



# **Funding Program Guidelines Community Litter Cleanup Program**

**2025 – 2027 Biennium**

**Solid Waste Management Program**

**Washington State Department of Ecology**

**Olympia, Washington**

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### Related Information

EAGL Application Instructions for CLCP:

<https://apps.ecology.wa.gov/publications/SummaryPages/2507005.html>

## Contact Information

### Solid Waste Management Program

Headquarters

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6000

**Website:** [Washington State Department of Ecology](https://ecology.wa.gov)<sup>1</sup>

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<sup>1</sup> <https://ecology.wa.gov/about-us/contact-us>

# Department of Ecology's Regional Offices

## Map of Counties Served



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

# Funding Program Guidelines

## Community Litter Cleanup Program

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**2025 – 27 Biennium**

Solid Waste Management program  
Washington State Department of Ecology  
Olympia, WA

Ecology Publication 25-07-004

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# About the Community Litter Cleanup Program

## Governing laws and guidelines

The Washington Legislature authorized a financial assistance program under the Waste Reduction, Recycling, and Model Litter Control Act to conduct a permanent and continuous program to control and remove litter from this state. The Department of Ecology administers CLCP through these guidelines. Guidelines provide information about the CLCP program including eligibility requirements, application process, criteria Ecology uses to evaluate and award CLCP grants, and details on how to effectively manage a grant upon award.

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

### List of governing laws

- [Chapter 70A.200 RCW<sup>2</sup>](https://app.leg.wa.gov/rcw/default.aspx?cite=70A.200), Waste Reduction, Recycling, and Model Litter Control Act
- [Chapter 82.19.020 RCW<sup>3</sup>](https://app.leg.wa.gov/RCW/default.aspx?cite=82.19.020), Litter Tax
- [Chapter 34.05 RCW<sup>4</sup>](http://app.leg.wa.gov/RCW/default.aspx?cite=34.05), Administrative Procedure Act

## Purpose statement

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

## Mission and goals

### Mission

The Community Litter Cleanup Program (CLCP) assists county solid waste planning authorities responsible for developing local comprehensive solid waste management plans or their designated local government agency with the costs of picking up litter, cleaning up illegal dumps, and providing public education and outreach to prevent litter and illegal dumping.

### Goals

- Prevent litter and illegal dumping
- A litter free Washington

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<sup>2</sup> <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.200>

<sup>3</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=82.19.020>

<sup>4</sup> <http://app.leg.wa.gov/RCW/default.aspx?cite=34.05>



## Contact information

Ecology grant managers help develop programs within a jurisdiction, and connect applicants/recipients with other groups and agencies involved in litter and illegal-dump activities. Ecology grant managers are the recipient’s first point of contact for help with EAGL and the overall administration of a CLCP grant.

Table 1 CLCP Ecology team

Grant Managers	Ecology Address	Contact Information	Works with These Counties
Rodney Hankinson	Central Region Office 1250 W Alder Street Union Gap WA 98903	509-406-3999 <a href="mailto:rodney.hankinson@ecy.wa.gov">rodney.hankinson@ecy.wa.gov</a>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Ryan Plouse	Eastern Region Office 4601 N Monroe Spokane WA 99205	509-951-2132 <a href="mailto:ryan.plouse@ecy.wa.gov">ryan.plouse@ecy.wa.gov</a>	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Justin Boneau	Northwest Region Office PO Box 330316 Shoreline WA 98133	425-213-3563 <a href="mailto:justin.boneau@ecy.wa.gov">justin.boneau@ecy.wa.gov</a>	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom
Maggie Gray	Southwest Region Office PO Box 47775 Olympia WA 98504	360-789-9601 <a href="mailto:maggie.gray@ecy.wa.gov">maggie.gray@ecy.wa.gov</a>	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum
Others	Ecology Address	Contact Information	Role
Tami Ramsey, Fund Coordinator	Headquarters PO Box 37600 Olympia WA 98503	360-628-4261 <a href="mailto:tami.ramsey@ecy.wa.gov">tami.ramsey@ecy.wa.gov</a>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Backup to Ecology grant managers</li> </ul>
Alaina Robertson, Grants Technical Assistance Lead	Headquarters PO Box 37600 Olympia WA 98503	360-706-4048 <a href="mailto:alaina.robertson@ecy.wa.gov">alaina.robertson@ecy.wa.gov</a>	<ul style="list-style-type: none"> <li>• EAGL technical assistance</li> <li>• LSWFA eligibility</li> <li>• Backup to Ecology grant managers</li> </ul>
Steven Williams, Management Liaison	Northwest Region Office PO Box 330316 Shoreline WA 98133	425-213-3565 <a href="mailto:steven.williams@ecy.wa.gov">steven.williams@ecy.wa.gov</a>	<ul style="list-style-type: none"> <li>• Management oversight</li> </ul>

## **CLCP Ecology 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 CLCP 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 CLCP eligibility questions.

### **Statewide Fund Coordinator**

The fund coordinator oversees administration of the CLCP program. This position was established to ensure consistency throughout the state. The fund coordinator works with Ecology grant managers 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 CLCP team. The liaison coordinates information flow between the CLCP team and the program management team and generally supports overall function of the CLCP team.

# PART I - Introduction

## Ecology's administration of grants and loans

Ecology uses a web-based application to manage the entire lifecycle of an agreement from application to termination. This web-based application is referred to as EAGL or Ecology's Administration of Grants and Loans. Applicants apply for CLCP 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 \(SAW\)](#)<sup>5</sup>. 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](#)<sup>6</sup> to see if the organization already has a SWV number. The person who registers an organization will also be registered in EAGL and assigned the authorized official role for that organization.

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

### Already registered in EAGL

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

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

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

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

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<sup>5</sup> <https://secureaccess.wa.gov/myAccess/saw/select.do>

<sup>6</sup> <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

## 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 number](#)<sup>7</sup> 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](mailto: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 Plan](#)<sup>8</sup>.

## Tips for grant management success

Administrative requirements for all Ecology grants can be reviewed in the [Administrative Requirements for Recipients of Ecology Grants and Loans](#)<sup>9</sup> (Yellow Book). PPG funding program guidelines may be stricter in specific areas.

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

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

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<sup>7</sup> <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

<sup>8</sup> <https://ecology.wa.gov/About-us/Who-we-are/Strategic-plan/2023-25-Strategic-Plan>

<sup>9</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

## State grant

Funding for CLCP comes from the State of Washington.

## Program improvements

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

## Anticipated schedule

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

## Definitions

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

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

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

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

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

**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.

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

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

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

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

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

**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 and includes private sector contractors. Contractor is also a title of a recipient's system role in EAGL that allows a user to initiate and edit applications for the recipient.

