



DEPARTMENT OF
ECOLOGY
State of Washington

Funding Program Guidelines Local Solid Waste Financial Assistance (LSWFA)

2025-2027 Biennium

Solid Waste Management program
Washington State Department of Ecology
Olympia, Washington
December 2024 - Publication 24-07-042

Publication Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2407042.html>

Related Information

- EAGL Application Instructions for LSWFA:
<https://apps.ecology.wa.gov/publications/summarypages/2407043.html>

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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133-9716	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

Funding Program Guidelines

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About Local Solid Waste Financial Assistance

Governing laws and rules

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

List of governing laws

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

Purpose statement

The purpose of Local Solid Waste Financial Assistance (LSWFA):

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

Mission and goals

Mission

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

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

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

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

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

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

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

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

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

Goals

- All local solid waste management plans are in current condition.
- Local waste management programs, including enforcement are implemented.

Contact information

Grant Managers	Ecology Address	Contact Information	Assigned Jurisdiction
Michelle Mulrony	Central Region Office 1250 West Alder Street Union Gap WA 98903	509-406-3959 michelle.mulrony@ecy.wa.gov	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Paula Wesch	Eastern Region Office 4601 N Monroe Spokane WA 99205	509-939-6119 paula.wesch@ecy.wa.gov	Adams, Asotin, Ferry, Garfield, Grant, Lincoln, Pend Oreille, Stevens
Steven Gimpel	Eastern Region Office 4601 N Monroe Spokane WA 99205	509-934-5483 steven.gimpel@ecy.wa.gov	Columbia, Franklin, Spokane, Walla Walla, Whitman
Katie Jerauld	Northwest Region Office PO Box 330316 Shoreline WA 98133-9716	360-918-3431 katie.jerauld@ecy.wa.gov	King, San Juan, Island counties, plus some King County cities (including Seattle)
Audrey Taber	Northwest Region Office PO Box 330316 Shoreline WA 98133-9716	425-414-5267 audrey.taber@ecy.wa.gov	Kitsap, Skagit, Snohomish, and Whatcom counties, plus some cities in King County
Lacy Kooiman	Southwest Region Office PO Box 47775 Olympia WA 98504	360-688-4125 lacy.kooiman@ecy.wa.gov	Clallam, Cowlitz, Jefferson, Pacific, Pierce, Wahkiakum
Christina Kullberg	Southwest Region Office PO Box 47775 Olympia WA 98504	360-999-3769 christina.kullberg@ecy.wa.gov	Clark, Grays Harbor, Lewis, Mason, Skamania, Thurston
Others	Ecology Address	Contact Information	Role
Tami Ramsey, Fund Coordinator	Headquarters PO Box 37600 Olympia WA 98503	360-628-4261 tami.ramsey@ecy.wa.gov	<ul style="list-style-type: none"> • Policy • Backup to Ecology grant managers
Alaina Robertson, Grants Technical Assistance Lead	Headquarters PO Box 37600 Olympia WA 98503	360-706-4048 alaina.robertson@ecy.wa.gov	<ul style="list-style-type: none"> • EAGL technical assistance • LSWFA eligibility • Backup to Ecology grant managers
Kelsey Dunne, Management Liaison	Headquarters PO Box 37600 Olympia WA 98503	360-515-8348 kelsey.dunne@ecy.wa.gov	<ul style="list-style-type: none"> • Management oversight

Table 1 LSWFA Team

LSWFA team roles

Grant Managers

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

Grants Technical Assistance Lead

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

Fund Coordinator

The fund coordinator oversees administration of the LSWFA program. This position was established to ensure consistency throughout the state. The fund coordinator works with Ecology grant managers and the LSWFA work group on developing program policy and supports the grants technical assistance lead.

SWM Management Liaison

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

LSWFA Work Group

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

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 LSWFA 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 \(SAW\)](#)¹⁰. 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](#)¹¹ 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.

Others 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.

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

¹⁰ <https://secureaccess.wa.gov/myAccess/saw/select.do>

¹¹ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

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 number¹²](#) 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 Plan¹³](#).

Tips for grant management success

Administrative requirements for all Ecology grants can be reviewed in the [Administrative Requirements for Recipients of Ecology Grants and Loans¹⁴](#) (Yellow Book). LSWFA funding program guidelines may be stricter in specific areas.

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

- Create and maintain a file to track your LSWFA 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

¹² <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

¹³ <https://ecology.wa.gov/About-us/Who-we-are/Strategic-plan/2023-25-Strategic-Plan>

¹⁴ <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

- Meet deadlines, create reminders for reporting deadlines and important dates
- Participate in Ecology provided trainings

State grant

Funding for LSWFA comes from the State of Washington and is a formula-funded grant program.

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

See [Appendix A](#). for the DRAFT 25-27 LSWFA Allocation Table.

Solid Waste Enforcement

A portion not less than 20 percent of the total allocation each biennium, or a minimum of \$2.925 million, whichever is greater, is set aside for the enforcement of rules and regulations adopted under chapter [70A.205 RCW](#)¹⁵. SWE programs may use LSWFA for eligible special projects such as homeless encampment response.

Planning & Implementation

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

Program Improvements

See [Appendix B](#). for a list of improvements incorporated into the 2025-2027 LSWFA program.

Anticipated schedule

See [Appendix C](#). for the anticipated schedule for 2025-2027 LSWFA program.

Definitions

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

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

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

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

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

¹⁵ <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.205>

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 ENCAMPMENT: A publicly owned site specifically established as a place for people experiencing home insecurity to camp.

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

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

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

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

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

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

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

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

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.

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. Contractor is also a title of a system role in EAGL that allows a user to initiate and edit applications for the recipient.

COORDINATION: Notification by the local government (with primary responsibility for maintaining the local solid waste plan) that financial assistance is available for solid and hazardous waste planning and implementation. Notification must be provided to local solid waste plan signatories and the local government that is required by [RCW 70A.300](https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300)¹⁶ to adopt the

¹⁶ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300>

local hazardous waste plan. Coordination also includes consultation between local governments where the partnering local government requests financial assistance through a primary responsible local government for the purposes of determining its project eligibility and a budget.

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

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

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

DELIVERABLE: 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.

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

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

ECOLOGY CLOSE OUT REPORT: A form 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.

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

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

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

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.

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

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

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

INDIRECT 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.

INDIRECT RATE: Also known as overhead, the LSWFA approved rate is not to exceed 30 percent of recipient staff hours charged to the grant.

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

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

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

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

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

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

LOCAL GOVERNMENT: Any political subdivision, regional governmental unit, solid waste disposal district, municipal, or public corporation, and includes cities, towns, and counties. The term encompasses but does not refer specifically to departments within a city, town, or county. The AAG has determined conservation districts are local governments.

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

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

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

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

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

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

OUTCOME: 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 Solid Waste Enforcement tasks and stand-alone Education & Outreach tasks in a Planning & Implementation grant, 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.

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

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.

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

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

PROJECT INCOME: Funds received by the recipient and directly generated by a project or earned only because of the project during the period of the agreement period. Project income

must be reported, and unless expressed otherwise in the agreement, must be credited to the LSWFA project budget on the next payment request.

RECIPIENT: A local government that is awarded local solid waste financial assistance and is the primary signatory with Ecology on the written agreement.

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

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

RECIPIENT FINANCIAL OFFICER: 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.

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

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

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

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

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

RETROACTIVE COSTS: Project-eligible costs incurred between the effective start date of the agreement and before Ecology's signature date on the agreement.

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

SMALL QUANTITY GENERATOR (SQG): A dangerous waste generator whose dangerous wastes are conditionally exempt from regulation under chapter [70A.300 RCW](#)¹⁷, Hazardous waste

¹⁷ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300>

management, solely because the waste is generated or accumulated in quantities below the threshold for regulation and meets the conditions prescribed in WAC [173.303.070](#).¹⁸

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

SOLID WASTE ADVISORY COMMITTEE (SWAC): The local committee as described in and required by RCW [70A.205.110](#)¹⁹; and the SWAC-like entity required by the department for independent cities requesting financial assistance. The SWAC or SWAC-like entity must actively assist and participate in development of a new plan, and the development or maintenance of existing plans to meet financial assistance eligibility requirements under this chapter.

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

SPENDING PLAN AND OUTCOMES DATA COLLECTION FORM: A data-entry form in EAGL used to report the recipient's expected and actual spending by quarter. It also includes a table that identifies the agreed upon measures and expected outcomes and is used by the recipient to report actual outcomes by quarter.

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

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).

SWAC-LIKE ENTITY: See SOLID WASTE ADVISORY COMMITTEE.

TASK INCOME: See Project Income.

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

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

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

¹⁹ The federal and state regulations use different terms for identifying generator categories. Washington's small quantity generator (SQG) is equivalent to the Very Small Quantity Generator (VSQG) at the federal level.

²⁰ <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.205.110>

UNSPENT FUNDS: For the purposes of this funding program, unspent funds are money that a recipient estimates it cannot spend by the agreement expiration date.

