



# **Funding Program Guidelines Ramp Litter Cleanup Program**

**2025 - 2027 Biennium**

**Solid Waste Management Program**

**Washington State Department of Ecology**

**Olympia, Washington**

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## Contact Information

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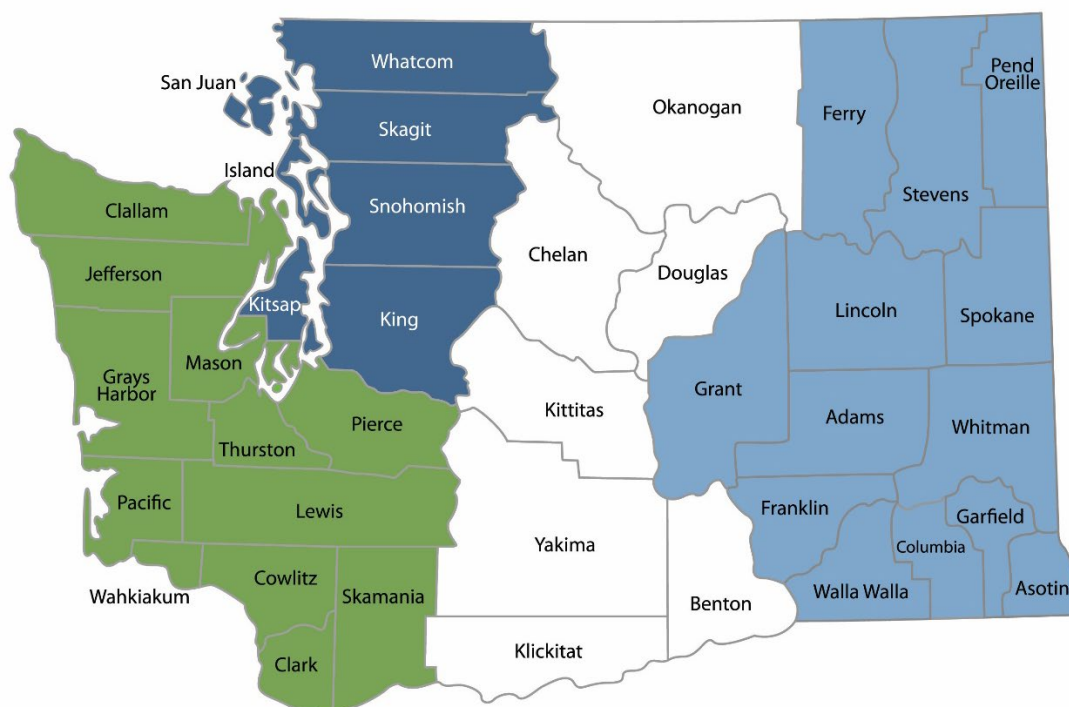
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<sup>1</sup> [www.ecology.wa.gov/contact](http://www.ecology.wa.gov/contact)

# Department of Ecology's Regional Offices

## Map of Counties Served



**Southwest Region**  
360-407-6300

**Northwest Region**  
206-594-0000

**Central Region**  
509-575-2490

**Eastern Region**  
509-329-3400

Region	Counties served	Mailing Address	Phone
<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 98133-9716	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

## Ramp Litter Cleanup Program

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

**Ecology Publication 25-07-008**

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# About the Ramp 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 Ramp Litter Cleanup Program (RLCP) was established by SB5040, the Welcome to Washington Act, in the 2021 legislative session and is now codified in RCW 70A.200.190(3). The Department of Ecology administers RLCP through these Guidelines.

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>](#), Waste Reduction, Recycling, and Model Litter Control Act
- [Chapter 82.19.020 RCW<sup>3</sup>](#), Litter Tax
- [Chapter 34.05 RCW<sup>4</sup>](#), Administrative Procedure Act

## Purpose statement

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

## Mission and goals

### Mission

The Ramp Litter Cleanup Program (RLCP) is a competitive grant program to assist local governments with funding for litter cleanup activities on state ramps located within the jurisdiction of the local government.

### Goals

- Cleanup litter on state ramps and interchanges
- 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> <https://app.leg.wa.gov/RCW/default.aspx?cite=34.05>

## Contact information

Ecology grant managers help connect applicants/recipients with other groups and agencies involved in litter cleanup activities on state ramps. Ecology grant managers are the recipient's first point of contact for help with EAGL and the overall administration of a RLCP grant.