**CREW SUPERVISOR:** The person in charge of overseeing crews while they are performing litter pickup or illegal dump cleanup.

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

**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.

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

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

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

**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.

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

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

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

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

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

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

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

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

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

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

**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.

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

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

**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.

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

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

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

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

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

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

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



## Acronyms and Abbreviations

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

## Part II – 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 Loans](#)<sup>10</sup> (Yellow Book). The Yellow Book provides instructions, explanations, requirements, and definitions. It includes details on agreement language, costs, budgets, financial management, procurement, contracting, property management, closeout, and record keeping.

PPG guidelines supplement these administrative requirements.

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

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

### Funding source and availability

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

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

Ecology anticipates \$5,200,000 will be available for CLCP for the period July 1, 2025, through June 30, 2027, including \$4,800,000 for litter and illegal dump cleanup and prevention activities, and \$400,000 for Tools and Trucks (T&T). See [Tools and Trucks](#) for more information.

PLEASE NOTE: this amount is not final; the Washington State Legislature convenes in January 2025 to begin working on a final budget anticipated signed by the Governor in May 2025. Ecology knows the final budget when it is enacted by the Governor.

### Special funding notes

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

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<sup>10</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

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

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

## Formula for allocating CLCP

See [Appendix C](#), Figure C-1 for the total projected award per county in accordance with the results of the three-part allocation formula (base, geographic/demographic, efficiency and effectiveness).

### Funding Formula

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

- \$1,680,003 equally among the counties as a base amount (35 percent of funds);
- \$1,680,000 based on geographic and demographic factors (35 percent of funds); and
- \$1,439,997 for efficiency and effectiveness measures (30 percent of funds).

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

#### Base Amount

The base amount is divided equally between counties resulting in \$42,077 per county. This base amount ensures funding for a basic program in each county that applies for a grant.

#### Geographic and Demographic Factors

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

The four equally weighted factors:

1. Total square miles (2024 National Association of Counties)
2. Daily vehicle miles traveled (2023 WSDOT Highway Performance Monitoring System)
3. Centerline miles for public roads (2023 WSDOT Highway Performance Monitoring System)
4. Population forecast (2024 WA OFM)

The rationale behind the factors:

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

See in [Appendix C](#), Figure C-2 for the the breakdown of geographic and demographic amounts by county.

## Efficiency and Effectiveness (E&E)

State law (RCW 70A.200.170) requires that Ecology distribute monies based on the efficiency and effectiveness (E&E) of existing programs.

Ecology's grant managers determine the E&E amounts for each region and county based on the following process and criteria.

Available E&E is divided by region based on:

- Minimizing underspending
- Applying funds to the most littered roads

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

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

Table 2 Efficiency and Effectiveness Allocations by Region

Region	E&E Allocation
Central	\$ 216,000
Eastern	\$ 287,999
Northwest	\$ 503,999
Southwest	\$ 431,999
<b>TOTAL</b>	<b>\$1,439,997</b>

## Local contribution requirements

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

## Insufficient funds to fulfill terms

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

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

## Administrative/overhead

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

## 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 CLCP 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 (**Note: The State Auditor ruled that signed timesheets must be available.**)
  - 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. (**Note: These remain in local files only; do not upload into EAGL unless requested by Ecology.**)

## 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 CLCP 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 CLCP

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

The application period opens at 8:00 a.m. on February 4, 2025. Applications are due to Ecology by 5:00 p.m. on March 4, 2025. You must submit your application through EAGL. If applying for available Tools and Trucks (T&T) money, your request must be included in your application. This is the only opportunity to apply for initial consideration of available T&T funding. See [Tools and Trucks](#) for more information.

## Technical assistance

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

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

## Submitting an application

To apply for a Community Litter Cleanup Program (CLCP) grant, you must complete and submit an application through the Ecology Administration of Grants and Loans (EAGL) online grant management system. Application instructions are linked on the [CLCP webpage](#)<sup>11</sup>, 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 CLCP is not a competitive grant program, it is possible to submit an application after 5:00

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<sup>11</sup> <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Community-litter-cleanup-grants>

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; and
- Agree to forfeit initial consideration for Tools & Trucks funding, if 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.

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

## Awarding CLCP

### Application screening

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

Ecology uses this criteria in the initial review of a CLCP application:

- Has the proof of coordination been submitted, if required?
- Do the proposed task costs seem reasonable?
- Is the proposed project eligible?
- Have they indicated the correct overall award total?

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.

The grant manager evaluates for the following:

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

See [Appendix D](#) for task template scopes of work.

## 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 CLCP 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 EAGL.

## Performance monitoring

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

- The scope of work described in the executed agreement is performed
- All activity in the agreement is performed in an effective, timely manner, and according to the schedule and budget in the executed agreement
- Recipients comply with the scope of work and terms of the agreement, as well as [Administrative Requirements for Recipients of Ecology Grants and Loans<sup>12</sup>](#) (*Yellow Book*) and these *Guidelines*

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

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](#).

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<sup>12</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>



## Unrequested funds

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

## Unspent funds

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

### Determining "unspent"

When a budget amount is determined excessive for the remaining work and time in the agreement period, both parties can agree to amend the agreement to reduce the budget. This process is called a budget decrease or deobligating funds. CLCP refers to the deobligated funds as "unspent". This process also applies to a T&T task and could be applied sooner than Quarter 5.

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

- September/Quarter 5 – A template email is sent to individual recipients reminding them of the unspent process and amendment deadlines.
- October/Quarter 6 – Ecology grant managers work with individual recipients to get their emailed response by mid-October.

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

At any time during the agreement period, if the T&T budget is determined to be too much or no longer needed for the original intended purpose, Ecology may amend the agreement to deobligate those funds for redistribution.

### Reobligating unspent funds

CLCP considers the following criteria when reobligating "unspent" funds, including T&T:

- The recipient must be in good standing for their administration of CLCP in the biennium. Good standing is based on administrative performance and communication with Ecology in the current biennium.
- Unspent funds are first reobligated in the Ecology region of origin and then available statewide after regional need is fulfilled.
  - EXCEPTION: First consideration for deobligated T&T funds is to other eligible T&T projects applied for at the onset of the biennium. Disbursement of remaining unspent T&T after first consideration is exhausted will be on a case-by-case basis and documented by the CLCP grant manager.

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 regional 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) Environmental Health Disparities (EHD) index that determines highly impacted communities
4. History of spending

Criteria for statewide reobligation, if statewide reobligation is necessary, will be recommended by the CLCP, approved by the Solid Waste Management's program management team and documented, including T&T.