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 is 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

AD	Anaerobic Digestion
BMP	Best Management Practice
DBE	Disadvantaged Business Enterprise
Department Ecology	Washington State Department of Ecology
EAGL	Ecology Administration of Grants and Loans online system
ECOR	Ecology Close Out Report
ECY	Washington State Department of Ecology
EPP	Environmentally Preferable Purchasing
EPR	Equipment Purchase Report
GAAP	Generally Accepted Accounting Practices
HHW	Household Hazardous Waste
HWMP	Hazardous Waste Management Plan
IPM	Integrated Pest Management
JHD	Jurisdictional Health Department
LSWFA	Local Solid Waste Financial Assistance
LSWFA WG	Local Solid Waste Financial Assistance Work Group
MBE	Minority Business Enterprise
MRW	Moderate Risk Waste
MTCA	Model Toxics Control Act
OFM	Office of Financial Management
OMB	Office of Management and Budget
ORG	Organics
P&I	Planning and Implementation grants
PBT	Persistent Bio-accumulative Toxins
PDF	Personal Data File
PLG	Partnering Local Government

PMT	Program Management Team – SWM
Primary	Local government with primary responsibility
PR/PR	Payment Request Progress Report
RCOR	Recipient Close Out Report
RCW	Revised Code of Washington
SQG	Small Quantity Generator ²¹
SWAC	Solid Waste Advisory Committee
SWE	Solid Waste Enforcement grants
SWM	Solid Waste Management program
SWMP	Local Solid Waste Management Plan
WAC	Washington Administrative Code
WBE	Women’s Business Enterprise
WRR	Waste Reduction and Recycling

²¹ The federal and state regulations use different terms for identifying generator categories. Washington’s small quantity generator (SQG) is equivalent to the Very Small Quantity Generator (VSQG) at the federal level.

Part II – 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 Loans²²](#) (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.

LSWFA 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

An LSWFA 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 \$24 million for the Local Solid Waste Financial Assistance (LSWFA) 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.

A final allocation table will be published after the state’s budget is enacted. The LSWFA Work Group recommends a fixed amount and cap that Ecology uses to calculate the allocation amounts available to each local government identified on the table.

Funding priorities

Local plan maintenance

LSWFA supports the maintenance of these plans and the implementation of eligible projects identified in them:

- Local Solid Waste Management Plan (LSWMP)
- Local Hazardous Waste Plan (LHWP)
- Combined Local Solid Waste Management and Local Hazardous Waste Plans

Ecology grant managers may pursue prioritizing the use of LSWFA toward the maintenance of a LSWMP or combined plans when it is no longer in current condition.

²² <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

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

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

Planning & Implementation (P&I) Budget

Maximum total amount of 80 percent of the total LSWFA budget. In 2025-2027, this includes:

- A fixed amount of \$192,000 for each county, excluding cities listed on the table
- A per capita amount based on:
 - County: percentage of total state population
 - When a city straddles two or more counties, each county must decide how the city population will be distributed
 - If the decision alters the population data published by the Office of Financial Management (OFM), it must be communicated to the LSWFA Fund Coordinator prior to publishing the final allocation table in May
 - City: percentage of the total county population
 - King and Spokane county populations are reduced by populations for cities of Seattle and Spokane, respectively

Solid Waste Enforcement (SWE) Budget

A minimum total amount of \$2.925M. In 2025-2027, this includes:

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

Local contribution requirements

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

Cash Expenditures

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

Cash Expenditures as a contribution must be:

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

In-kind Interlocal

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

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

Additional conditions for In-kind Interlocal contributions include:

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

Insufficient funds to fulfill terms

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

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

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. 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 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 LSWFA 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.

Applying for LSWFA

LSWFA uses a companion document that illustrates the mechanics of applying. See the LSWFA Application Instructions for that information.

Technical assistance

Ecology grant managers are available to answer general eligibility questions and provide technical assistance for EAGL and the LSWFA application forms.

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

Submitting an application

To apply for Local Solid Waste Financial Assistance (LSWFA), you must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) online grant management system. Application instructions are linked on the [LSWFA webpage²³](#), in the EAGL application, and provided upon request.

The applicant must upload all required documents and submit a complete application by the identified due date. Since LSWFA is not a competitive grant program, it is possible to submit an application after 5:00 pm on the due date. This would be exception not the rule. If interested in submitting a late application, the applicant must:

- Contact the Ecology fund coordinator who will extend the application due date in EAGL for the application already in process
- Agree to forfeit consideration for additional funds, should unrequested funds become available

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

If an organization is applying for both a P&I grant and a SWE grant, 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.

Awarding LSWFA

Application screening

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

The criteria Ecology uses in the initial review is applied in the following order:

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

²³ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan/local-solid-waste-financial-assistance>

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

Ecology may deny the application or return it for modifications to comply with the required criteria. After it passes screening, the application will move to the evaluation process.

Project evaluation

After the initial screening, Ecology will further evaluate each project in the application, and may work with the applicant to assess eligible activity and costs while drafting the scope of work.

An eligible project must meet all the following criteria:

1. Is identified in the local hazardous or solid waste management plan*
2. Meets a local need
3. Can produce a measurable outcome or acceptable output as defined in these guidelines

Once Ecology confirms a project is eligible, LSWFA grant managers can begin drafting the scope of work. Where applicable, scope of work templates are used to expedite the process.

*Ecology considers activities that are not explicitly mentioned in the local solid waste management or hazardous waste plan as LSWFA-eligible when the Plan includes broad language that could be applied to the issue or includes a section like, “emerging issues” and all other LSWFA eligibility criteria are met.

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 to sign the agreement.

Ecology provides DocuSign to sign agreements, though a grant recipient is not required to use it. Because LSWFA 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.

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

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

Performance monitoring

Ecology monitors recipient performance to ensure that overall allocation for LSWFA 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 LSWFA funds throughout the state. It provides critical information that Ecology shares statewide and with the Legislature.

Goals for performance monitoring

There are two goals for evaluating recipient performance in the biennium:

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

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

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

Performance Evaluation

The “Performance Evaluation form” is a customized form for LSWFA created in collaboration with the LSWFA Work Group. It can be found at the agreement-level in EAGL.

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

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

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

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

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

Ecology responsibilities

- Grant manager completes the Performance Evaluation form for each quarter, usually concurrent with each submitted Payment Request/Progress Report (PR/PR).
- Fund coordinator trains Ecology grant managers on how to complete the Performance Evaluation and ensures each form is complete by the end of the biennium and before final scores are collected.

Recipient responsibilities

- Review quarterly evaluation results, confirm the evaluation is accurate, and add comments in the “comment box for recipients” as needed.

See [Appendix D](#). for how the Ecology grant manager completes the form.

Relinquished funds

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

Unrequested funds

Ecology reserves the right to redistribute money that is not requested at the onset of the biennium. Unrequested funds are funds that are left over after a primary local government (Primary), an independent city, and a partnering local government (PLG) have settled on their final requested amount.

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

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

Qualifications for receiving unrequested funds

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

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

2. You are a Primary and the full amount available to you, as identified on the allocation table, was claimed by you and/or a PLG through coordination. You cannot be considered for unrequested funds if the full amount available to you was not claimed and requested in the first place.
3. You are a PLG that can answer yes to each of the following conditions:
 - The PLG's Primary does not apply for LSWFA or requests \$0.
 - A valid interlocal agreement between the Primary and PLG provides the PLG authority to act as lead and fiscal agent to apply for and administer grants on behalf of the Primary.
 - The PLG manages elements of the solid waste system the same as if the Primary were lead, including taking primary responsibility for maintaining the local solid waste management plan.
 - The PLG must request the full amount available to the Primary as identified on the Allocation Table.

Note: PLGs that meet these criteria should answer "yes" on the Additional Funds and Coordination application form that they are the county local government or jurisdictional health department listed on Ecology's LSWFA allocation table, and finish completing the additional funds section.
4. Your request was entered on the Additional Funds and Coordination form during the application process and an amount in state share was identified.

Redistribution of unrequested funds

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

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

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

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

- Independent city is applying for its full per capita amount based on the city percentage of the county population,
- Funds relinquished to the independent city exceed the city's percentage of the county population, and

- Per WAC 173-312-080(2)(b)(ii)(B), Ecology, the Primary, and all other signatories to the county solid waste management plan agree the independent city may receive the additional funds.

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

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

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

Unrequested funds that are not added to the initial agreement before the formal offer must be added through the amendment process.

Unspent funds

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

Determining “unspent”

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

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

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

During this process, Ecology may discover the remaining budget in an agreement is not enough to cover the costs a recipient has already incurred or expects to incur for the remainder of the agreement period. Additionally, we may discover the agreement budget is enough, but task

budgets need to be redistributed (reobligated) to cover task costs in the remainder of the period.

Reobligating unspent funds

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

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

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

1. Response to Ecology’s unspent email
2. Administrative performance in communicating with the Ecology grant manager, timely submittal of PR/PRs, and task work progressing as expected
3. Classification by Department of Health’s (DOH) [Washington Tracking Network \(WTN\)](#)²⁴ Environmental Health Disparities (EHD) index that determines highly impacted communities
4. History of spending

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

Exception: A new task and/or new activity may be added to the agreement to retain funds in the jurisdiction if all of the following conditions are met:

1. During implementation of the unspent process, it is discovered the recipient is unable to spend out an existing task budget; and
2. Recipient is performing LSWFA eligible work outside of the agreement scope; and
3. Ecology confirms the work is standard LSWFA, on-going-routine work, such as operations of recycling or organics facilities, MRW collection and management, and/or solid waste enforcement.