Table 1 RLCP Ecology team

Name	Ecology Address	Contact Information	Works with These Counties
<b>Monica Martinez</b>	Central Region Office 1250 W Alder Street Union Gap WA 98903-0009	509-208-4702 <a href="mailto:monica.martinez@ecy.wa.gov">monica.martinez@ecy.wa.gov</a>	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
<b>Ryan Plouse</b>	Eastern Region Office 4601 N Monroe Spokane WA 99205-1295	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
<b>Justin Boneau</b>	Northwest Region Office PO Box 330316 Shoreline WA 98133-9716	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
<b>Maggie Gray</b>	Southwest Region Office PO Box 47775 Olympia WA 98504-7775	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
<b>Tami Ramsey, Fund Coordinator</b>	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>
<b>Alaina Robertson, Grants Technical Assistance Lead</b>	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>• RLCP eligibility</li> <li>• Backup to Ecology grant managers</li> </ul>
<b>Steven Williams, Management Liaison</b>	Northwest Region Office PO Box 330316 Shoreline WA 98133-9716	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>



## RLCP 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 RLCP 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 RLCP eligibility questions.

### **Fund Coordinator**

The fund coordinator oversees administration of the RLCP 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 RLCP team. The liaison coordinates information flow between the RLCP team and the program management team and generally supports overall function of the RLCP 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 RLCP through EAGL, or in rare circumstances, another process defined by Ecology.

### How to register in 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.

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

### Already Registered in EAGL

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

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

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

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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>

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

## Cost reimbursement

To receive payment, the recipient must have a statewide vendor (SWV) number assigned by the Office of Financial Management. If the recipient organization does not already have a SWV number, [register for a statewide vendor 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). RLCP funding program guidelines may be stricter in specific areas.

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

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

## State grant

Funding for RLCP comes from the State of Washington and is a competitive grant program. Matching funds are not required.

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<sup>7</sup> <https://ofm.wa.gov/it-systems/accounting-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>

## Program improvements

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

## Anticipated schedule

See [Appendix B](#) for the anticipated schedule for 2025-27 RLCP program.

## Definitions

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

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

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

**APPLICANT:** Any local government agency in Washington State which applies for a RLCP grant with Ecology.

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

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

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

**CREW SUPERVISOR:** The person in charge of overseeing crews while they are performing litter 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.

**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.

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

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

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

**INTERSECTION:** See Ramp.

**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.

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

**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.

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

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

**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 based on an assessment.

**SCOPE OF WORK:** The objectives, tasks, and deliverables accomplished under an agreement.

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

You can find a complete listing of state highways by area on the Washington State Department of Transportation's [State Highway Log](https://wsdot.wa.gov/about/transportation-data/roadway-data/state-highway-log)<sup>10</sup> or [State Route Web Tool](https://wsdot.wa.gov/about/transportation-data/roadway-data/state-route-imagery-collection)<sup>11</sup>.

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<sup>10</sup> <https://wsdot.wa.gov/about/transportation-data/roadway-data/state-highway-log>

<sup>11</sup> <https://wsdot.wa.gov/about/transportation-data/roadway-data/state-route-imagery-collection>

**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 an acquisition cost of 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 with a useful life of more than one year, and an acquisition cost of less than \$5,000 per functional unit.

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

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

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

## Acronyms and Abbreviations

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

## Part II – 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>12</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.

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

Ecology anticipates \$600,000 for the Ramp Litter Cleanup Program (RLCP) for the period October 1, 2025, through June 30, 2027. **This amount is not final.** A final amount may not be known until after the application period closes.

### Insufficient funds to fulfill terms

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

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

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



## Local contribution requirements

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

## Administrative/overhead

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

## 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 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 RLCP 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.
- 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. These are uploaded on the payment request form as backup documentation.
  - Payroll report or equivalent that shows the total cost of recipient employees to the recipient.
- Invoices and receipts for all items purchased. These are uploaded on the payment request form as backup documentation.
- The Daily Worksheets, or equivalent form, stay in local files only. You do not upload these into EAGL. Ecology may request a scanned copy.