Funds may be used to create a new Task, amend the existing scope, and/or for T&T on a case-by-case basis.

## **Prior written approval**

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

## **Materials review**

### **Required coordination**

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

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

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

### **Review and timing**

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

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

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

### **Quality assurance**

To ensure equitable access to high-quality materials, if a recipient creates multiple items in a language other than English, Ecology will require a random selection of at least one item for review. This review

will ensure consistency across all languages. Each review will include a back translation by a professional translator from Ecology's preferred vendors or an internal language services provider (MITT) in the appropriate language. Ecology will cover this cost. The translated material into English will be reviewed by our team and shared with your team to identify any lost nuances, allowing us to collaborate to ensure the materials provide the public with accurate information.

## **CLCP acknowledgment and Ecology logo**

### **Acknowledgement**

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

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

Use this phrase:

“Funded in part by a Community Litter Cleanup Program grant from the Washington State Department of Ecology.”

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

### **Ecology logo**

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

# Part III – Eligibility

## Applicants

### Ineligible applicants

Ineligible applicants include:

- Organizations that are not a local government
- Except the county solid waste planning authority, a local government that does not comply with coordination requirements

### Eligible applicants

Eligible applicants are limited to:

- County solid waste planning authority
- With Ecology prior approval, any other local government approved by the county solid waste planning authority through required coordination (**Note: If awarded, this applicant is responsible for grant administration and implementation, including invoicing Ecology for reimbursement.**)

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

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

### Required coordination

#### County solid waste planning authority responsibilities

- County solid waste planning authorities do not need to submit the Proof of Coordination form if they are applying for a CLCP grant.
- County solid waste planning authorities must approve all application proposals from other local government applicants in their jurisdiction.

#### Other local government applicants

- Other local government applicants must coordinate with their county solid waste planning authority to complete the “Proof of Coordination” form.
- All other applicants must complete the Proof of Coordination Form and upload it to EAGL as part of the application process.

#### Proof of Coordination form

- A link to the Proof of Coordination form is provided in [Appendix F](#)
- A link to this form is in the EAGL application

Select the link in either location, download, print, and route to the appropriate officials for signatures. After acquiring signatures, upload the signed document into your application in EAGL.

## Projects

Eligible CLCP projects are limited. To expedite the application and agreement drafting processes, the CLCP team has developed template scopes of work for two tasks:

1. Litter Pickup and Illegal Dump Cleanup
2. Litter Prevention Education and Outreach

Consider using the template as a starting point to draft your project scope of work.

See [Appendix D](#) for task template scopes of work.

## Special projects

The CLCP program may be used as a mechanism to push additional funding out to eligible CLCP recipients for a specific use. Projects that arise after these guidelines are published will be managed on a case by case basis.

## Tools and Trucks

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

### Funding cycle

The funding cycle for T&T is the same as for CLCP: July 1, 2025 through June 30, 2027.

### Application period

The application period for T&T is the same as for CLCP: 8:00 a.m. February 4, 2025 through 5:00 p.m. March 4, 2027.

A request for T&T must be made in application and submitted as part of the overall application package. To be initially considered for available T&T funds, the application must include a completed *Application for Tools and Trucks* form.

### Available funds

Ecology allocates up to 10 percent of the total CLCP allocation for capital purchases through a T&T task. T&T funds are not eligible to purchase supplies. This biennium, \$400,000 is available T&T.

### Application process

A form to apply for T&T is located in the EAGL application. It must be completed and submitted with the application for CLCP. Instructions for completing the form are explained in the companion Application Instructions document located in the EAGL application, on the CLCP webpage, and also by request.

Generally, the following information is required:

- Amount of money requested.

- An itemized list of tools or equipment intended for purchase, including an estimated cost for each.
- A description of how items are used and how they benefit the CLCP task.

## Grant structure and expectations

If the applicant is awarded T&T funds, it will be scoped as a separate task and budget in the CLCP agreement. Ecology tracks it separately. T&T funds must be used for T&T. If at any time in the biennium, the budget amount for T&T is determined excessive or no longer needed, both parties can agree to amend the agreement to reduce the budget. This process is called a budget decrease or deobligating funds. CLCP refers to the deobligated funds as “unspent”. Refer to [Determining "unspent"](#) in these guidelines for more information.

## Eligible purchases

The following definitions determine eligibility for T&T purchases:

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

After the agreement is executed, items purchased with T&T must be used to support the CLCP program in the jurisdiction unless Ecology authorizes another use in advance and in writing. An alternate use must not interfere with supporting CLCP activities.

If a new recipient takes over the CLCP grant, during or after a funding cycle, ownership of the items purchased with a T&T task budget must be transferred to the new recipient unless Ecology directs otherwise. If you cease to perform CLCP activities, or no longer use inventory purchased with a T&T task budget for eligible activities, Ecology will handle disposition of the inventory at its discretion.

## Ineligible purchases

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

## Award determination

Ecology will consider all requests received by the application deadline of 5:00 p.m. on March 4, 2025. The open application period is the only time you are able to initially apply for available T&T. Ecology’s grant managers meet to determine T&T awards. Funding goes to those requests that best show need, capacity for usage, and environmental results that advance litter control priorities. The criteria are flexible to allow consideration of unforeseen needs and circumstances. Requests for T&T that come later in the biennium are considered on a case-by-case basis and as funds are available.

See [Appendix G](#) for the Tools & Trucks evaluation score sheet.

## Costs

General costs eligibility are found in Ecology’s [Administrative Requirements for Recipients of Ecology Grants and Loans<sup>13</sup>](#) (*Yellow Book*), Part III. All eligible, conditionally eligible and ineligible costs listed in the Yellow Book apply to CLCP.

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

## Eligible

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

**Administrative/overhead:** Costs such as managing this grant through record keeping and accounting. To calculate these costs, multiply the total costs itemized in the Expenditure Table by **10 percent**.

**Capital expenditures:** Such as a vehicle for crew transportation. See [Tools and Trucks](#) for more information.

**Disposal costs:** For litter and illegally dumped debris collected from public property. Although these costs are eligible, we encourage collaborating with local jurisdictions to reduce or waive disposal fees as part of the local investments.

**Labor and Industry insurance.**

**Litter pickup and illegal dump cleanup:** On public land.

**Renting or leasing tools or equipment:** Such as a front-end loader, portable toilets, or a van. Although these costs are eligible, we encourage collaborating with local jurisdictions for donating the use of such tools or equipment.

**Safety training:** For supervisors and crew members if it relates to litter/dump/road work.

**Salaries and benefits of crew supervisors and non-correctional crews:** For the time they spend on CLCP only. Supervisors may supervise local or state corrections crews, volunteer, or paid crew members.