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.

²⁴ <https://fortress.wa.gov/doh/wtn/WTNIBL/>

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 LSWFA 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.

LSWFA 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 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 Local Solid Waste Financial Assistance 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.

Environmentally preferable purchasing (EPP)

State agencies, local governments, and private companies have many opportunities to reduce the impact of their operations through environmentally preferable purchasing (EPP), also known as sustainable procurement. Ecology encourages recipients consider sustainable procurement. By purchasing environmentally preferable goods and services, governments and businesses can reduce the impact of their operations, potentially save money, and influence manufacturers and vendors to offer goods and services that are safer and more climate friendly. Washington state agencies are directed to increase environmental purchasing by both [executive order and legislation](#)²⁵.

²⁵ <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Environmentally-preferable-purchasing>

Part III - Eligibility

Applicants

Ineligible applicants

Ineligible applicants include:

- Individuals
- Local governments
- That are not the primary, responsible party for maintaining the local, Ecology-approved solid waste management plan.
- That cannot comply with LSWFA coordination requirements.
- Nonprofit organizations
- Tribal organizations

Eligible applicants

Eligible applicants are limited to:

- Local governments with primary responsibility for maintaining their Ecology-approved local solid waste management plan. These local governments are usually the county public works departments
- Partnering local governments that comply with LSWFA coordination requirements. These local governments are usually signatories to the local solid waste management plan or the jurisdictional health department
- Independent cities that are identified on the LSWFA allocation table with a per capita allocation. These cities have an Ecology-approved solid waste management plan and meet all the criteria for an eligible applicant or recipient of LSWFA
- Jurisdictional health departments authorized to adopt the local solid waste ordinance

Planning and Implementation (P&I) financial assistance

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

Eligible applicants and recipients for Planning:

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

- Writes the plan with the participation of a local solid waste advisory committee (SWAC) or a SWAC-like entity

Eligible applicants and recipients for Implementation:

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

Solid Waste Enforcement (SWE) financial assistance

SWE financial assistance is limited to jurisdictional health departments.

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

Coordination requirements

Coordination requirements are specific to the applicant. Eligible applicants for LSWFA Solid Waste Enforcement are exempt from coordination requirements.

Every eligible applicant for LSWFA Planning and Implementation are required to coordinate and must complete the Proof of Coordination form during the application process. Instructions for competing this form are provided by Ecology in the application process. Ecology may deny applications that do not meet the requirements or complete the form.

Primary Local Government

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

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

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

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

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

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

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

Partnering Local Government

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

- Coordinate with the Primary to determine an amount it may be allowed to request directly through the application process with Ecology
- Complete the Proof of Coordination form and follow instructions provided by Ecology in the application process

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

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

If during agreement drafting, the PLG wants to change the scope of work beyond what was identified in the Proof of Coordination form, the PLG must start the coordination process again and upload a new form. The Primary may either provide new documentation supporting the change or rescind the offer to share a portion of their available funds. In the case of the latter, the Primary has first right of refusal for those funds. If the Primary declines the funds they will be redistributed as unrequested. If the unrequested process has already concluded, they will be redistributed later in the biennium through the unspent process.

Independent City

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

An independent city is not eligible to request additional funds beyond their per capita allocation during the application process. This is because only primaries are eligible to request additional funds and LSWFA does not recognize independent cities as a primary. However, an independent city may receive a portion of the primary’s available funds if they offer to relinquish them. Like a PLG, an independent city must coordinate with the primary to determine the relinquished amount it may apply for through the Proof of Coordination Form.

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

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

- The independent city is applying for its full per capita amount as identified on the LSWFA allocation table, and
- Per WAC 173-312-080(2)(b)(ii)(B), Ecology, the primary, and all other signatories to the county solid waste management plan agree the independent city may receive more than its per capita amount

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

Jurisdictional Health Department

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

Projects

General eligibility statement

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

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

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

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

Special projects

The LSWFA program may be used as a mechanism to push additional funding out to eligible LSWFA recipients for a specific use.

Homeless encampment response (HER)

Homeless encampment response, for example, is one of those instances. Additional funding for this work was vetoed in the 2020 legislative session; however, this work continues to be honored through LSWFA if a recipient chooses to use a portion of their LSWFA allocation to fund the work. Because elements of this work do not align with the LSWFA purpose, mission and goals, the work is strictly templated and the costs are firmly monitored.

See [Appendix G](#) for LSWFA expectations and a template scope of work.

Other special projects

Projects that arise after these guidelines are published will be managed on a case-by-case basis.

Costs

General costs eligibility are found in Ecology's [Administrative Requirements for Recipients of Ecology Grants and Loans²⁶](#) (Yellow Book), Part III. All eligible, conditionally eligible and ineligible costs listed in the Yellow Book apply to LSWFA.

Eligible

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

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

Conditionally eligible

The following conditionally eligible costs are called out in these guidelines because the LSWFA 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.

Cultural inclusion: Expenses required to support culturally responsive collaboration.

Memberships: Ecology grant managers will verify the membership makes sense for the task on a case-by-case basis. If it does, they will include it as an eligible cost in the agreement and approve it as a direct cost for reimbursement.

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.

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 LSWFA, then overtime is eligible for reimbursement.

Ineligible

The following ineligible costs are called out in these guidelines because they are specific to the LSWFA 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 LSWFA.

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

Under narrow circumstances, there are exceptions to certain ineligible costs. Exceptions require Ecology to consider requests on a case-by-case basis, which make it difficult to provide

²⁶ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

definitive examples, or decisive explanations. Where we could, examples of exceptions are provided, following the bulleted ineligible cost, and marked as “**Exception:**”. Please contact your Ecology grant manager if more information is needed.

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

High performance buildings

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

State legislated product stewardship programs

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

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

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

Disposal and clean-up costs

- Disposal of material collected for recycling
- Disposal of solid waste
 - **Exception:** Cleanup and disposal performed under a Homeless Encampment Response task
 - **Exception:** When cleanup and disposal of waste tires when the state Waste Tire Program budget is exhausted. Disposal costs under this exception are limited to the same eligibility as for recycling and moderate risk waste programs

- **Exception:** Incidental garbage, or non-recyclable material from a collection event or facility operations or that ends up in a drop box, may be eligible for reimbursement under these conditions:
 - Agreement must include an MRW or recycling operations task
 - The cost for disposal does not exceed 10 percent of the task budget
 - The garbage is considered incidental to operations. An example of incidental garbage could be a bag or box or any other type of packaging the customer used to transport the material they dropped off at the facility or event.
- Containers purchased for collecting solid waste for disposal
- Cleanup and disposal of illegal dumps, including illegal dumps in a recycling drop box and on the property where recycling drop boxes are located
- Disposal of used oil that is not contaminated
 - Ineligible costs extend to disposing of lab packs that contain used oil that is not contaminated. Many facilities use Chlor-d-tect test to determine contamination in used oil. However, the Chlor-d-tect test is only an indicator and not sensitive enough to detect the presence of PCBs in used oil. Therefore, Ecology and the Environmental Protection Agency recommend that facilities send used oil samples to an accredited lab (and receive lab results) prior to pumping it from collection tanks. Knowing definitively whether the used oil is contaminated will help the facility avoid increased costs and potential penalties. Guidance on used oil specifications can be found in [WAC 173-303-515\(4\)²⁷](#).
 - **Exception:** Laboratory testing and management of oil determined to be contaminated through laboratory or field testing are eligible
- Disposal of materials covered under the PaintCare program, including costs to dispose of containers that include both PaintCare materials and non-PaintCare materials
 - LSWFA assumes paint-related materials listed on invoices are non-PaintCare materials when the RECIPIENT is participating in the program.
- Small Quantity Generator (SQG) recycling and disposal
 - **Exception:** Education and outreach to promote the local SQG program are eligible costs.
 - **Exception:** During normal hours of operating a moderate risk waste (MRW) program, the recipient employee managing household hazardous waste (HHW) may also handle SQG and charge a fee for the service. It is the LSWFA program's expectation that these fees, if charged, are itemized as revenue in the payment request to help offset the costs.

Landfills

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

²⁷ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-515>

Biosolids management

Biosolids are managed under chapter 173-308 WAC.

Chapter 173-350 WAC, Solid Waste Handling Standards, is not applicable to biosolids management, because biosolids are not a solid waste. For this reason, costs associated with biosolids feasibility studies, trainings, compliance, and monitoring are not eligible for reimbursement through LSWFA.

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

Solid and hazardous waste expenses

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

Water related expenses

- Projects designed to address restoration of Puget Sound, funded through a competitive grant process, that are in conflict with the action agenda developed by the Puget Sound Partnership under [RCW 90.71.310²⁸](#). Ecology cannot provide LSWFA that is prohibited under this law.
- Installation and repair of groundwater monitoring wells
- Water sampling when conducted on behalf of an owner or operator of a solid waste site or facility

Natural disasters

Natural disasters where there is no hazardous substance contamination.

