

Pollution Prevention Assistance Partnership Application

July 1, 2025–June 30, 2027

ECY 070-592 | Revised **November 2024**

Introduction

Thank you for your interest in providing outreach and technical assistance to businesses in your jurisdiction. The application will serve as your proposal for the [Pollution Prevention Assistance \(PPA\)](#)¹ Partnership for the Fiscal Year 2025–2027 (FY25–27) 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.

Our mission statement:

“ 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 PPA specialists help businesses and organizations that are [small quantity generators \(SQGs\)](#)² equitably reduce pollution by:

- Explaining dangerous waste regulations that apply to these businesses.
- Recommending improvements to ensure businesses comply with dangerous waste regulations.
- Providing equipment and resources like spill containment, spill kits, etc.
- Locating recycling or disposal resources for waste.
- Reviewing businesses’ spill prevention practices and response materials.
- Recommending best management practices (BMPs) for stormwater management.
- Ensuring all businesses have equal opportunities to fully participate (e.g., providing necessary interpretation or translations for businesses where workers or owners are not proficient in English).

1 <https://ecology.wa.gov/PPA>

2 <https://ecology.wa.gov/SQG>



ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6700 or email at hwtrpubs@ecy.wa.gov, or visit ecology.wa.gov/accessibility. For Relay Service or TTY call 711 or 877-833-6341.

PPA funding and focus

The PPA Partnership is not a grant program; it is an interagency agreement (contract) between your agency and the Washington State Department of Ecology (Ecology). As a contractor, your local governmental department or organization agrees to conduct work that could otherwise be carried out by Ecology. The PPA Partnership allows Ecology to focus its efforts on medium and large quantity generators, while local jurisdictions assist small quantity generators. This way, together, we can ensure 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 39.34](#).³

As a PPA contractor, your organization will provide technical assistance and pollution prevention education to SQGs of dangerous waste (for example, smaller businesses, schools, organizations, and non-profits). Technical assistance and education efforts are designed to reduce or eliminate dangerous waste and other pollutants at the source through best management practices that prevent spills and discharges to the ground, air, and water. During business visits to certain sectors, PPA specialists will also discuss [Product Replacement Program \(PRP\)](#)⁴ opportunities. If a business is interested in participating in one of these incentive programs, PPA specialists will guide them through the process in accordance with Ecology's guidelines and requirements, which may include initial and follow-up PPA site visits.

3 apps.leg.wa.gov/RCW/default.aspx?cite=39.34

4 ecology.wa.gov/Waste-Toxics/Reducing-toxic-chemicals/Product-Replacement-Program

Ecology's goals for the FY25–27 biennium

The number of partners we can support, and the dollar amount awarded to each partner is dependent on how much funding Ecology receives for this program. The state Legislature will decide the funding amount during the 2025 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.
- Delivering product and equipment swap-out incentives to businesses through the PRP.
- Ensuring service equity to promote environmental justice.

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

1. Existing PPA partners.
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).
- Specialists' qualifications and experience conducting business visits.
- Organization's experience doing technical assistance and outreach business visits.
- Budget value (cost per deliverable—visits and unique program elements).
- Environmental focus (geographic and/or business sector focus to address a specific environmental need such as known pollutant problems).
- Equity and environmental justice focus (geographic and/or business sector focus to ensure equal access to PPA services and prioritizes overburdened communities and vulnerable populations).

Application

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

General information

Provide the contact information for the contract representative authorized to negotiate deliverables and financial decisions on behalf of your agency.

Organization or agency name:

Contract representative name:

Contract representative phone number:

Contract representative email address:

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

Proposed number of total site visits (initial, follow-up, and screening)⁵:

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

⁵ For additional details on the types of visits, review the **Proposed deliverables** section of this application.

Jurisdictional information

Provide more detail about the geographic area where you will provide technical assistance visits and outreach. What are the boundaries you will work within? Is any part of this area covered by a municipal stormwater permit? Will your team also conduct source control stormwater inspections under the permit? Will another agency do those inspections in your jurisdiction? 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 the described geographic area, please **list those entities here and describe how you will work with them.** If you don't know of any other entities at this time, research your area before leaving this question blank. There are usually multiple permittees or other entities in a jurisdiction working on providing similar technical assistance and outreach, providing good opportunities for collaboration between agencies.

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

Please detail your organization's track record in conducting business visits, fulfilling contract obligations, and engaging in comparable cross-jurisdictional initiatives:

Please describe your specialists' and organization's capability to assess all items listed in the PPA Basic Checklist (see [Appendix A](#)). Additionally, explain how you will ensure your technical assistance specialists are adequately trained and skilled to effectively perform these tasks:

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. Please make sure to list 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. If your staff 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.

Specialists are required to attend, at a minimum, a 24-hour HAZWOPER training course and must be current with required yearly 8-hour refreshers. If your specialists have not attended a 24- or 40-hour HAZWOPER course in the past, or have lapsed on their 8-hour refreshers, they are required to attend a course within the first six months of a fully signed contract, or before any fieldwork is done, whichever comes first. The expense for the training and refreshers can be charged to the contract under the “Travel & Training” budget line item (see [Budget table](#)).