**Supplies:** Necessary for litter pickup and illegal dump cleanup operations such as gloves, litter grapplers, hard hats, reflective vests, traffic cones, work signs, safety glasses, and bags.

**Tools** necessary for litter pickup and illegal dump cleanup operations.

**Vehicle fuel and maintenance:** In proportion to litter and illegal dump use, fuel and vehicle maintenance charges must be itemized and include relevant invoices as backup documentation in payment requests. If a vehicle is rented or leased specifically for litter pickup, the invoice must be specific and included for documentation purposes. Exception: This charge is not eligible for county owned general equipment rental or revolving fund (ER&R) charges.

## Conditionally eligible

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

**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.

**Education & Outreach:** Including behavior change, costs for activities and materials focusing on preventing litter and illegal dumping (Keep Washington Litter Free road signs, vehicle litter bags, cargo nets or tarps, outreach materials, advertising, etc.) are limited to 20 percent of the agreement total eligible cost minus a Tools and Trucks task budget. Under a Tools and Trucks task, Ecology does not allow education & outreach costs.



**Equipment:** Necessary for litter pickup and illegal dump cleanup operations; and ensuring access to the EAGL system. These purchases require Ecology grant manager prior written approval and potentially a formal amendment if not in the scope of work.

**Litter receptacles:** For placement on public property with continuous access for the public. Prior to their purchase, recipient must have a maintenance plan pre-approved in writing by Ecology for the receptacles. Maintenance and service of these receptacles are not eligible costs.

**Overtime differential:** Eligible when an individual spends 100 percent of a 40-hour work week on CLCP activities and the Ecology grant manager provides prior written approval.

**Private property illegal dump cleanup:** One-time cleanup of an illegal dump on one particular site (not one property) on privately held lands with public access. The illegal dumpsite must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage.

- Ecology requires the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup.
- The CLCP requires property owners to pay disposal costs. These are not eligible costs under the CLCP.
- Ecology encourages local governments to work with the private property owner to cover the cost of disposal or waive disposal fees as part of the investment in the cleanup.

**Private property litter cleanup** (not an illegal dump): On private property with public access only if the public is not charged for access as a commercial activity. For instance, a campground with fee or a boat launch. The litter must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owners to take part, whether financially or through preventive measures such as restricted access or signage. Ecology requires the recipient to provide a clear demonstration of public benefit and obtain the property owner's agreement to the cleanup.

## Ineligible

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

**Administration costs:** Over 10 percent of the agreement total eligible cost minus a budget for Tools and Trucks task.

**Administration/overhead:** Costs under a Tools and Trucks task.

**Application:** Costs associated with applying for CLCP.

**Cleanup:** After community fairs and special events. These costs should be part of the event itself.

**Costs incurred:** Before the effective date or after the expiration of the agreement.

**Disposal costs:** For debris collected from private land. The CLCP requires property owners to pay disposal fees.

**Education & Outreach:** Costs greater than 20 percent of the agreement total eligible cost, minus a budget for Tools and Trucks. Under a Tools and Trucks task, Ecology does not allow education & outreach costs.

**Indirect costs:** These costs are business or operational costs incurred for a common purpose and not directly connected with a specific project, such as utilities for a facility used for both project-related and non-project-related recipient activities. Indirect, also known as overhead is a rate applied to recipient salaries or salaries and benefits charged to the task and should not be confused with administrative/overhead costs as defined in these guidelines.

**Maintenance and service:** Of litter receptacles.

**Mileage:** Fuel costs must be direct billed.

**Overtime differential:** When an individual spends less than 100 percent of a 40-hour work week on CLCP activities or the Ecology grant manager did not provide prior written approval.

**Private property:** Costs associated with litter pickup or illegal dump cleanup on private land without public access.

**Private property illegal dump cleanup:** Costs associated with cleanup of an illegal dumpsite on private land with public access if the CLCP already funded a cleanup on the same site. There is a one-time limit to cleanup of a specific dumpsite on private land.

**Project costs:** That other sources already fund, including activities covered through Local Solid Waste Financial Assistance (LSWFA). Exception: The CLCP and LSWFA both cover homeless encampment cleanup costs on publicly-owned lands; however CLCP coverage for these costs are limited to cleanup on non-active sites, i.e. after an encampment area has been cleared of occupants, and includes the one-time cleanup of an illegal dump on privately held lands with public access.

**Signs:** Acknowledging specific organizations such as “Adopt a Roadway” groups.

**Supplies:** Used for grant administration, such as computers, laptops, and office furniture.

**Undocumented costs.**

**Vehicle fuel and maintenance:** For county owned general equipment rental or a revolving fund (ER&R).

## 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<sup>14</sup>](#).

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.

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

- **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

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

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

## Ecology responsibilities

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

# PART IV – Agreement and Amendment

## Agreement

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

### Negotiations and formal offer

CLCP 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 CLCP eligibility criteria.

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

## Amendment

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.

### Changes that require a formal amendment

- Scope of work or a missed deliverables due date
- Agreement budget, whether for an increase or decrease
- 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. CLCP grant managers may follow this notification with reminders.

## Close out

### General Information

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

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

### Recipient close out forms

- Final Payment Request form marked final
- Final Progress Report form, marked final, and corresponds to the final payment request
- Recipient Close Out Report (RCOR) that covers the work and outcomes achieved with the agreement budget
- Any other reports or documents required or agreed to and identified in the grant document. For example, if equipment was purchased (T&T), an Equipment Purchase Report (EPR) should be completed

### Ecology close out forms

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

### Completing the Recipient Close Out Report

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

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

The following guidance is provided for recipients of CLCP:

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

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

Screenshot 1 Example format for the Summary of Accomplishments in the RCOR.

2. **Actual Outcome.** For each of the individual Metrics found on the Progress Report form, enter the sum total amount of all quarterly reported data. See the screenshot above for how to enter the actual outcomes.
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, contact the Ecology grant manager. They can email a copy of detailed instructions, including where to find the form in EAGL.

## Part V – Reimbursement

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

### 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](#)<sup>15</sup> 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](mailto:PayeeRegistration@ofm.wa.gov) with questions about the vendor registration process.

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

### Payment Request form

Ecology reimburses eligible costs after expenses are incurred and reimbursement is requested.

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

Submitting a PR/PR demonstrates the use of CLCP funds. Unless the reporting assessment indicates otherwise, Ecology may amend or revoke a grant if the recipient does any of the following:

- Submits no invoices by October 30, 2025.
- Submits no invoices within 30 days after the end of any subsequent quarter.
- Submits invoices that show insufficient activity according to expectations specified in the grant.