- **Exception:** Costs resulting from a natural disaster are considered on a case-by-case basis. Ecology will work with local governments to determine eligible costs and/or scope an eligible project. The projected work must be contained in the local solid or hazardous waste management plan and in the agreement scope of work. Examples of eligible project costs could include:
 - Developing language or a section for inclusion in a solid or hazardous waste plan that addresses how the local government expects to manage disaster debris
 - Inspection and/or authorization for disposal of abandoned or unidentifiable cars in the aftermath of a natural disaster

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, a recipient employs 20 people who work out of the same building. Only four (4) employees work on the LSWFA grant. Costs associated with the building are indirect costs, while the four (4)

²⁸ <http://apps.leg.wa.gov/WAC/default.aspx?cite=90-71-310>

employees working on LSWFA 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](#)²⁹.

Direct cost examples

For a complete list of costs normally charged as direct, see [Yellow Book, Part III, Section E](#)³⁰.

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

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

Contracts and purchased services

Recipient organizations with a formal procurement procedure that is consistent with state procurement laws and rules may follow their own procurement procedure.

Recipients 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](#)³¹.

Recipient 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.
- **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

²⁹ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

³⁰ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

³¹ <https://apps.ecology.wa.gov/publications/UIPages/documents/2301002.pdf>

- 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.

9. Ecology Grant Manager Review

- 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, LSWFA program, and grant agreement requirements before approving contractor costs.

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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.

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LSWFA grant managers draft a scope of work for each task. 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 LSWFA 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.

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Any change to an agreement may require an amendment, which must be in writing and signed by all parties before it becomes effective. Ecology may be unable to entertain an amendment request after December in Quarter 6. All amendments must be returned to Ecology, signed by the recipient no later than May 1 in Quarter 8.

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

Exception: A new task and/or new activity may be added to the agreement to retain funds in the jurisdiction if all the following conditions are met:

1. During implementation of the unspent process, it is discovered the recipient is unable to spend out an existing task budget; and
2. Recipient is performing LSWFA eligible work outside of the agreement scope; and

- Ecology confirms the work is standard LSWFA, on-going-routine work, such as operations of recycling or organics facilities, MRW collection and management, and/or solid waste enforcement.

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

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- Scope of work or the objectives of the project
- Agreement budget, whether for an increase or decrease
- Redistribution of budgets between tasks (See LSWFA and the budget deviation for an exception.)
- -Special Terms and Conditions, or agreement-specific Terms and Conditions

The Authorized Official(s) of the organization will receive an EAGL auto-generated **Amendment Requires Signature** email. This is Ecology’s official notification that an Amendment is being offered and is ready for recipient signature. LSWFA grant managers may follow this notification with reminders.

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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 each task remains the same
- Redistribution between tasks never exceeds 10-percent of the total agreement budget

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Ecology will determine the appropriate next steps on a case-by-case basis and cannot allow, under any circumstances, a budget deviation if changes require an amendment.

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

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

Recipient responsibility

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

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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 and close out the agreement. If the recipient spends out before the end of the biennium and intends on seeking additional funds through the unspent process, Ecology will delay processing the recipient close out report (RCOR). If additional funds are awarded, Ecology will return the RCOR so the recipient can include the additional work and outcomes.

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

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- 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. For example, if equipment was purchased, an Equipment Purchase Report (EPR) should be completed.

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- 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 LSWFA 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.

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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. This report replaces the previous annual report that is no longer required.

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

The following guidance is provided for recipients of LSWFA:

1. Summary of Accomplishments

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

By Task Summary		
Task Title	Summary of Accomplishments*	Actual Outcome*
MRW Collection and Management	Facility Operations: Contracted to operate the facility 4 days per week, 12 months per year. Mobile Collection events: Coordinated 4 events, 2 per year.	140 tons of HHW: properly managed through the facility 6 tons of HHW: collected from mobile events and properly managed
	161 of 2000	120 of 2000

Screenshot 1 Example format for summarizing accomplishments by activity

2. **Actual Outcome.** Enter the total identified in the Outcomes Data Collection table in your “Spending Plan and Outcomes Data Collection form” for each measure. See the example under Actual Outcomes in the previous screenshot for how to enter the data.
3. **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.
4. **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.
5. **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 further assistance is needed in completing the RCOR, please contact the Ecology grant manager. They can email you a copy of detailed instructions, including where to find the form in EAGL.

Part V - Reimbursement

General information

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

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

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 H](#) 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](#)³² 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](#)³³ to verify if your organization already received one.

Payment Request form

Each PR/PR has a title/name corresponding to a particular quarter of the year. A PR/PR is available for six months—beginning the first day of the quarter it is named for, through the last day of the next quarter. Once started, that PR/PR will be available to you until it is submitted.

Choose the title/name that best fits the quarter you are requesting reimbursement. Eligible expenditures that fall outside the date range provided in the title/name of the PR/PR can be listed if incurred after the agreement effective date and before the agreement expiration date.

³² <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

³³ <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

You are not restricted to submitting invoices in the period a cost was incurred. Except for a final PR/PR due July 30, late invoices can be itemized in subsequent PR/PRs.

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

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

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

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

Table 2 Request for reimbursement deadlines

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

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

- **Salaries** - Select when the cost is only recipient salaries or wages.
- **Benefits** - Select when the cost is only recipient benefits (not combined with recipient salaries or wages). *Note: Benefits are the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Fringe benefits, such as a car or clothing allowance, are a separate cost category and should not be included in the benefit rate.*
- **Salaries/Benefits** - Select when the cost is a combination of recipient salaries or wages AND benefits.
- **Indirect** - Select when charging for indirect. LSWFA indirect rate is 30 percent of the recipient salaries/benefits itemized on the same Expenditures table. Charging for indirect costs are optional throughout the agreement period.
- **Contracts** - Select when expenses are associated with a legally-binding, written agreement between the recipient and contractor for the rendering of professional

services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor-related costs.

- **Goods and Services** - Select when expenses are associated with purchase of a product, service, material, or supplies.
- **Travel** - Select when costs are associated with lodging, meals, mileage, vehicle rental, parking, ferry, and toll fees. Registration costs are itemized under Goods and Services. For current state travel rates, see [OFM's travel rates](#)³⁴ that tend to adjust in January and October, so check back as needed.
- **Equipment** - Select when the expense is a tangible, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system including tax and shipping. If the item has a useful life of less than one year and cost less than \$5,000 per functional unit or system, itemize under Goods and Services.
- **Property** - Select when the cost is associated with purchase of land, including crops and mineral rights, land improvements, structures, and appurtenances to them, but exclude moveable machinery and equipment.
- **Other** - Select when the cost does not fit under any previous category options, such as Use Tax.

Item Description

For most item categories be sure to provide enough detail about the purchase so that your grant manager can approve the cost without having to contact you. If you need more space, use the Summary of Accomplishments field in the progress report form to describe the purchase and its intended use.

Backup documentation

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

Documentation must follow the same order as itemized on the Expenditure table. The only exception is for time accounting documentation; this documentation may be a stand-alone PDF that supports costs in more than one task. Upload supporting documentation in the Uploads link accessed through the Payment Request form.

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

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

³⁴ <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>

- 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. Timesheet or timecard 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, as 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, for example,

- Certificate of completion or confirmation completed for trainings (when training is charged)

- Mileage tracking form showing distance traveled by vehicle and date, with a brief explanation for the travel

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

Progress report form

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

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

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

Final

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

Percent Complete

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

“Percent Complete” is cumulative throughout the agreement period, which means this number increases with each Progress Report when work is progressing. When reimbursement is not requested in a period, it is assumed no work progress for the same period. In this case, the “Percent Complete” would remain the same as on the previous report or be “0” if it’s the first Progress Report.

Summary of accomplishments for this reporting period

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

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

Otherwise, for every Task Title, provide a brief description of the work accomplished. If tasks were broken out by activity, then you must provide the report by activity. Check your agreement to confirm if tasks were broken out by activity. For itemized expenses that may need more explanation, provide that here.

Below are screenshot examples of how to format reporting when a task is broken out by activity.

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

Screenshot 2 Example format in the progress report for P&I tasks broken out by activity

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

Screenshot 3 Example format in the progress report for SWE tasks broken out by activity

General Comment

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

Upload Supporting Documents

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

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

Do not upload financial backup documents here.

List of required forms

Besides the Payment Request and Progress Report form, a list and description of the forms a recipient is required to complete and submit is provided below and includes information for how to complete them.

Spending Plan and Outcomes Data Collection

Recipients will report quarterly outcomes on the custom Spending Plan and Outcomes Data Collection 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).

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

Screenshot 4 Example of a completed outcomes data collection table

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.
- 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.

Report only budget-supported outcomes

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

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

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

Example 1:

- Entire event cost is \$100,000
- Task budget (LSWFA + recipient contribution) pays \$33,000 of those costs
- 33% of the event costs are supported by the task budget
- Subtract the weight of materials covered by product stewardship programs (and other ineligible materials such as SQG)
- Multiply the total weight of eligible materials collected by 33%
- Result is reported as the outcome

Example 2:

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

General measurements and conversions to assist the recipient in reporting accurate data are available in the [Measurement Standards for Solid Waste and Recovered Materials](#)³⁵.