## Period of performance

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

## Applying for RLCP

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

The application period opens at 8:00 a.m. on July 29, 2025. Applications are due to Ecology before 5:00 p.m. on August 26, 2025. You must submit your application through EAGL.

## Submitting an application

Included in the Application Instructions document are detailed instructions for “submitting an application” in EAGL. After completing all application forms, you must change the status of your application to “submit.” This formally submits your application to Ecology. The status of your application must be “submitted” before 5:00 p.m. on August 26, 2025, or it may not be considered.

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

## Awarding RLCP

### Application Screening

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

- Does the Project Information form describe eligible work?
- Does the Proposed Budget form identify eligible costs?
- Does the total budget request cover the eligible work?

If the application passes initial screening criteria, the application will move on to application evaluation.

### Project Evaluation

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

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

Ecology interprets RCW 70A.200.190(3) as an effort to clean ramps with the highest visibility on the most traveled state highways. With that in mind, scoring is weighted to prioritize litter

cleanup of ramps on multi-lane Interstates, US highways, and State Routes. This priority may also be used when determining awards.

See [Appendix C](#) for the evaluation criteria.

## **Award selection**

### **Application scoring and ranking**

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

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

The initial maximum grant award is \$60,000 per application. After initial awards, Ecology may increase awards beyond \$60,000 per application if additional funding becomes available. See [Unrequested](#) and [Unspent Funds](#).

## **Award announcement**

After the ranked list is approved, Ecology will contact all applicants. Target date to announce awards is September 17, 2025. The effective date of an award is October 1, 2025.

## **Returning a signed agreement (or amendment)**

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

As of July 2024, Ecology requires at least one signatory to sign using Ecology's DocuSign account. Ecology is not accepting hard copy documents for processing. Specific instructions are 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 RLCP program, which is periodically reviewed by the State Auditor. Ecology monitors performance to ensure that overall allocation for RLCP 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>13</sup> (Yellow Book) and these Guidelines.

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

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 may be redistributed to another agreement before the end of the biennium. See Unspent funds.

## 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.

## 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.

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<sup>13</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

## Part III – Eligibility

### Applicants

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

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

Recipients may also utilize the Department of Enterprise Services master contract for encampment cleanup if cleanup of a state ramp might include encampment cleanup. Find more information at [DES Encampment Cleanup Services](#)<sup>14</sup>.

### Projects

Eligible RLCP projects are limited to litter cleanup activities on state ramps, including interchanges as [defined in these Guidelines](#).

### Costs

General costs eligibility are found in Ecology's [Administrative Requirements for Recipients of Ecology Grants and Loans](#)<sup>15</sup> (Yellow Book), Part III. All eligible, conditionally eligible and ineligible costs listed in the Yellow Book apply to RLCP.

### Eligible

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

**Disposal costs:** For litter collected from state ramps (includes interchanges). Although these costs are eligible, we encourage collaborating with local jurisdictions to reduce or waive disposal fees as part of the local investments.

**Encampment cleanup services:** DES master contract for *Encampment Cleanup Services* if encampment cleanup occurs on a state ramp.

**Labor and Industry insurance.**

**Litter cleanup:** When cleanup is on state ramps as defined in these Guidelines.

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<sup>14</sup> <https://apps.des.wa.gov/DESContracts/Home/ContractSummary/06419>

<sup>15</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

**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.

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

**Supplies and tools:** Necessary for litter pickup operations such as gloves, litter grapplers, hard hats, reflective vests, traffic cones, work signs, safety glasses, and bags. Office supplies are not eligible.

**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 RLCP 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.

**Equipment:** Necessary for litter pickup 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.

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

## Ineligible

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

**Administration/overhead:** Over 10 percent of total grant amount.

**Application:** Costs associated with applying for a RLCP grant.

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

**Education & Outreach:** This grant program does not support 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.

**Litter cleanup activity:** When cleanup is on other portions of state roads such as shoulders and medians or any local roads.