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

Screenshot 2 Request for reimbursement deadlines.

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

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

## Expenditures table

### Drop down boxes

Drop down boxes for almost all cells are included in the table. It is important the recipient select the correct category option for the expenditure. Collecting accurate data that supports the CLCP program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options, 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** - CLCP does not allow indirect. If charging for Administrative/overhead costs, use Other.
- **Contracts** - Select when expenses are associated with a legally-binding, written agreement between the recipient and contractor for the rendering of professional services. You must also provide a copy of the signed contract for Ecology review prior to reimbursement of contractor-related costs.
- **Goods and Services** - select when expenses are associated with purchase of a product or service, material, or supplies.
- **Travel** - select when costs are associated with lodging, meals, mileage, vehicle rental, parking, ferry, and toll fees. Registration costs are itemized under Goods and Services. For current state travel rates, see [OFM’s travel rates](#)<sup>17</sup> that tend to adjust in January and October, so check back as needed.
- **Equipment** - Select when the expense is a tangible, personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit or system including tax and shipping. If the item has a useful life of less than one year and cost less than \$5,000 per functional unit or system, itemize under Goods and Services.
- **Property** - Select when the cost is associated with purchase of land, including crops and mineral rights, land improvements, structures, and appurtenances to them, but exclude moveable machinery and equipment.
- **Other** - Select when the cost does not fit under any previous category options, such as Use Tax. Also select when charging for [Administrative/overhead Costs](#).

### 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.

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<sup>17</sup> <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>



## 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
- Location of service

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

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

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

1. Payroll reports for W2 employees must include:

- Report period is identified
- Total employer cost for employee in the report period
- Total employee hours in the report period
- For reports created outside a payroll system, include the source of the data, report run date, and name of the person who ran the report

2. Time sheet or time card must include:

- Grant agreement number

- Name of employer
- Name of W2 employee
- Hours worked by month, day, and task

**Travel:** To receive reimbursement for travel, include:

- Pre-approval email from Ecology grant manager
- Copy of the event agenda, if attending an event
- Date and time of travel, start and return location
- For overnight travel, also include destination location when requesting reimbursement for meals and lodging
- Receipts for airfare, hotel, parking, ferry, car rental, fuel (if not charging for mileage), and or any other type of travel expense, if these costs are incurred for travel
- Submit a mileage log when requesting reimbursement for mileage. Mileage is reimbursed at the state rate that covers vehicle wear/tear and fuel costs.

**Additional Expenses:** To receive reimbursement for other expenses, reach out to your Ecology grant manager for direction on required back up documentation, 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 CLCP-specific and therefore includes fields that CLCP does not require the recipient to complete. EAGL auto-populates some fields in the form. The fields 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

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. For itemized expenses that may need more explanation, provide that here.

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

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

Screenshot 3 Example format for Summary of Accomplishments in the progress report.

## General Comment

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

## Metrics

CLCP requires the recipient report on the metrics identified in the table. If a metric is not applicable to the scope of work, enter zero. Otherwise, enter the data that represents work performed in the reporting period. Please do not double report metrics.

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

Screenshot 4 Metrics table in the progress report form.

## Upload Supporting Documents

Upload copies of tracking spreadsheets created during the reporting period, or any other materials relevant to progress or that support the information reported. The upload feature is found near the bottom of the Progress Report form.

Do not upload financial supporting 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.

### Equipment Purchase Report

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

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.

# Appendix A. Program Improvements

Program improvements for the 2025-27 biennium were minimal.

## Format and structure

Content was reorganized for flow. Most information related to applying for the grant was moved to Application Instructions. Application Instructions are incorporating into guidelines by reference.

## Policy

Percentage split of the base, geo/demo, and efficiency/effectiveness in the funding formula for allocating CLCP was changed from 35, 30, and 35 respectively to 35, 35, and 30.

Clarified information:

- Late applications forfeit initial consideration for Tools & Trucks funding
- Unspent process
  - Also applies to a T&T task budget.
  - As it relates to T&T, added exception for reobligating unspent funds
- Ineligible costs
  - Cleanup on homeless encampment sites is limited to non-active sites or sites that are not occupied.

## Process

Added or improved definitions:

- Competitive Solicitation
- Deliverable
- Deobligated Funds
- EAGL
- Ecology Close Out Report
- Education & Outreach
- Environmental Justice
- Equitable Compensation
- Local Government
- Outcome
- Output
- Overburdened Communities
- Private Sector
- Recipient Close Out Report
- Vulnerable Populations

Added information:

- Added a “special projects” clause
- Simplified the materials review process
- Requesting an award letter

## Appendix B. 2025-2027 CLCP Program Schedule

Figure B-1 CLCP Schedule for the 2025-2027 biennium

Application Date	Application Action
January 1, 2025	Pre-application and consultations with potential recipients begins.
February 4, 2025 8:00 a.m.	Application period opens; guidelines, DRAFT allocation table, and application forms available. Ecology can begin processing applications and drafting agreements. Recipient technical assistance available.
March 4, 2025 5:00 p.m.	Application period closes. Formal offers may begin after the State Budget is passed and before July 1, 2025.
Agreement Date	Agreement Action
July 1, 2025	Agreement effective date, regardless of Ecology signature date.
July 1, 2025- Ecology Signature Date on Agreement	Costs incurred in this period are called “retroactive costs” and are eligible for reimbursement.
Due dates: October 30 January 30 April 30 July 30	Submit a complete payment request and progress report (PR/PR) package in accordance with the reporting assessment provided by the grant manager. Quarters 1 & 5 cover July through September; quarters 2 & 6 cover October through December; quarters 3 & 7 cover January through March; and quarters 4 & 8 cover March through June.
October 1- December 31, 2026	Ecology and recipient work together to confirm budget needs for remainder of biennium.
March 15, 2027	Target date to initiate last amendments.
May 1, 2027	Target date for Ecology to receive all recipient signed amendments.
June 30, 2027	Agreement end date.
July 30, 2027	Recipient due date for all close out information, including a final PR/PR.