See [Appendix J](#) for more outcomes guidance.

Spending Plan

Starting in 25-27, the Spending Plan is no longer required, and the recipient is no longer required to update it. LSWFA was unable to remove this feature from the form because the EAGL Modernization project was in progress.

In application, the recipient may need to select each task title from the drop-down list in the form and enter amounts because the feature remains in the form. Follow the application instructions for this form.

Equipment Purchase Report

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

This form is only for equipment that has a useful life of more than one year and is valued at \$5,000 or more. The value can include tax, shipping, and installation costs. In some circumstances, Ecology may request that a recipient submits this form for a purchase that has a useful life of more than one year but a value of less than \$5,000, like electronics.

Form D: Contractor Participation Report

³⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/1507004.html>

The recipient is responsible for completing the Form D: Contractor Participation Report with each PR/PR. Follow the instructions on the form and only enter information for private sector contractors.

Recipient Close out Report

The recipient must submit this report concurrent with the first PR/PR that zero's out the recipient's agreement budget, or by July 30, 2027, whichever comes first. If the recipient spends out before the unspent process begins and does not intend to seek additional funds, Ecology will process the report and close out the agreement. If the recipient intends on seeking additional funds, Ecology will delay processing the report.

APPENDICES

[Appendix A. DRAFT 25-27 Allocation Table](#)

[Appendix B. Program Improvements](#)

[Appendix C. 2025-2027 LSWFA Program Schedule](#)

[Appendix D. Completing the Performance Evaluation form](#)

[Appendix E. Translation](#)

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[Appendix H. Reporting Assessment Policy](#)

[Appendix I. Backup Documentation](#)

[Appendix J. Outcomes Guidance](#)

Appendix A. DRAFT 2025-27 Allocation Table

A FINAL allocation table will be published after the Governor enacts the State’s Operating Budget in 2025.



Local Solid Waste Financial Assistance
Solid Waste Management Program
DRAFT 2025-2027 Biennium Allocation Table
 Updated [11.4.24](#)

A DRAFT 25-27 allocation table is based on final allocation in the 23-25 biennium and is subject to change.
 A FINAL allocation table is produced after the state's operating budget is passed.

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

COUNTY	2024 POPULATION ¹	SOLID WASTE PLANNING & IMPLEMENTATION (P&I)			SOLID WASTE ENFORCEMENT (SWE)			TOTAL LSWFA	LEGISLATIVE DISTRICT
		FIXED AMOUNT	PER CAPITA P&I	TOTAL P&I	FIXED AMOUNT	PER CAPITA SWE	TOTAL SWE		
ADAMS	21,475	\$192,000	\$31,300	\$223,300	\$37,500	\$26,081	\$63,581	\$286,880	9
ASOTIN	22,725	\$192,000	\$33,122	\$225,122	\$37,500	\$27,599	\$65,099	\$290,220	9
BENTON ²	217,850	\$192,000	\$317,515	\$509,515	\$18,750	\$127,587	\$146,337	\$655,852	8,16
CHELAN ³	82,300	\$192,000	\$119,952	\$311,952	\$18,750	\$99,950	\$118,700	\$430,652	12
CLALLAM	78,550	\$192,000	\$114,486	\$306,486	\$37,500	\$95,396	\$132,896	\$439,382	24
CLARK	536,300	\$192,000	\$781,655	\$973,655	\$37,500	\$187,500	\$225,000	\$1,198,655	14,17,18,20,49
COLUMBIA	3,975	\$192,000	\$5,794	\$197,794	\$37,500	\$4,827	\$42,327	\$240,121	16
COWLITZ	113,900	\$192,000	\$166,009	\$358,009	\$37,500	\$138,327	\$175,827	\$533,836	19,20
DOUGLAS ³	45,150	\$192,000	\$65,806	\$257,806	\$18,750	\$54,833	\$73,583	\$331,389	12
FERRY ²	7,350	\$192,000	\$10,713	\$202,713	\$12,500	\$8,926	\$21,426	\$224,139	7
FRANKLIN ²	102,300	\$192,000	\$149,102	\$341,102	\$18,750	\$59,913	\$78,663	\$419,765	9,16
GARFIELD	2,325	\$192,000	\$3,389	\$195,389	\$37,500	\$2,824	\$40,324	\$235,712	9
GRANT	105,300	\$192,000	\$153,474	\$345,474	\$37,500	\$127,883	\$165,383	\$510,857	12,13
GRAYS HARBOR	77,400	\$192,000	\$112,810	\$304,810	\$37,500	\$93,999	\$131,499	\$436,309	19,24
ISLAND	88,650	\$192,000	\$129,207	\$321,207	\$37,500	\$107,662	\$145,162	\$466,369	10
JEFFERSON	33,700	\$192,000	\$49,118	\$241,118	\$37,500	\$40,927	\$78,427	\$319,545	24
KING	1,580,400	\$192,000	\$2,303,427	\$2,495,427	\$37,500	\$187,500	\$225,000	\$2,720,427	1,5,11,30,31,32,
CITY OF SEATTLE ²	797,700	\$0	\$1,162,644	\$1,162,644				\$1,162,644	11,32,34,36,37,43,4
KITSAP	286,100	\$192,000	\$416,990	\$608,990	\$37,500	\$187,500	\$225,000	\$833,990	23,26,35
KITTITAS	48,600	\$192,000	\$70,834	\$262,834	\$37,500	\$59,023	\$96,523	\$359,357	13
Klickitat	23,450	\$192,000	\$34,178	\$226,178	\$37,500	\$28,479	\$65,979	\$292,157	14
LEWIS	84,950	\$192,000	\$123,814	\$315,814	\$37,500	\$103,168	\$140,668	\$456,483	19, 20
LINCOLN	11,300	\$192,000	\$16,470	\$208,470	\$37,500	\$13,723	\$51,223	\$259,693	13
MASON	67,475	\$192,000	\$98,345	\$290,345	\$37,500	\$81,946	\$119,446	\$409,790	35
OKANOGAN	43,200	\$192,000	\$62,964	\$254,964	\$37,500	\$52,465	\$89,965	\$344,929	7,12
PACIFIC	23,950	\$192,000	\$34,907	\$226,907	\$37,500	\$29,086	\$66,586	\$293,493	19
PEND OREILLE ²	13,850	\$192,000	\$20,186	\$212,186	\$12,500	\$16,820	\$29,320	\$241,507	7
PIERCE	952,600	\$192,000	\$1,388,411	\$1,580,411	\$37,500	\$187,500	\$225,000	\$1,805,411	2,25,26,27,28,29,30,31
SAN JUAN	18,475	\$192,000	\$26,927	\$218,927	\$37,500	\$22,437	\$59,937	\$278,864	40
SKAGIT	133,300	\$192,000	\$194,284	\$386,284	\$37,500	\$161,888	\$199,388	\$585,672	10,39,40
SKAMANIA	12,075	\$192,000	\$17,599	\$209,599	\$37,500	\$14,665	\$52,165	\$261,764	14
SNOHOMISH	867,100	\$192,000	\$1,455,795	\$1,647,795	\$37,500	\$187,500	\$225,000	\$1,680,795	1,10,21,32,38,39,44
SPOKANE	450,600	\$192,000	\$656,748	\$848,748	\$37,500	\$187,500	\$225,000	\$1,073,748	3,4,6,7,9
CITY OF SPOKANE VALLEY ²	108,800	\$0	\$158,576	\$158,576				\$158,576	4
STEVENS ²	47,650	\$192,000	\$69,450	\$261,450	\$12,500	\$57,869	\$70,369	\$331,819	7
THURSTON	307,000	\$192,000	\$447,451	\$639,451	\$37,500	\$187,500	\$225,000	\$864,451	2,20,22,35
WAKIACUM	4,550	\$192,000	\$6,632	\$198,632	\$37,500	\$5,526	\$43,026	\$241,657	19
WALLA WALLA	63,375	\$192,000	\$92,369	\$284,369	\$37,500	\$76,966	\$114,466	\$398,835	16
WHATCOM	238,000	\$192,000	\$346,884	\$538,884	\$37,500	\$187,500	\$225,000	\$763,884	40,42
WHITMAN	48,750	\$192,000	\$71,053	\$263,053	\$37,500	\$59,205	\$96,705	\$359,758	9
YAKIMA	263,200	\$192,000	\$383,613	\$575,613	\$37,500	\$187,500	\$225,000	\$800,613	13,14,15
TOTALS	8,035,700	\$7,488,000	\$11,712,000	\$19,200,000	\$1,312,500	\$3,487,500	\$4,800,000	\$24,000,000	

Notes:

- 1) Population data from the Office of Financial Management - data as of April 1, 2024.
 Source page : <https://www.ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>
- (2) Cities listed on this table have an Ecology approved independent solid waste management plan consistent with RCW 70A.205.040(4)(a). The dollar figure given for cities is based on per capita only. It is allowable for a city and a county to negotiate a differing dollar amount; not to exceed the total allocated for the county.
- (3) Multi-county jurisdictional health authorities include: Ferry, Pend Oreille and Stevens; Benton and Franklin; and Chelan and Douglas.

