



Fiscal Year 2023–2025 Pollution Prevention Assistance Partnership Application

Introduction

Thank you for your interest in providing outreach and technical assistance to businesses in your jurisdiction. This application will serve as your proposal for the [Pollution Prevention Assistance Partnership¹](#) (formerly known as the Local Source Control Partnership) for the Fiscal Year 2023–2025 (FY23-25) Biennium.

Across Washington, local governments participating in the PPA Partnership offer free, hands-on assistance to help businesses identify, mitigate, and resolve potential pollution issues. This is our mission:

“We protect Washington’s residents and environment by helping small businesses reduce toxic chemical use, safely manage dangerous waste, and keep stormwater free of pollutants.”

Specifically, our Pollution Prevention Specialists help businesses and organizations that are [small quantity generators \(SQGs\)²](#) reduce pollution by:

- Explaining hazardous waste regulations that apply to these businesses.
- Recommending improvements to ensure businesses comply with hazardous waste regulations.
- Locating recycling or disposal resources for hazardous waste.
- Reviewing businesses’ spill prevention practices and response materials.
- Recommending best management practices (BMPs) for stormwater management.

The PPA Partnership is not a grant program. As a contractor, your local governmental department or organization agrees to conduct work that could otherwise be carried out by the Department of Ecology. The PPA Partnership allows Ecology to focus its efforts on medium and large quantity generators, while local jurisdictions assist smaller businesses. This way, together, we can assure all businesses are preventing pollution.

Your organization must have legal authority to carry out this work. Therefore, only public entities are eligible to receive this funding, but may use subcontractors to conduct approved activities. The contracts are performance-based interagency agreements (IAA) and governed by the [Revised Code of Washington \(RCW\) Chapter 39.34³](#).

As a PPA contractor, your organization will provide technical assistance site visits and pollution prevention education to Small Quantity Generators (SQGs) of dangerous waste (like smaller businesses, organizations, and nonprofits). Technical assistance and education efforts are designed to reduce or eliminate hazardous waste and other pollutants at the source through best management practices that prevent spills and discharges to ground, air, and water (especially to industrial wastewater and stormwater). During business visits to certain business sectors, PPA specialists will also discuss the PPA Partnership’s Product Replacement Program (PRP) opportunities. If a business is interested in participating in one of these incentive programs, the PPA specialist will guide them through the process in accordance with Ecology’s guidelines and requirements.

1 <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Preventing-hazardous-waste-pollution/Technical-assistance-for-business/Pollution-prevention-assistance>

2 <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics/Small-quantity-generators>

3 <https://app.leg.wa.gov/RCW/default.aspx?cite=39.34>

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Ecology's goals for the FY23–25 Biennium

The number of partners that can be supported and the dollar amount awarded to each partner is dependent on how much funding Ecology receives for this program. This will not be known until after the end of the 2023 State Legislative Session (scheduled to end in late April). Ecology's goal is to increase the size and environmental benefit of the PPA Partnership by:

- Continuing to support all existing PPA partners.
- Establishing new PPA partners in areas of the state not currently within the partnership.
- Improving the branding and marketing of the PPA partnership.
- Delivering product and equipment swap-out incentives to businesses through the [Product Replacement Program](#).⁴

The distribution of pass-through funding is at Ecology's discretion. Ecology will use the following prioritization for allocating funding awards:

1. Existing PPA Partner(s).
2. New PPA Partner(s) that will provide PPA Partnership coverage to a new region, currently not within the partnership.
3. New PPA Partner(s) that will provide additional PPA Partnership coverage in a region that is already within the partnership.

Ecology will also consider the following criteria when determining award distribution and amounts.

- Past performance (for existing PPA Partners only). (100 pts.)
- Specialists' qualifications and experience conducting business visits. (75 pts.)
- Organization's experience doing technical assistance and outreach business visits. (75 pts.)
- Budget value (cost per deliverable – visits and unique program elements). (100 pts.)
- Environmental Focus (geographic and/or business sector focus to address a specific environmental need such as known pollutant problems). (75 pts.)
- Equity and Environmental Justice Focus (geographic and/or business sector focus to ensure equal access to PPA services and address an underserved community or population). (75 pts.)

⁴ <https://ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Product-Replacement-Program>

Application

To be considered for funding, please answer the following prompts.