## Appendix C. DRAFT 2025-27 CLCP Allocation

Figure C-1 2025-2027 CLCP Total Projected Award by County

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

County	Base Amount	Geographic & Demographic	Efficiency & Effectiveness	Total Projected Award*
ADAMS	\$43,077	\$28,611	\$25,012	\$96,700
ASOTIN	\$43,077	\$9,174	\$22,549	\$74,800
BENTON	\$43,077	\$45,290	\$50,000	\$138,367
CHELAN	\$43,077	\$34,911	\$36,000	\$113,988
CLALLAM	\$43,077	\$26,964	\$0	\$70,041
CLARK	\$43,077	\$66,113	\$66,810	\$176,000
COLUMBIA	\$43,077	\$9,625	\$0	\$52,702
COWLITZ	\$43,077	\$30,331	\$63,592	\$137,000
DOUGLAS	\$43,077	\$27,802	\$36,000	\$106,879
FERRY	\$43,077	\$23,337	\$21,086	\$87,500
FRANKLIN	\$43,077	\$27,108	\$45,015	\$115,200
GARFIELD	\$43,077	\$7,920	\$16,695	\$67,692
GRANT	\$43,077	\$48,509	\$22,614	\$114,200
GRAYS HARBOR	\$43,077	\$29,964	\$63,959	\$137,000
ISLAND	\$43,077	\$13,694	\$5,829	\$62,600
JEFFERSON	\$43,077	\$23,007	\$4,916	\$71,000
KING	\$43,077	\$289,101	\$137,179	\$469,357
KITSAP	\$43,077	\$38,722	\$117,302	\$199,101
KITTITAS	\$43,077	\$35,808	\$36,000	\$114,885
KLICKITAT	\$43,077	\$23,749	\$30,000	\$96,826
LEWIS	\$43,077	\$36,870	\$66,053	\$146,000
LINCOLN	\$43,077	\$30,126	\$42,097	\$115,300
MASON	\$43,077	\$18,409	\$64,514	\$126,000
OKANOGAN	\$43,077	\$57,880	\$8,000	\$108,957
PACIFIC	\$43,077	\$14,095	\$15,828	\$73,000
PEND OREILLE	\$43,077	\$16,168	\$5,055	\$64,300
PIERCE	\$43,077	\$129,615	\$13,005	\$185,697
SAN JUAN	\$43,077	\$4,052	\$4,371	\$51,500
SKAGIT	\$43,077	\$36,631	\$48,692	\$128,400
SKAMANIA	\$43,077	\$16,012	\$6,911	\$66,000
SNOHOMISH	\$43,077	\$118,738	\$129,585	\$291,400
SPOKANE	\$43,077	\$91,392	\$18,531	\$153,000
STEVENS	\$43,077	\$36,060	\$18,063	\$97,200



THURSTON	\$43,077	\$48,512	\$66,411	\$158,000
WAHKIAKUM	\$43,077	\$4,019	\$0	\$47,096
WALLA WALLA	\$43,077	\$21,960	\$14,263	\$79,300
WHATCOM	\$43,077	\$47,282	\$61,041	\$151,400
WHITMAN	\$43,077	\$31,704	\$37,019	\$111,800
YAKIMA	\$43,077	\$80,738	\$20,000	\$143,815
<b>STATEWIDE</b>	<b>\$ 1,680,003</b>	<b>\$ 1,680,000</b>	<b>\$ 1,439,997</b>	<b>\$ 4,800,000</b>

\*Pending Legislative Approval

Figure C-2 Breakdown of Geographic and Demographic Amounts by County

To determine allocations, Ecology compared each county's geographic and demographic factors against statewide totals, resulting in a percentage. This percentage, multiplied by the total funding available for geographic and demographic factors, determines each county's allocation. Allocation amounts range from \$4,019 to \$289,101.

Percentages listed in the four gray-shaded columns reflect an applicant's share of each factor (area, population, miles of road, miles driven) as a percentage of Washington totals. For example, Grant County is 2,676 square miles in area or 4.02% of the total area in square miles of Washington State. So, 4.02% is in the "Area" column for Grant County. The table includes the same calculations for miles driven, miles of road, and population. The "Average Percent" column adds the four gray-shaded columns for each applicant and divides that total by four. Finally, the "Amount" column multiplies each applicant's "Average Percent" by \$1,680,000 (the total amount available for geographic and demographic allocations). In Grant County, the percentages in the four gray-shaded columns are 4.02%, 1.93%, 4.29%, and 1.31%, with a sum of 11.55%. Next, four divides 11.55%, equaling 2.89%. This is Grant County's Average Percent. Finally, 2.89% is multiplied by \$1,680,000, which equals \$48,509. This is Grant County's geographic and demographic amount.

County	Area	Miles Driven	Miles of Road	Population	Percent summed	Average Percent	Amount
ADAMS	2.89%	1.01%	2.64%	0.27%	6.81%	1.70%	\$ 28,611.48
ASOTIN	0.96%	0.18%	0.77%	0.28%	2.18%	0.55%	\$ 9,174.19
BENTON	2.56%	3.03%	2.49%	2.71%	10.78%	2.70%	\$ 45,289.52
CHELAN	4.39%	1.19%	1.71%	1.02%	8.31%	2.08%	\$ 34,911.21
CLALLAM	2.62%	1.01%	1.81%	0.98%	6.42%	1.61%	\$ 26,964.23
CLARK	0.94%	5.13%	2.99%	6.67%	15.74%	3.94%	\$ 66,113.13
COLUMBIA	1.31%	0.11%	0.83%	0.05%	2.29%	0.57%	\$ 9,624.63
COWLITZ	1.71%	2.30%	1.79%	1.42%	7.22%	1.81%	\$ 30,330.83
DOUGLAS	2.74%	0.71%	2.61%	0.56%	6.62%	1.65%	\$ 27,802.05
FERRY	3.31%	0.19%	1.96%	0.09%	5.56%	1.39%	\$ 23,336.95
FRANKLIN	1.87%	1.36%	1.96%	1.27%	6.45%	1.61%	\$ 27,107.95
GARFIELD	1.07%	0.10%	0.69%	0.03%	1.89%	0.47%	\$ 7,920.20
GRANT	4.02%	1.93%	4.29%	1.31%	11.55%	2.89%	\$ 48,508.77
GRAYS HARBOR	2.88%	1.24%	2.06%	0.96%	7.13%	1.78%	\$ 29,964.36
ISLAND	0.31%	0.77%	1.08%	1.10%	3.26%	0.82%	\$ 13,694.20