Figure A-1 Draft allocation table for 2025-27 biennium.

Appendix B. Program Improvements

Homeless Encampment Response

Funding for this program has not yet been restored by the legislature. In the 2025-27 biennium, LSWFA will continue to accommodate the Homeless Encampment Response grant program through LSWFA.

During the 2022 Regular Session of the State of Washington's 67th Legislature, Senate Bill 5954 proposed new sections to chapter 43.21A RCW that read:

NEW SECTION. Sec. 3: Subject to the availability of amounts appropriated for this specific purpose, the department must provide grants to local governments to clean up solid, hazardous, and infectious waste generated by homeless encampments.

NEW SECTION. Sec. 4: The sum of \$25,000,000 is appropriated for the fiscal year ending June 30, 2023, from the general fund to the department of ecology for the purposes of section 2 of this act.

In response, Ecology prepared for a Homeless Encampment Response grant program including publishing new grant program guidelines and establishing new grant program application forms.

The bill or portions thereof were subsequently vetoed by the Governor due to COVID-19 and the unknown financial impacts it would have on the State of Washington.

In response, Ecology's Solid Waste Management program, the administrator of this new grant program, made the executive decision to run the Homeless Encampment Response grant program through the existing Local Solid Waste Financial Assistance grant program. LSWFA staff expediently updated guidelines and application instructions to accommodate this decision. Potential recipients were notified of the shift and that no new funding would be available.

Stand-alone education and outreach tasks

A measurable outcome is required for all tasks and contamination reduction outreach plans (CROP) were required by the legislature in 2019.

Starting in 2025-27 biennium, LSWFA has expanded the definition of outcome to include acceptable outputs. This program improvement will enable LSWFA to fund stand-alone education and outreach tasks in Planning & Implementation grants and meet program requirements.

Additionally, RCW 70A.205.045 lists the required solid waste management plan elements, including at subsection (10), elements of a CROP. The Ecology Solid Waste Planners anticipate future updates to a jurisdiction's CROP must be incorporated into their SWMP, subsequently eliminating a stand-alone CROP document or plan.

Because education and outreach were primarily the content of the CROP that the legislature required in 2019, education and outreach stand-alone tasks related to contamination reduction are eligible for LSWFA. The LSWFA team will develop template CROP language and a set of acceptable outcomes for applicants to choose from and for Ecology grant managers to use when drafting the task in a new agreement.

At this time, to preserve available funding to implement the required elements of local solid waste management plan, education and outreach stand-alone tasks that cannot produce an acceptable output are ineligible.

See [Appendix J](#). for a list of outcomes and acceptable outputs.

Community engagement and public participation

Monetary compensation may be eligible to attract community engagement and public participation under certain circumstances. Initial eligibility determination includes costs are screened to confirm they are allowable by applicable state and federal laws, identified in funding program guidelines, and described in the agreement scope of work. Compensation is reserved for project participants when their lived experience helps inform and improve systems, research, policies, practices, and programs directly related to the project.

Spending Plan and Outcomes Data Collection form

Starting in the 2025-2027 biennium, the recipient is no longer required to enter spending data because we can get that information elsewhere.

This form is a custom form just for LSWFA to capture spending and outcomes data. Unfortunately, we were not able to modify any application or agreement forms in EAGL IG due to the system actively being upgraded.

During application, however, the system may require the applicant to enter data in the spending plan so that the application can be successfully submitted.

Ineligible costs clarified

- Under “Disposal and clean-up costs, waste tires exception” includes disposal costs are limited to the same eligibility as for recycling and MRW program disposal costs.
- Under “Landfills”, added landfill maintenance costs.

Added or improved definitions

- COMPETITIVE SOLICITATION
- CONTRACT
- DELIVERABLE
- EDUCATION & OUTREACH
- EQUITABLE COMPENSATION
- INDIRECT COSTS
- OUTCOME
- OUTPUT
- PRIVATE SECTOR CONTRACTOR
- VULNERABLE POPULATIONS

Materials Review Process

Simplified the process to meet Ecology minimum standards.

Appendix C. 2025-2027 LSWFA Program Schedule

Application Date	Application Action
October 1, 2024	Pre-application and consultations with potential recipients begin.
January 15, 2025 8:00 a.m.	Application period opens. Grant guidelines, application instructions and forms, and draft allocation table available. Recipient technical assistance available.
February 12, 2025 5:00 p.m.	Application period closes.
February 13, 2025	Applications are screened. Those that pass screening move to agreement drafting. 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	Agreement 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 Outcomes Data Collection 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.
October 1- December 31, 2026	Ecology and recipient work together to confirm budget needs for remainder of biennium (unspent process).
May 1, 2027	Target deadline for all amendments signed and returning to Ecology.
June 30, 2027	Agreement end date.
July 30, 2027	Due date for all close out information, including a final PR/PR.

Figure C-1 Anticipated schedule for 2025-2027 LSWFA program.

Appendix D. Completing the Performance Evaluation form

Form background

The Performance Evaluation form for Local Solid Waste Financial Assistance (LSWFA) was first piloted in the 2017-2019 Biennium. Improvements were made for use in the 2019-2021 Biennium in collaboration with the LSWFA Work Group. A fatal flaw was discovered early in 2019-21 that rendered the 2019-21 score useless for the 2021-2023 Biennium. The flaw was fixed, and the form is expected to be fully functional in 2021-2023. A score from the form in 2021-2023 is expected to inform the 2023-2025 Biennium, and so on. Due to EAGL resource limitations, the form is not expected to change going forward.

Why was the form developed

Ecology seeks efficient and effective grant management by LSWFA Ecology grant managers recipients, and above all, to ensure the LSWFA allocation for the biennium is spent.

Who completes the form

LSWFA requires the Performance Evaluation form in EAGL to be completed by the Ecology grant manager who reviewed and approved the corresponding PR/PR. A recipient may comment in the form at any time; their comments are optional and not editable by Ecology. Conversely, the Ecology grant manager evaluation and comments are not editable by the recipient.

When is the form completed

Immediately following a PR/PR approval, the Ecology grant manager who reviewed and approved the corresponding PR/PR, completes the form. A recipient may comment in the form at any time; their comments are optional and not editable by Ecology.

How is the form completed

At the beginning of a new biennium, by September, the Ecology grant manager completes the first column labeled “Q8 (Apr-Jun)” with information from the last column labeled “Q8 (Apr-Jun)” in the form from the previous biennium. If the recipient did not have an agreement in the previous biennium, the Ecology grant manager selects a default Yes for questions 1-7 and 10, and enters A for question 11. The reason for a default Yes is noted in the Ecology comments section.

For the remainder of the biennium, after approval of each PR/PR in EAGL,

- Ecology grant managers complete the Performance Evaluation form for the corresponding PR/PR.
 - Ideally, this is done immediately.
 - On occasion, there may be a reason the Ecology grant manager does not complete the form immediately and should plan for it to get done within three (3) working days.
- Ecology grant manager reviews questions 1-7 and selects Yes or No as it relates to the corresponding PR/PR.
 - If the recipient submits a PR/PR monthly or more than once in a quarter, the Ecology grant manager enters data in the same quarter for each PR/PR. Questions

- previously answered No, stay a No. Questions previously answered Yes, can change to a No.
- Question 8 in “Q1”, Question 9 in “Q6”, and Questions 10 and 11 are completed when there is an answer, regardless of which quarter the answer occurred.
 - When answering Question 5, costs itemized that require preapproval and preapproval was not sought by the recipient are considered ineligible costs for the purposes of answering this question.
 - When answering Question 11, the referenced agreement budget is the agreement budget at close out.
 - The questions are objective and must be answered with a Yes or No. No blanks are allowed.
 - For all questions answered No, the Ecology grant manager explains it in the corresponding Ecology comment box for the quarter.
 - The Ecology grant manager selects a default Yes under certain circumstances.
 - A PR/PR was not required in the quarter. Such as,
 - Agreement effective date is later than Q1 (Jul-Oct).
 - Agreement was executed later than Q1 (Jul-Oct).
 - Agreement spent out earlier than Q8 (Apr-Jun).
 - Reporting assessment allows the recipient to submit less than quarterly PR/PRs.
 - For Question 1, a PR/PR was required in the quarter and an amendment was in process during the due date preventing submittal of the PR/PR.
 - The recipient did not have an agreement with Ecology in the previous biennium. If the recipient did not have an agreement in the previous biennium, under the first “Q8 (Apr-Jun)” column, the Ecology grant manager selects a default Yes for questions 1-7 and 10, and enters A for question 11.
 - When a default Yes is selected, the Ecology grant manager explains why in the corresponding Ecology comment box for the quarter.
 - The Ecology grant manager selects a default No under certain circumstances.
 - A PR/PR was required in the quarter but not submitted. Such as,
 - Recipient notifies Ecology they are unable to submit the required PR/PR in the quarter, the Ecology grant manager will default answers to No and explain in the Ecology comments box.
 - Recipient is not in communication with Ecology or refuses to submit the required PR/PR, the Ecology grant manager will default answers to No and explain in the Ecology comments box.
 - For the purpose of generating a final performance score, Q7 PR/PR is required and not submitted by the due.
 - When No is selected, the Ecology grant manager explains why in the corresponding Ecology comment box for the quarter.
 - When a recipient spends out earlier than Q6 (Oct-Dec), the Performance Evaluation is not finalized until the Ecology grant manager is certain the recipient is not getting a budget increase through the unspent process. In this case, finalizing the form and closing out the agreement may not happen until late Q7 (Jan-Mar).