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

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

**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.

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

- **Cost-reimbursement** - An agreement between two parties to provide payment for allowable costs incurred by the other party. Payments are typically monthly or quarterly and paid based on actual costs and invoices.
- **Unit price** - Individual portions, or units, of work are identified to estimate a total project cost. Each unit is based on several variables, in combination or on their own, such as materials, labor and overhead.
- **Fixed-price** - Agreements have fixed payments based on a milestone payment schedule or the submission of deliverables.
- **Time and materials** - The scope of a project is specified, and reimbursement is based on the actual amount and cost of time and materials required to complete the project. These contracts commonly include a "not to exceed" limit.

## Recipient responsibilities

- 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 Uploads 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 Uploads form in EAGL.
- Ecology grant manager must confirm costs meet Ecology, RLCP program, and grant agreement requirements before approving contractor costs.



## Part IV – Agreement and Amendment

### Agreement

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

#### Negotiations and formal offer

Ecology and the recipient confirm the grant scope of work. Ecology then offers the agreement through EAGL. The Authorized Official(s) for the recipient organization receives an EAGL auto-generated “Agreement Requires Signature” email. This is Ecology’s official notification that an agreement is ready for recipient signature.

Ecology requires all grant documents include at least one (1) signature through Ecology’s DocuSign account. The Ecology grant manager will send a follow-up email with instructions and next steps for signing through Ecology’s DocuSign account.

### 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 recipient organization will receive an EAGL auto-generated Amendment Requires Signature email. This is Ecology’s official notification that an Amendment is being offered and is ready for recipient signature. RLCP grant managers may follow this notification with reminders.

### 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 Closed” in EAGL.

## Recipient close out forms

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

## Ecology close out forms

- Site Visit form. Appropriate staff may conduct a final, on-site inspection or evaluation of work accomplished. If this occurs, the Ecology grant manager completes this form.
- Ecology Close Out Report (ECOR) is a compilation of the information from the RCOR and Ecology grant manager observations. It is like the RCOR except the Ecology RLCP grant manager completes the ECOR and confirms accuracy of 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 RLCP does not require the recipient to complete, though the form must be completed by the recipient and submitted concurrent with the final PR/PR.

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

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

Screenshot 1 Summarizing accomplishments in the recipient close out report.

2. **Actual Outcome.** In this field, enter a total of all the Metrics you entered on each Progress Report form. See the screenshot above for how to enter the actual outcomes.

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

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

## 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 D](#) for more information about Solid Waste Management's Reporting Assessment Policy.

### Cost-reimbursement statewide vendor number

Ecology disburses payments on a cost-reimbursement basis. This means a recipient must incur the cost before it becomes eligible for reimbursement. An incurred cost is the date the recipient receives the item, or the service is performed, and the cost incurred date must be identified and documented by a payable invoice.

Recipients receive payment through the Washington State Office of Financial Management's Statewide Payee Desk. To receive payment, [register as a statewide vendor](#)<sup>16</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>17</sup> to verify if your organization already received one.

### Payment Request form

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

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

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

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

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

<sup>17</sup> <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

- Submits no invoices by January 30, 2026.
- 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.

Table 2 Request for reimbursement deadlines.

Quarters	5	2 & 6	3 & 7	4 & 8
Months in each Quarter	July – September	October – December	January – March	April – June
PR/PR due date	October 30	January 30	April 30	July 30

Please note, RLCP agreement period starts in quarter 2 and **late reporting may reduce current and/or future funding.**

## Expenditures table

### Drop down boxes

Drop down boxes for almost all cells are included in the table. It is important the recipient select the correct category option for the expenditure. Collecting accurate data that supports the RLCP program is only possible when the correct “Item Category” is selected and when the recipient itemizes “Item Category” costs accurately. The ten “Item Category” options, 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** - RLCP 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** – RLCP does not allow travel costs.
- **Equipment** – RLCP allows equipment purchases with prior written approval. 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** – RLCP does not allow property purchases.
- **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.

## Backup documentation

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

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

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

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

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

- For time and materials contract, include:
  - Log of hours worked on grant task by employee by day.
  - Invoices for materials that include total cost, date of purchase, date contractor took possession of materials.
  - List of task work accomplished in the reporting period.
- For a deliverables contract, include:
  - Proof the deliverable was achieved. For example,

- Deliverable was to provide a training: proof might be a copy of the sign-in sheet for all training attendees.
- Deliverable was a report: proof would be a copy of the report.