JEFFERSON	2.72%	0.64%	1.70%	0.42%	5.48%	1.37%	\$ 23,006.89
KING	3.19%	26.74%	9.30%	29.59%	68.83%	17.21%	\$ 289,100.75
KITSAP	0.59%	2.95%	2.11%	3.56%	9.22%	2.30%	\$ 38,721.51
KITTITAS	3.45%	2.16%	2.31%	0.60%	8.53%	2.13%	\$ 35,807.68
KLICKITAT	2.81%	0.43%	2.12%	0.29%	5.65%	1.41%	\$ 23,748.99
LEWIS	3.62%	1.83%	2.28%	1.06%	8.78%	2.19%	\$ 36,870.09
LINCOLN	3.47%	0.55%	3.01%	0.14%	7.17%	1.79%	\$ 30,125.66
MASON	1.44%	0.85%	1.25%	0.84%	4.38%	1.10%	\$ 18,408.56
OKANOGAN	7.91%	0.87%	4.46%	0.54%	13.78%	3.45%	\$ 57,879.78
PACIFIC	1.46%	0.42%	1.18%	0.30%	3.36%	0.84%	\$ 14,095.30
PEND OREILLE	2.10%	0.25%	1.33%	0.17%	3.85%	0.96%	\$ 16,167.52
PIERCE	2.52%	10.98%	5.51%	11.85%	30.86%	7.72%	\$ 129,614.63
SAN JUAN	0.26%	0.09%	0.38%	0.23%	0.96%	0.24%	\$ 4,051.70
SKAGIT	2.61%	2.42%	2.03%	1.66%	8.72%	2.18%	\$ 36,631.31
SKAMANIA	2.49%	0.23%	0.95%	0.15%	3.81%	0.95%	\$ 16,011.85
SNOHOMISH	3.14%	9.66%	4.68%	10.79%	28.27%	7.07%	\$ 118,738.24
SPOKANE	2.65%	6.47%	5.68%	6.96%	21.76%	5.44%	\$ 91,391.62
STEVENS	3.72%	0.67%	3.60%	0.59%	8.59%	2.15%	\$ 36,060.15
THURSTON	1.09%	4.02%	2.62%	3.82%	11.55%	2.89%	\$ 48,511.54
WAHKIAKUM	0.40%	0.07%	0.43%	0.06%	0.96%	0.24%	\$ 4,018.89
WALLA WALLA	1.91%	0.81%	1.72%	0.79%	5.23%	1.31%	\$ 21,959.58
WHATCOM	3.18%	2.64%	2.47%	2.96%	11.26%	2.81%	\$ 47,281.58
WHITMAN	3.24%	0.69%	3.01%	0.61%	7.55%	1.89%	\$ 31,704.09
YAKIMA	6.45%	3.32%	6.18%	3.28%	19.22%	4.81%	\$ 80,738.40
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>400%</b>	<b>100%</b>	<b>\$ 1,680,000</b>

## Appendix D. Task Template Scopes of Work

### Task Title: Litter Pickup and Illegal Dump Cleanup

#### Task Description:

RECIPIENT may coordinate paid litter crews, correctional crews, supervisors, and maintenance staff to clean county and city roads, state roads/interchanges, and public areas. The litter crew will pick up and transport the collected litter and illegally dumped items to a permitted solid waste facility. RECIPIENT will coordinate scheduled cleanup in partnership with the Washington State Department of Transportation (WSDOT) and Ecology Youth Corps (EYC) to avoid duplication of effort.

RECIPIENT will clean county/city roads and illegal dumpsites throughout the county. RECIPIENT may promote, coordinate, and enlist the help of other volunteer, community and/or school groups. RECIPIENT may conduct outreach to recruit new partners and participants. RECIPIENT will provide training and safety materials to participants. Volunteers will collect litter and illegally dumped material and the RECIPIENT will dispose of it.

RECIPIENT or delegate is responsible for crew safety training and oversight of crewmembers. RECIPIENT will follow all applicable local or state road setup procedures while working on city, county, or state roads. RECIPIENT will provide appropriate Personal Protective Equipment (PPE) for all workers. PPE can include safety vests, gloves, eye protection, and other supplies or tools necessary to complete the work safely.

RECIPIENT may have WSDOT pick up collected litter on state roadways or take collected material to a permitted solid waste facility.

Community Investment: Instead of requiring a match, ECOLOGY encourages RECIPIENT to mobilize local resources. These may include correctional workgroups, volunteer organizations, administrators, and/or equipment. This approach produces the greatest environmental impact with the limited funding available. To maximize project success, communities should invest local resources such as donated staff time, volunteer labor, donated tools and supplies, and waived disposal costs.

#### Costs Eligible for Reimbursement

- Salaries and benefits for crew supervisors and non-correctional crewmembers
- Administrative overhead, as defined by CLCP
- Tools and supplies related to litter pickup/illegal dump cleanup
- Fuel and maintenance proportionate to vehicle use for litter pickup and illegal dump cleanup
- Safety training related to litter, dump and or roadwork
- Disposal costs for litter pickup and illegal dump cleanup on public property
- Costs not listed here but approved in writing by ECOLOGY
- [add to list as needed]

#### Costs not eligible for Reimbursement

- Overtime differential unless the individual spends 100 percent of their time on CLCP activities and ECOLOGY provided prior written approval
- Administrative overhead costs more than 10 percent of the agreement total eligible cost minus a budget for Tools and Trucks
- Indirect costs
- Costs associated with litter pickup or illegal dump cleanup on private land without public access
- Mileage
- County owned general equipment rental or revolving fund (ER&R) charges
- Costs not supported with required documentation
- [add to list as needed]

**Task Goal Statement:**

The goal of this task is to pick up and prevent litter and illegal dumps on roadways and other public lands throughout the county.

**Task Expected Outcomes:**

With the task budget, RECIPIENT expects:

- [X] Hours Worked
- [X] Miles Cleaned
- [X] Acres Cleaned
- [X] Illegal Dumps Cleaned
- [X] Pounds of Litter Collected
- [X] Pounds of Illegal Dump Material Collected
- [X] Pounds of Material Recycled

Recipient Task Coordinator: [Name]

**Deliverables**

**Description:**

Task Expected Outcomes are the deliverables and achieved incrementally throughout the biennium.

**Due Date:** Leave blank

**Task Title: Litter Prevention Education and Outreach**

**Task Description:**

RECIPIENT will develop and implement litter prevention, secure your load and/or illegal dumping education, outreach, and behavior change efforts throughout the agreement period to residents within their jurisdiction.

Activities may include distributing materials, educational programs, installing signage, paying for emphasis patrols, advertising, or behavior change tools (like vehicle litter bags, cargo nets or tarps, etc.).

RECIPIENT may utilize existing materials in ECOLOGY's online [Litter Prevention Partner Toolkit](#), such as the new Keep Washington Litter Free road signs to replace old Litter and It Will Hurt reporting hotline signs, to support We Keep WA Litter Free ([www.LitterFreeWA.org](http://www.LitterFreeWA.org)) and other [statewide litter prevention efforts](#).

RECIPIENT may contract for assistance with education, outreach, and behavior change campaigns, including developing materials, signage, and programs. Reimbursement for costs incurred by contractors to perform work is subject to the same eligibility and reimbursement requirements as the RECIPIENT and requires ECOLOGY approval.