How is the score generated

The form was developed to calculate a score based on answers from the first column labeled “Q8 (Apr-Jun)” plus answers to performance questions under columns labeled “Q1-7”. A final score is generated by mid-May around the time the LSWFA application period for the next biennium opens.

The recipient is responsible for confirming the evaluation is accurate after each PR/PR, and is encouraged to provide comments in the corresponding comment box for each quarter. The recipient is also encouraged to reach out to their grant manager to discuss any questions or concerns. The statewide grants coordinator (SGC) is responsible for ensuring each form is complete before finalizing a score for each recipient.

The SGC runs a report mid-May, after confirming with Ecology grant managers that the performance evaluation form for each recipient is complete through Q7. The report is shared with Ecology grant managers and the LSWFA Work Group.

What does the score mean

Scores between 140 and 278 means there’s room for the recipient to improve, administratively. For scores less than 278, the recipient should review the form for areas identifying administration of LSWFA improvements. Scores of 139 or less do not automatically trigger a budget reduction. For scores of 139 or less, the “Ecology comments” are analyzed for performance issues. Ecology or recipient may set up a meeting to discuss the score.

How will the score be used

Since the scoring system is nearly 50% weighted on spending, Ecology will look closely at the answers to questions 9 and 11. If performance warrants a budget reduction, the SGC may coordinate a meeting with the LSWFA Work Group to discuss. Budget reductions are announced after the application period for the next biennium is closed.

Examples of Ecology Comments:

- Qtr. 1: Default Yes for all questions: Funding for the LSWFA program was not yet received.
- Qtr. 2: #1: Submitted 2/2/2021.
- Qtr. 3: #6: Corrected several dates based on backup provided.
- Qtr. 4: #1: Submitted 8/1/2021; #2 Spending plan was not updated to reflect the amount requested for reimbursement; #6 corrected several dates based on backup provided.
- Qtr. 5: #1: Default Yes: Not required per Reporting Assessment
- Qtr. 6:
- Qtr. 7: #1: Default Yes: Amendment was in process.
- Qtr. 8:

PERFORMANCE EVALUATION
 Note: For all "No" responses, see Ecology Comment boxes.

Local Solid Waste Financial Assistance												Per Criterion			
Criterion Number	% Total Weight per Criterion	Quarterly Criteria	Q4	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Points Cumulative Score	% Cumulative Score	Weight	Max Score Possible
			Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun				
1	9%	Was the PRFR submitted by the due date?												Yes = 3 No = 0	24
2	9%	Did the recipient update the Spending Plan to reflect the actual total requested for reimbursement in the corresponding PRFR and adjust, as necessary, spending estimates in remaining quarters?												Yes = 3 No = 0	24
3	9%	Did the recipient calculate the outcomes as instructed in Guidelines and report them in the Outcomes Data Collection form concurrent with the submitted PRFR?												Yes = 3 No = 0	24
4	6%	Were all required forms listed in Guidelines, completed for the PRFR?												Yes = 2 No = 0	16
5	6%	Were all itemized expenditures, or at least 90% of them, eligible costs?												Yes = 2 No = 0	16
6	3%	In the Payment Request form, did all cost incurred dates align with backup documentation?												Yes = 1 No = 0	8
7	3%	As reported on the Progress Report form for each task, is the work progressing as expected for the period or did the Recipient alert Ecology to developments or delays?												Yes = 1 No = 0	8
Criterion Number	% Total Weight per Criterion	One-time Criteria	Q4	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Points Cumulative Score	% Cumulative Score	Weight	Max Score Possible
			Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun				
8	2%	Were two (2) signed and dated original agreements returned to Ecology within 60 days of an EAGL status change of "Recipient Signatures Required" or by a date mutually agreed to in writing by Ecology and Recipient?												Yes = 8 No = 0	8
9	6%	Did Recipient provide a written response to Ecology's request for spending confirmation during the "suspense" process in Q6?												Yes = 16 No = 0	16
10	9%	Was a Final PRFR and Recipient Close Out Report submitted within 45 days of spending out or no later than July 30 (90), whichever came first?												Yes = 24 No = 0	24
11	40%	Was the Agreement budget fully spent at Close Out? Remaining Agreement state share at close out was: A. \$0 to 5%, B. >5% up to 10%, C. >10%.												A = 110 B = 55 C = 0	110
Totals	100%														278

Results of Evaluation

> or = to 140: Full Funding
 < or = to 139: Possible Funding Reduction*

*A score of < or = to 139 does not trigger an automatic budget reduction. Ecology will contact you to discuss next steps.

Ecology Comments: briefly explain a "No".	Recipient Comments (optional).
Qtr 1	
Qtr 2	
Qtr 3	
Qtr 4	
Qtr 5	
Qtr 6	
Qtr 7	
Qtr 8	

Figure D-1 Performance evaluation form in EAGL.

Appendix E. Translation examples

English

Funded in part by a Local Solid Waste Financial Assistance grant from the Washington State Department of Ecology.

Spanish

Financiado parcialmente por una subvención de Local Solid Waste Financial Assistance (Asistencia financiera local para residuos sólidos) del Washington State Department of Ecology.

Chinese (Simplified)

部分资金来自 Washington State Department of Ecology 的 Local Solid Waste Financial Assistance (地方固体废物财政援助) 拨款。

Korean

Washington주 생태부(Washington State Department of Ecology)가 제공한 Local Solid Waste Financial Assistance(지역 고체폐기물 재정지원) 보조금에서 자금의 일부를 지원받았습니다.

Vietnamese

Được tài trợ một phần bởi chương trình trợ cấp Local Solid Waste Financial Assistance (Hỗ Trợ Tài Chính Về Chất Thải Rắn Tại Địa Phương) của Washington State Department of Ecology (Sở Sinh Thái Tiểu Bang Washington).

Russian

Частичное финансирование за счет гранта по программе Local Solid Waste Financial Assistance (Финансовая помощь для управления местными твердыми отходами) от Департамента экологии штата Washington (Washington State Department of Ecology).

Ukrainian

Часткове фінансування коштом гранту за програмою Local Solid Waste Financial Assistance (Фінансова допомога для керування місцевими твердими відходами) від Департаменту екології штату Washington (Washington State Department of Ecology).

Appendix F. Examples of eligible activity

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

Planning

Hazardous Waste Plan maintenance

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

Solid Waste Plan maintenance

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

Moderate risk waste (MRW)

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

Planning

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

MRW Facility Operations

- HHW collected
- HHW properly managed

Household Hazardous Waste (HHW) Collection Events or Programs

- Satellite or special collection

- Mobile or curbside collection

Health and Safety

- Job related employee training
- Safety training

MRW Education

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

Persistent Bio-accumulative Toxins (PBT)

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

Small Quantity Generator (SQG) Programs²⁹

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

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

Waste reduction and recycling (WRR)

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

Planning

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

Recycling Facility Operations

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

²⁹ The federal and state regulations use different terms for identifying generator categories. Washington's small quantity generator (SQG) is equivalent to the Very Small Quantity Generator (VSQG) at the federal level.

Recycling Collection Events or Programs

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

Health and Safety

- Job related employee training
- Safety training

WRR Education

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

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

Organics (ORG)

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

Planning

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

Organics Management

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

Organics Programs

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

Health and Safety

- Job related employee training
- Safety training

Organics Education

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

Capital Expenditures

- New construction
- Facility improvements
- Site acquisition
- Equipment

Solid waste enforcement (SWE)

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

Planning

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

Administration

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

SWE Education

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

Enforcement

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

Inspections

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

Permitting

- Solid waste handling facilities
- Solid waste handling sites

Investigation

- Illegal dumps
- Solid waste complaints

Equipment or tools

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

Health and Safety

- Job related employee training
- Safety training

Special projects

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

Appendix G. Special Project - Homeless Encampment Response

Ecology is including this special project, Homeless Encampment Response (HER), to be administered through the LSWFA program until such a time when funding for this program is allocated by the legislature.

Ecology recognizes homelessness is a complex problem, and that local and state governments are creating programs to provide shelter, temporary housing, food, and other services to address the problem.

LSWFA funds may be used for clean up and disposal of solid waste from homeless encampments located on publicly owned land, including national parks.

Funding eligibility - HER

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

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

Eligible work - HER

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

Eligible work includes:

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

Costs - HER

Eligible costs:

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

Ineligible costs:

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

- Cameras, fences, or signage.