General Information

Organization or agency name:

Contact name:

Phone number:

Email:

Describe the geographic area your organization will cover and provide technical assistance and outreach (county, cities, etc.):

Total funding request (in \$000,000.00 format):

Proposed number of total site visits (initial, follow-up, and screening):

Jurisdictional information

Provide more detail about the geographic area in which you will provide technical assistance visit and outreach. What are the boundaries you will work within? Is any part of this area covered by a municipal stormwater permit? What is the population of the area? Approximately how many businesses operate within the area?

If other entities provide similar types of technical assistance and outreach within this geographic area, please list those entities, describe how you will work with them:

Identify your organization's legal authority to conduct source control technical assistance business visits. Legal authority can be derived from the Revised Code of Washington (RCW), Washington State Administrative Codes (WAC) or City/County Ordinances.

Organizational experience

Describe your organization's experience conducting business visits, meeting contract deliverables, and participating in similar cross-jurisdictional programs:

Proposed PPA Team

Describe your team, including staff, contractors, and partner agencies, if any. If you will be hiring new staff or using a subcontractor, but have not yet selected the subcontractor, please describe the qualities and qualifications you will use to select them. Make sure to list out the contract manager, billing staff and specialists, and indicate those positions in the Key Responsibilities/Roles fields. For Estimated FTE please identify the percentage of a full-time equivalent staff member. For example, if your full-time employee will be spending half of their time on PPA, use 0.5 as the estimated FTE. If they will be spending all their time on PPA, use 1.0 as the FTE.

Team member: Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

Team Member Backup (responsible for this work if team member is not available):

Team member: Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

Team Member Backup (responsible for this work if team member is not available):

Team member: Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

Team Member Backup (responsible for this work if team member is not available):

Team member:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

Team Member Backup (responsible for this work if team member is not available):

Team member:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

Team Member Backup (responsible for this work if team member is not available):

Team member:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

Team Member Backup (responsible for this work if team member is not available):

Describe your specialists' and organization's ability to assess the full range of issues listed on the PPA checklist. Indicate how you will ensure your technical assistance specialists have the training and skills necessary to carry out this type of work.

Proposed deliverables

Deliverables include business visits and outcomes from your selected unique program elements. Unique program elements and visit types are discussed in more detail below. To be considered for PPA funds, Ecology requires participation in the work categories listed below and expects this work to fall within the corresponding proportions:

- 65 – 70% Technical assistance site visits.
- 15 – 20% Unique program elements.
- 10% PPA staff networking and training (may be higher for new partners).
- 5% Other (administration, meetings, etc.).

Most of your technical assistance site visits should be a combination of initial and follow-up visits, with a target of approximately 60% of your visits being initial visits, or 80% of your visits being a combination of initial and follow-up visits.

Technical assistance visits

An initial visit occurs at the actual site and results in a completed checklist (or enough data gathered to complete data entry into the LSC database). It will either be the first complete visit to a site OR the first visit in two or more years.

- A screening visit is an attempted visit with one or more of the following exceptions:
- The business declined or put off the visit.
- You were interrupted during the visit and were unable to gather complete data.
- You discover that the facility does not exist anymore.
- The business does not qualify for a visit under the PPA program, likely because it is a medium or large quantity generator of dangerous waste.

A follow-up visit should occur within 90 days of the initial visit. Follow-up should generally be done through an on-site visit. However, a phone conversation, mail, or email exchange may count as a follow-up visit if it includes confirmation from the business that the issues that were identified in the initial visit were resolved.

Unique program elements

Unique program elements are specialist projects done either by your organization independently or with a group of PPA specialists. These projects should compliment the mission of the partnership or address a specific education and outreach need in your jurisdiction.

For your unique program elements, select from the table below or propose your own project. If you plan to propose your own unique program elements, we encourage projects that will benefit the partnership as a whole or focus on specific environmental concern within your jurisdiction. Be sure to provide outputs for your projects that are tangible and measurable.

Each partner is required to participate in at least two unique program elements. Please note that Ecology must ensure there is enough partner participation in certain unique program elements to sustain and support the partnership. These elements include:

- All-Staff Planning Committee(s)
- New Specialist Discussion Panels
- Mentoring of New Specialists
- Product Replacement Program Advisory Committee
- Resource Consistency Committee

If not enough partners volunteer for these elements or there is a need to manage committee size, these unique program elements may be altered during contract negotiations. The Partnership Coordinator will work with you to finalize these decisions.

Table 1: Unique program element options.