Community Investment: Instead of requiring a match, ECOLOGY encourages RECIPIENT to mobilize local resources. These may include volunteer organizations, schools, administrators, and/or materials. This approach produces the greatest impact with the limited funding available. To maximize project success, communities should invest local resources such as donated staff time, volunteer labor, donated or cooperative advertising, outreach or resident surveys, etc.

#### Costs Eligible for Reimbursement

- Staff salaries and benefits
- Administrative overhead, as defined by CLCP
- Travel pre-approved in writing by ECOLOGY
- Education and outreach materials and signage pre-approved in writing by ECOLOGY
- Behavior change tools (like vehicle litter bags, cargo nets or tarps, window clings, prompts, etc.)
- Costs not listed here but approved in writing by ECOLOGY
- [add to list as needed]

#### Costs Not Eligible for Reimbursement

- Overtime differential unless the individual spends 100 percent of their time on CLCP activities and ECOLOGY provided prior written approval
- Administrative overhead costs more than 10 percent of the agreement total eligible cost minus a budget for Tools and Trucks
- Litter prevention education and outreach total costs greater than 20 percent of the agreement total eligible cost, minus a budget for Tools and Trucks
- Indirect costs
- Costs not supported with required documentation
- [add to list as needed]

#### **Task Goal Statement:**

The goal of this task is to reduce litter and illegal dumping and increase public safety through education, outreach, and behavior change campaigns.

#### **Task Expected Outcomes:**

With the task budget, RECIPIENT expects to provide public education and outreach to assist in meeting the litter prevention goals of the Community Litter Cleanup Program within its jurisdiction.

[can add applicable metrics as desired]

**Recipient Task Coordinator:** [Name]

**Deliverables**

**Description:**

Task Expected Outcomes are the deliverables and achieved incrementally throughout the biennium.

**Due Date:** Leave blank

## Appendix E. Translation examples

### English

Funded in part by a Community Litter Cleanup Program grant from the Washington State Department of Ecology.

### Spanish

Financiado parcialmente por una subvención del Community Litter Cleanup Program (Programa Comunitario de Limpieza de Basura) del Washington State Department of Ecology.

### Chinese (Simplified)

部分资金来自 Washington State Department of Ecology 的 Community Litter Cleanup Program (社区垃圾清理项目) 拨款。

### Korean

Washington 주 생태부(Washington State Department of Ecology)가 제공한 지역사회 쓰레기 청소 프로그램(Community Litter Cleanup Program)보조금에서 자금의 일부를 지원받았습니다.

### Vietnamese

Tiếng Việt

Được tài trợ một phần bởi trợ cấp từ Community Litter Cleanup Program (Chương Trình Dọn Dẹp Rác Thải Cộng Đồng) của Washington State Department of Ecology.

### Russian

Ч а с т и ч н о профинансировано за счет гранта Community Litter Cleanup Program (Программа уборки отходов в сообществе) от Washington State Department of Ecology.

### Ukrainian

Ч а с т к о в о профінансовано коштом гранту Community Litter Cleanup Program (Програма з прибирання відходів у громаді) від Washington State Department of Ecology.

## Appendix F. Proof of Coordination Form

If the applicant is not the county solid waste planning authority, the applicant must coordinate with the county solid waste planning authority and fill out the [“Proof of Coordination” form<sup>18</sup>](#). The link takes you to the published form online. This form is also available in EAGL.

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<sup>18</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070521.html>



# Appendix G. Tools & Trucks evaluation scoresheet

Applicant Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Criteria 1: Environmental Results

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

Points Available 30 x \_\_\_\_\_% = Score \_\_\_\_\_

Comments:

## Criteria 2: Demonstrated need

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

Points Available 25 x \_\_\_\_\_% = Score \_\_\_\_\_

Comments:

## Criteria 3: Track Record of Recipient

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

Points Available 20 x \_\_\_\_\_% = Score \_\_\_\_\_

Comments:

## Criteria 4: Capacity of Usage

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

Points Available 15 x \_\_\_\_\_% = Score \_\_\_\_\_

Comments:

**Criteria 5: Other Factors**

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

Points Available 10 x \_\_\_\_\_% = Score \_\_\_\_\_

Comments:

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

# 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 1<sup>st</sup> 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 of Backup Documentation

Payroll Summary									
Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
Pay Frequency: Semimonthly									
Department: WH - Warehouse									
09/30/2021		88.00	1,678.54	299.99	50.36	1,328.19	DD	153.19	1,831.73
09/15/2021		88.00	1,678.54	289.47	103.96	1,285.11	DD	155.34	1,833.88
09/31/2021		96.00	1,678.54	300.00	50.36	1,328.18	DD	171.94	1,850.48
08/13/2021		80.00	1,678.54	289.47	103.96	1,285.11	DD	142.85	1,821.39
07/30/2021		88.00	1,678.54	300.00	50.36	1,328.18	DD	168.81	1,847.35
07/15/2021		88.00	1,678.54	289.47	103.96	1,285.11	DD	161.59	1,840.13
Department Totals: WH - Warehouse		528.00	\$10,071.24	\$1,768.40	\$462.96	\$7,839.88		\$953.72	\$11,024.96
Total Net Pays for WH - Warehouse: 6									
Pay Frequency Totals: Semimonthly		528.00	\$10,071.24	\$1,768.40	\$462.96	\$7,839.88		\$953.72	\$11,024.96
Total Net Pays for Semimonthly frequency: 6									
Company Totals:		528.00	\$10,071.24	\$1,768.40	\$462.96	\$7,839.88		\$953.72	\$11,024.96
Total Net Pays for Company: 6									

Wages Taxes.

Figure I-1 Sample labor distribution report for payment request.

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

Figure I-2. Sample employee timesheet for payment request.

ORGANIZATION: The Mickey Mouse Club										* Travel   Office of Financial Management (wa.gov)			**Receipts required			
NAME	DATE	TRIP INFORMATION		TRIP TIME		PER DEIM*				MOTOR VEHICLE*			OTHER** (PARKING, TOLLS, FERRY, ETC.)	GRAND TOTAL	PURPOSE OF TRIP AND NOTES	
		FROM	TO	DEPART	RETURN	B	L	D	SUBTOTAL	LOGGING COST**	PER DEIM TOTAL	MILES DRIVEN				REIMBURSEMENT RATE
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	\$ 30.10	XYZ Meeting for Task work; parking
<b>TOTAL</b>															<b>\$ 654.55</b>	

TRAVELER SIGNATURE: Donald Duck      DATE: 12/06/2024  
 TRAVELER SIGNATURE: Minnie Mouse      DATE: 12/08/2024

Figure I-3: Sample travel expense voucher.