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

Outcome measures - HER

Outcome measures include:

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

Templated Task Scope of Work

Task Title: Homeless Encampment Response

Task Cost: \$

Task Description:

ACTIVITY – CLEANUP

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

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

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

ACTIVITY – INFRASTRUCTURE, PURCHASED SERVICES

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

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

Expected Task Costs

Costs eligible for reimbursement with supporting documentation include:

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

Costs not eligible for reimbursement

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

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

Task Expected Outcome*:

As applicable, recipient estimates,

- Pounds of garbage cleaned
- Number of encampments cleaned
- Number of cleanups
- Infrastructure provided at encampments
- Pound of garbage properly disposed through garbage collection containers

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

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

Need help with estimates?

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

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

Ecology standard volume to weight conversions:

- Propane tanks: One tank = 30 pounds

Appendix H. 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

Appendix I. Visual Examples Backup Documentation

Payroll Journal Summary by Employee										
Per Employee Summary for pay days that fall between 10/01/2021 and 12/31/2021										
Employee Name	Earnings		Deductions/Contributions			Employee Taxes	Employer Taxes		Totals	
	Description	Hours	Total	Description	Type		Amount	Description	Amount	Description
Mouse Mickey	Regular	228.75	\$3,431.25			\$331.78	Social Security	\$245.29	Net Pay	\$3,624.47
	Paid Holidays	22.50	\$337.50				Medicare	\$57.37	Reimbursements	\$16.31
	Sick	12.50	\$187.50				WA SUI	\$141.24	Check Amount	\$3,640.76
	Gross		\$3,956.25				WA EAF	\$1.18	Employer Cost	\$4,448.90
							WA Workers' Comp Insurance	\$31.26		
							Total	\$476.34		
Duck, Donald	Regular	356.50	\$7,486.50			\$1,701.24	Social Security	\$542.28	Net Pay	\$7,045.26

Figure I-1 Sample payroll summary for payment request.

Activity (Task/Sub-task No.)		C-Cash	Daily Work Log																												Total Hours	Recipient Use				
		E-Interlocal																													Hourly Rate	Total Charge				
		K-Other In-Kad	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Task 1			4	1	2			5	8	8	8	1			4	4	6	6	8			3	2	2	2	1			1	2	8	8	8	102		

Figure I-2 Sample employee timesheet for payment request.

TRIP INFORMATION		PER DEIM*								MOTOR VEHICLE*			OTHER**	GRAND TOTAL	PURPOSE OF TRIP AND NOTES		
NAME	DATE	FROM	TO	DEPART	RETURN	B	L	D	SUBTOTAL	LODGING COST**	PER DEIM TOTAL	MILES DRIVEN	REIMBURSEMENT RATE			MILEAGE TOTAL	(PARKING, TOLLS, FERRY, ETC.)
Minnie Mouse	12/3/2024	Lacey	Yakima	10:00 AM		\$-	\$-	\$-	\$-	\$110.75	\$110.75	180	\$ 0.67	\$120.60		\$ 231.35	ABC Workshop, D provided
Minnie Mouse	12/4/2024	Yakima	Yakima			\$-	\$-	\$31.00	\$ 31.00	\$110.75	\$141.75		\$ 0.67	\$-		\$ 141.75	ABC Workshop, B and L provided
Minnie Mouse	12/5/2024	Yakima	Yakima			\$-	\$-	\$-	\$-	\$110.75	\$110.75		\$ 0.67	\$-		\$ 110.75	ABC Workshop, all meals provided
Minnie Mouse	12/6/2024	Yakima	Lacey		4:00 PM	\$-	\$20.00	\$-	\$ 20.00	\$-	\$ 20.00	180	\$ 0.67	\$120.60		\$ 140.60	ABC Workshop, B provided
Donald Duck	12/5/2024	Lacey	Lacey	8:00 AM	5:00 PM	\$-	\$-	\$-	\$-	\$-	\$-	30	\$ 0.67	\$ 20.10	\$ 10.00	\$ 30.10	XYZ Meeting for Task work, parking
TOTAL															\$ 654.55		
TRAVELER SIGNATURE: Donald Duck		DATE: 12/06/2024															
TRAVELER SIGNATURE: Minnie Mouse		DATE: 12/08/2024															

Figure I-3 Sample travel expense voucher.

Appendix J. Outcomes Guidance

Reporting

Recipients of LSWFA are required to report on relevant changes that occur as a result of performing the funded task; we refer to these as measurable outcomes. Recipients report them in the Spending Plan and Outcomes Data Collection form in EAGL. By standardizing outcome measures, we hope to improve data collection and better describe the impact of LSWFA to legislators, locals, and other inquiring minds. In the 2025-27 biennium, a measurable outcome could include an acceptable output as defined in these guidelines.

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

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

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

General reporting

For most tasks, the LSWFA program is asking the recipient to report weight as the standardized outcome. New this biennium, LSWFA is allowing stand-alone education and outreach tasks in Planning & Implementation grants that can produce a measurable outcome or an acceptable output as defined in these guidelines.

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

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

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

Figure J-1 Examples of outcomes and corresponding units of measure

The following figure illustrates the acceptable outputs and related notes for stand-alone education and outreach tasks in Planning and Implementation (P&I) grants.

Task	Work	Acceptable Outputs	Standard Unit of Measure/Outputs
Education & Outreach	Moderate Risk Waste (MRW)	<ol style="list-style-type: none"> 1. Documents developed 2. Documents distributed 3. Participants 4. New properties signed up for service 5. Time spent interacting with people 	<p>Number of documents developed: 1</p> <p>Number of documents distributed: 2</p> <p>Number of people at a workshop or event, including focus groups and students at a school: 3</p> <p>Number of people reached, such as social media interactions: 3</p> <p>Number of people who sign a behavior change pledge: 3</p> <p>Number of people reached, including door-to-door and by phone: 3</p> <p>Number of people who respond to a survey: 3</p> <p>Number of properties visited, includes residential, business, and schools: 4</p> <p>Number of new properties signed up for service: 4</p> <p>Employee hours:</p>
	Waste Reduction & Recycling (WRR)		
	Organics (ORG)		

Figure J-2 Examples of acceptable outputs and corresponding units of measure.

Standardized reporting

Contamination reduction

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

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

Figure J-3 Example of reporting in the outcomes data collection form.

Methodology – visual percentage of contamination

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

Regardless of how you measure contamination, recipients should:

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

Approaches to visual percentage may vary. Explore how others have approached it by accessing the [Planning and Waste Reduction Resource Library](#)³⁰ for contamination reduction efforts and browse the [Local Programs](#)³¹ section. The counties of Clark and King, as well as the cities of Olympia and SeaTac, offer great information.

Discussion of measurement of contamination is also found in the [Recycling Contamination Reduction Best Management Practices & Resources Companion Guide](#)³², with links to more resources.

LSWFA suggested method for estimating contamination reduced

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

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

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

³⁰ <https://app.box.com/s/r6jdrswnwbchuo9kme3qa4gdf2uawhfk>

³¹ <https://app.box.com/s/6tmnxn7ut7v2i0lpzmv7rq5hmkqzbhbn>

³² <https://apps.ecology.wa.gov/publications/SummaryPages/2007031.html>

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

To see what is accepted in jurisdictions across the state per contract or code, visit the [Residential Recycling Survey³³](#). You may also contact the Statewide Recycling Coordinator, [Dan Weston](#), with updates.

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

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

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

3. Plan your audit. When planning the audits, consider and notate:

- Holidays and seasonality. Post audits should be completed within two to eight weeks after outreach.
- Service day. Auditing the day before they're emptied will give the best data and help reveal if there are other issues such as bin sizing.
- Placement. Is it far from a trash bin and thus used for both trash and recycling?
- Service frequency.
 - Even though you don't have to look in every bin, this data allows you to extrapolate the results of the bins you do audit to estimate the overall contamination reduced for each property. For example, outreach to a property with 10 bins of 3 cubic yards (CY) serviced weekly will result in a different overall volume of contamination reduced than compared to a property with 4 bins of 1 CY serviced weekly.
- How many bins are on the targeted properties?
 - What is their size?
- Train your auditors. You may need to train auditor(s) on how to consistently, visually estimate and document:
 - What size of bin they're auditing.
 - 96-gallon or 64-gallon cart, 2-yard dumpster, etc.
 - How full the bin is by volume by tiers such as 25%, 50%, 75%, or 100%.
 - Percent of contamination in a bin based on volume by tiers.
 - If you're tagging bins at the same time as the audit, you may want three tiers such as 10% or less (green/good), 11%-50% (yellow/warning), and

³³ <https://app.box.com/s/3j2wstr7kd6o0vu9y63vmhpef5kmlcot>

50% and above (red/not serviced; try again or it will be serviced as trash for a fee).

- Bin location. Auditing the same bins in the post-survey will give the most accurate results, as bins in one corner of the property may vary from another due to who uses them (i.e., apartment residents nearest the bin).

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

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

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

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

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

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

- Use the same procedures used when you completed the baseline audit.
- Calculate the difference in contamination observed in the baseline audit versus post outreach audit.
- Extrapolate the data from the sampled bins to estimate CY reduced for the whole property or area targeted. For example, select the link to see a spreadsheet that includes cells for capturing increased diversion of recyclables or organics:
<https://app.box.com/s/ubbx02q22lyrtow4vk75pw9dk9okza8m>

7. Reporting details.

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