Unique program element	Description	Qualifications and expectations	Required or proposed deliverable
All-Staff Planning Committee	Work with one to three other partner jurisdictions to plan and organize event. Ecology will provide support.	Up to 10 hours of planning and organizing time (like meetings and follow-up, hosting). One jurisdiction or PPA Specialist will be lead for the planning event.	Complete one All-Staff Event.
New specialist training discussion panel	Participate in up to 12 panel discussions hosted by Ecology to help new specialist training. Answer questions and share your experience and tips for success. Ecology will host the discussion panels.	Have experience conducting PPA visits for a minimum of 18 months. Participate in all panel discussions scheduled (up to 24 hours total).	Participate in 90% of scheduled panel discussions.
Mentoring	Mentor up to five (5) new PPA specialists on how to conduct and document PPA visits.	Have experience conducting PPA visits for a minimum of 18 months.	Mentor all new PPA specialists assigned to you, up to 5.
Product Replacement Program (PRP) Advisory Committee	Review PRP projects, outreach materials, and processes. Provide feedback and insight into how it will best integrate with other PPA work.	Have experience conducting PPA visits for a minimum of 6 months. Attend meetings, review documents, and provide feedback (up to 72 hours total).	Participate in 90% of scheduled meetings. Review all assigned materials.
Resource Consistency Committee	Participate on a team to enhance partnership branding and consistency across partners. Review and advise partners on logo and template use, material and website design, and other projects as needed.	Have experience conducting PPA visits for a minimum of 6 months. Attend meetings, review documents, and provide feedback (up to 72 hours total).	Participate in 90% of scheduled meetings. Review all assigned materials.

Unique program element	Description	Qualifications and expectations	Required or proposed deliverable
Monthly Webinar / All-Staff Topic Presentation	Provide a presentation at either a monthly training webinar, or during an All-Staff event.	Knowledge and experience adequate to train other PPA specialists on the selected topic or recruit a qualified speaker for a topic.	Complete a topic presentation at a webinar or All-Staff meeting.
Case Study Presentation	Provide a case study presentation at either a monthly training webinar, or during an All-Staff event.	A case study presentation to demonstrate the outcome, any lessons learned, and the overall experience of working with a business.	Complete a case study presentation at a webinar or All-Staff meeting.
Business Sector Workshop	Individually or partnering with another jurisdiction, host a workshop or webinar to provide education and best management practices to a specific business sector.	Adequate experience with pollution issues of selected sector. Plan, organize, and host event.	Complete a business sector workshop.
Checklist & Tip Sheets	Individually or partnering with another jurisdiction, develop sector specific checklists and tip sheets for the entire partnership to have access.	Experience visiting multiple business within the business sector focus.	Complete sector checklist & tip sheets.
Other	Proposed by applicant.	Described by applicant.	Proposed by applicant.

Provide the estimated proportion for your proposed contract. If different from the recommended percentages below, provide justification for the proposed percentages.

Technical assistance visits

Proposed percentage: Recommended percentage: 65–70%

Justification:

Unique program elements

Proposed percentage: Recommended percentage: 15–20%

Justification:

Staff networking/training

Proposed percentage: Recommended percentage: 10%

Justification:

Other

Proposed percentage: Recommended percentage: 5%

Justification:

Please quantify and describe your deliverables should you receive your full funding request.

For the site visit deliverables, the “Importance or rationale” section should be used to explain how you determined the quantity of each type of visit is an appropriate target for your jurisdiction. For the proposed unique program elements, please indicate how the element provides value to your jurisdiction and/or the partnership.

Note: If Ecology has to reduce the funded amount awarded, we will work with you to scale the deliverables to match. Ecology also reserves the right to negotiate final unique program elements for the benefit of the partnership as a whole.

Total site visits

Output (# of visits):

Importance or rationale:

Initial site visits

Output (# of visits):

Importance or rationale:

Follow-up site visits

Output (# of visits):

Importance or rationale:

Screening site visits

Output (# of visits):

Importance or rationale:

Unique program element 1 (required):

Deliverables and outputs:

Importance or rationale:

Unique program element 2 (required):

Deliverables and outputs:

Importance or rationale:

Unique program element 3 (optional):

Deliverables and outputs:

Importance or rationale:

Unique program element 4 (optional):

Deliverables and outputs:

Importance or rationale:

List the business sectors or geographical areas you will emphasize visits and outreach to during this biennium and provide your rationale for this emphasis.

These are targets for emphasis and may be changed upon consultation with Ecology. Please note: Your jurisdiction will be asked to work with two specific business sectors (if they exist in your jurisdiction) during this biennium to support the Product Replacement Program.

Potential business sectors include:

- Automotive maintenance and repair facilities.
- Gymnastic and other athletic/entertainment centers with foam pits.

Other business sectors may also become the focus of PRP efforts during the biennium. Partners may be asked to provide feedback and outreach on these efforts.

