level is Standard

- Answer is yes to all five (5) questions
- Answer is yes to question 2, 3, and 5, and to either 1 or 4

Base Reporting Level is Reduced

- Answer is no to all five (5) questions
- Answer is yes to question 3 and no to questions 1 and 4

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. If the reporting level changes, the SWM grant manager will communicate the change in writing with the recipient and upload the notification in EAGL.

Reduced reporting – administrative instructions for recipient

1. When the agreement budget is zero or by July 30, 2027, 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, 2027, 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 and should at least include the first PR/PR with costs***].
 - **Exception:** Recipient exercises instruction 2 to combine costs in the next PR/PR. When exercising administrative instruction 2, recipient must
 - Update the customized outcomes form for
 - LSWFA: Outcomes Data Collection form.
 - PPG: Expected Outcomes form.
 - Enter outcomes achieved in the quarter or combine them with outcomes achieved in subsequent quarters that correspond with the amount requested for reimbursement. If no outcomes were achieved in the quarter, enter zeros for the quarter.
4. Recipient is required to submit backup documentation for the 1st and final PR/PR submitted, and [***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. Recipients of LSWFA and PPG must update their respective custom outcomes form for each quarter and concurrent with submittal of PR/PRs.
4. When the agreement budget is zero or by July 30, 2027, 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 SWM grant manager 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:

- Withheld 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
- Document 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. Recipient has a documented history of returning funds greater than 5 percent of the original awarded amount or closing an agreement with a budget balance greater than 5 percent of the agreement amount at close out.
3. In the two previous grant agreements, the recipient did not meet an acceptable level of outcomes under the circumstances. Y/N
4. In the two previous grant agreements, the recipient had a majority of PR/PRs returned for modifications within each biennium? Y/N

Public Participation Grants (PPG) (Yes responses support increased reporting)

PPG recipients are assessed using these additional questions:

1. Nonprofit recipient organization is a new nonprofit, less than 2 years old.
2. Recipient has a documented history of returning funds greater than 5 percent of the original awarded amount or closing an agreement with a budget balance greater than 5 percent of the agreement amount at close out.
3. In the two previous grant agreements, the recipient did not meet an acceptable level of outcomes under the circumstances. Y/N
4. In the two previous grant agreements, the recipient had a PR/PR returned for modifications more than four (4) times in the biennium? Y/N

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

WRRED recipients are assessed using these additional questions:

1. Nonprofit recipient organization is a new nonprofit, less than 2 years old.
2. Recipient has a documented history of returning funds greater than 5 percent of the original awarded amount or closing an agreement with a budget balance greater than 5 percent of the agreement amount at close out.
3. In the two previous grant agreements, the recipient did not meet an acceptable level of outcomes under the circumstances. Y/N
4. In the two previous grant agreements, the recipient had a PR/PR returned for modifications more than four (4) times in the biennium? Y/N