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

1. Payroll reports for W2 employees must include:

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

2. Time sheet or timecard must include:

- Grant agreement number.
- Name of employer.
- Name of W2 employee.
- Hours worked by month, day, and task.

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

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

All time is reimbursed at the employee's regular rate of pay unless the employee works 100% of a 40-hour work week on RLCP, then overtime is eligible with Ecology's prior written approval.

## Ecology review and approval

RLCP grant managers approve, modify, or deny each cost itemized in the Expenditures table. They rely on the agreement, backup documentation provided with the PR/PR, these *Guidelines*, and [Administrative Requirements for Recipients of Ecology Grants and Loans<sup>18</sup>](#) (Yellow Book) to make the determination. The Ecology grant manager may contact the recipient for help making the determination, may return the PR/PR for modifications, or may make the decision to deny the cost in whole or in part. In the latter case, the Ecology grant manager will enter a brief explanation in the Comment field on the Expenditures table for that line item.

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<sup>18</sup> <https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html>

## Progress Report form

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

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

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

## Final

The only time “Yes” is selected 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 the 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 RLCP agreement.

The screenshot shows a table with three columns: Task Title, Percent Complete, and Summary of accomplishments for this reporting period. The first row contains the text 'State Highway Ramps and Interchange Cleanup' in the Task Title column, '33 %' in the Percent Complete column, and 'Cleaned on/off ramps.' in the Summary of accomplishments column. The table is titled '\* By Task Progress'.

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

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



## General Comment

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

## Metrics

RLCP focuses on results and requires the recipient report on the metrics identified in the table. Results must be tangible, and recipients must report results in accordance with the terms of their grant.

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.

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.

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

Screenshot 3 Metrics table in Progress Report form

## 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.

## **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 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

Clarified steps leading to an award:

- Application screening (pg. 15)
- Project evaluation (pg. 16)
- Initial maximum award (pg. 16)

### Process

Added or improved definitions:

- Competitive Solicitation
- Deliverable
- Deobligated Funds
- EAGL
- Ecology Close Out Report
- Local Government
- Outcome
- Output
- Private Sector
- Recipient Close Out Report
- Vulnerable Populations

Added information:

- Updated Evaluation Criterion 4 to inform it will not be evaluated and the applicant will receive a default 15/15 points.

## Appendix B. 2025 – 2027 RLCP Program Schedule

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

Table 3 RLCP anticipated schedule for the 2025-2027 biennium

Application Dates	Application Action
July 1, 2025	Pre-application and consultations with potential recipients begin.
July 29, 2025 8:00 a.m.	Application period opens. Guidelines, application instructions, and application forms available. Recipient technical assistance available.
August 26, 2025 5:00 p.m.	Application period closes.
August 27 – 29, 2025	Target dates to screen applications.
September 2 – 12, 2025	Target dates for evaluation.
September 17, 2025	Target date to announce 2025-2027 awards.
Agreement Dates	Agreement Action
October 1, 2025	Agreement effective date, regardless of Ecology signature date.
October 1, 2025 - Ecology Signature Date on Agreement	Costs incurred in this period are incurred at the risk of the recipient. They are called “retroactive costs” and should be requested for reimbursement in the first PR/PR submitted.
Due dates: January 30 April 30 July 30 October 30 (in 2025)	Submit a PR/PR in accordance with the reporting assessment provided by the Ecology grant manager <b>30 days</b> after each quarter ends. Quarter 5 covers 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. There is no reporting period for RLCP in quarter 1.
June - August, 2026	Ecology and recipient work together to confirm budget needs for remainder of biennium (unspent process).
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. Application Evaluation Criteria

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

### Evaluation Scorecard

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

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

Table 4 Evaluation scorecard.

## Appendix D. 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 E. 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	290.99	50.36	1,328.19	DD	153.19	1,831.73
09/15/2021		88.00	1,678.54	290.47	103.96	1,285.11	DD	155.34	1,833.86
09/01/2021		98.00	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		528.00	\$10,071.24	\$1,768.40	\$462.96	\$7,839.88		\$953.72	\$11,024.96
Pay Frequency Totals: Semimonthly									
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									

Screenshot 4 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

Screenshot 5 Sample employee timesheet for payment request.

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

Screenshot 6 Sample travel expense voucher.