Business sector or geographic area of focus:

Rationale:

Business sector or geographic area of focus:

Rationale:

Business sector or geographic area of focus:

Rationale:

Describe your target timeline for your deliverables during the contract period:

July 1, 2023 – December 31, 2023

Goal for number of site visits by type:

Unique program element activities:

Business sector or geographic area focus activities:

January 1, 2024– June 30, 2024

Goal for number of site visits by type:

Unique program element activities:

Business sector or geographic area focus activities:

July 1, 2024 – December 31, 2024

Goal for number of site visits by type:

Unique program element activities:

Business sector or geographic area focus activities:

January 1, 2025– June 30, 2025

Goal for number of site visits by type:

Unique program element activities:

Business sector or geographic area focus activities:

Proposed Budget

Please note that Ecology will not know how much funding is available for the partnership until after the Legislative Session has concluded. Ecology reserves the right to request reductions to your proposed budget after our budget allocations are known to ensure the partnership is supported and sustainable over a greater geographic region.

Describe the process you used to estimate the cost of the proposal. The description of your process should provide adequate information to determine your proposal's cost effectiveness. Factors such as travel time to and from business visits, complexity of business sector emphasis, and other relevant factors should all be considerations in developing a budget that is cost effective, sustainable, and produces quality technical assistance visits.

Provide your proposed budget. The “Rationale” section can be used to reference back to the previous question on the process used to estimate the cost of this proposal. If any specific goods and services, equipment, or travel/training expenses are known, please list in “Rationale.” In addition to the table below, a detailed breakdown of your budget may also be included as an attachment to this proposal.

<u>Category</u>	<u>Amount</u>	<u>Rationale</u>
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Salaries

Benefits

Goods & Services

Equipment

Travel/Training

Subtotal Direct Costs

Indirect Costs

Indirect Cost Rate %

Total request:

Environmental need(s)

Describe how your business visits or unique elements will address one or more environmental needs within your jurisdiction. For example, will your visits target known or suspected sources of pollutants effecting a cleanup site, a TMDL (Total Maximum Daily Load), or a sediment or water quality impairment? Does your proposal target known stormwater pollutant issues? Does your proposal target specific contaminants known to impact orca or salmon recovery? Examples of these contaminants include:

- Polychlorinated biphenyl (PCBs)
- Polybrominated diphenyl ether (PBDEs)
- Dichloro-diphenyl-trichloroethane (DDT)
- Polycyclic aromatic hydrocarbons (PAHs)
- Contaminants of emerging concern (CECs) including chemicals found in widely used everyday items like pharmaceuticals, personal care products (soap, lotion, cosmetics), detergents, plastics, pesticides, phthalates, bisphenols, alkylphenols, and highly fluorinated or per- and polyfluoroalkyl substances.

Equity and environmental justice

Describe how your organization will ensure your services are available equitably to all businesses across your jurisdiction. For example, you may need to:

- Develop outreach materials or methods to reach a community whose primary language is not English.
- Prioritize geographic areas or business sectors you haven't focused on previously.
- Implement a variety of outreach methods to interest businesses in your services and ensure more businesses are aware of your PPA program.
- Focus your business visits in an area negatively impacted by known pollutant problems (perhaps addressed in the environmental need section).

Appendix A: Issue Categories and Types Found on the PPA Checklist

During a PPA visit, specialists will use a checklist to evaluate a business and record what was done during a specific visit. The checklist contains the following business waste topics:

Dangerous Waste

- Properly designates waste
- Properly stores dangerous wastes
- Cleans and eliminates leaks and spills from dangerous waste storage areas
- Replaces compromised containers of dangerous waste
- Properly disposes of dangerous waste
- Educate employees on dangerous waste management
- Install secondary containment for dangerous waste
- Properly label containers of dangerous waste
- Properly document dangerous waste disposal
- Other dangerous waste storage or disposal related issue

Industrial Wastewater

- Correct illegal plumbing connection
- Obtain proper permit for facility discharge
- Properly maintain pretreatment system
- Other industrial wastewater related issue

Spills

- Improve or create spill response procedures
- Improve or purchase adequate spill response materials
- Other spill related issue

Stormwater

- Halt discharges of wastewater to storm drain
- Maintain storm drain system (remove solids or repair system)
- Install catch basin filter inserts
- Other stormwater related issue
- Fats/oils/grease (FOG) to stormwater

Other

- Properly store products/wastes
- Properly store containerized materials
- Properly store non-containerized materials
- Implement proper housekeeping
- Universal waste