Team member name:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

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

Team member name:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

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

Team member name:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

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Key responsibilities/roles:

Qualifications/experience:

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Team member name:

Estimated FTE:

Key responsibilities/roles:

Qualifications/experience:

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

Proposed deliverables

Deliverables include technical assistance site visits to small quantity generators 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 any issues identified in the initial visit were resolved.

If possible, aim for 40% of your visits to fall within overburdened communities of Washington state. You can use [this map](#)⁶ to find overburdened communities in your jurisdiction.

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 complement 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 a specific environmental concern within your jurisdiction. Be sure to provide outputs for your projects that are tangible and measurable.

⁶ <https://geo.wa.gov/datasets/wa-ofm::overburdened-communities-of-washington-state/about>

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 could include:

- All-Staff Training Planning Committee.
- New specialist discussion panels.
- Mentoring new specialists.
- PRP Advisory Committee meetings.
- Resource Consistency Committee.

If we do not have 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 Training 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 discussion panels	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 of new specialists	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).

Unique program element	Description	Qualifications and expectations	Required or proposed deliverable
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.	Attend meetings, review documents, and provide feedback. (Up to 72 hours total).	Participate in 90% of scheduled meetings. Review all assigned materials.
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.
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 sectors. Plan, organize, and host event.	Complete a business sector workshop.
Checklist and tip sheets	Develop sector-specific checklists and tip sheets to be used across the partnership.	Experience visiting multiple businesses within the business sector focus.	Complete sector checklist and tip sheets.
Other	Proposed by applicant.	Described by applicant.	Proposed by applicant.

Proposed deliverables details

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. If possible, aim for 40% of your visits to fall within overburdened communities of Washington state. You can use [this map](#)⁷ to find overburdened communities in your jurisdiction.

For your proposed unique program elements, please indicate how the element provides value to your jurisdiction and/or the partnership.

Note: If Ecology must 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.**

⁷ <https://geo.wa.gov/datasets/wa-ofm::overburdened-communities-of-washington-state/about>

Site visits

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 elements

Unique program element #1 (required)

Title:

Deliverables and outputs:

Importance or rationale:

Unique program element #2 (required)

Title:

Deliverables and outputs:

Importance or rationale:

Unique program element #3 (optional):

Title:

Deliverables and outputs:

Importance or rationale:

Unique program element #4 (optional)

Title:

Deliverables and outputs:

Importance or rationale:

Business sector or geographical area details

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

These are targets of emphasis and may be changed upon consultation with Ecology. **Please note:** your jurisdiction will be asked to work with business sectors (if they exist in your jurisdiction) during this biennium to support the PRP.

If possible, aim for 40% of all your services (visits and unique program elements) to fall within overburdened communities of Washington state. You can use [this map](#)⁸ to find overburdened communities in your jurisdiction.

Potential PRP business sectors include:

- Automotive maintenance and repair facilities.
- Gymnastic facilities and other athletic or entertainment centers with foam pits.
- Hair salons.
- Nail salons.
- School labs.

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 #1:

Rationale:

8 <https://geo.wa.gov/datasets/wa-ofm::overburdened-communities-of-washington-state/about>

Business sector or geographic area of focus #2:

Rationale:

Business sector or geographic area of focus #3:

Rationale:

Deliverables target timeline

July 1, 2025–December 31, 2025

Goal for number of site visits by type (initial, screening, follow-up):

Unique program element activities:

Business sector or geographic area of focus activities:

January 1, 2026–June 30, 2026

Goal for number of site visits by type (initial, screening, follow-up):

Unique program element activities:

Business sector or geographic area of focus activities:

July 1, 2026–December 31, 2026

Goal for number of site visits by type (initial, screening, follow-up):

Unique program element activities:

Business sector or geographic area of focus activities:

January 1, 2027–June 30, 2027

Goal for number of site visits by type (initial, screening, follow-up):

Unique program element activities:

Business sector or geographic area of focus activities:

Environmental need(s)

Describe how your business visits or unique program elements will address one or more environmental needs within your jurisdiction. For example, will your visits target known, or suspected, sources of pollutants affecting a cleanup site, a TMDL (Total Maximum Daily Load), or a sediment or water quality impairment? Does your proposal target include known stormwater pollutant issues? Does your proposal target include specific contaminants known to impact orca or salmon recovery? Examples of these contaminants can 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, fluorinated or per- and polyfluoroalkyl substances, or 6PPD.

Equity and environmental justice

Ecology's environmental justice mission

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.

Beginning with the FY25–27 biennium, Ecology will be requiring that partners have a service in place to provide real-time interpretation services to businesses that need it during technical assistance visits. Language services can also be used to translate follow-up documents for the facility to provide in-language guidance. This includes any PRP visits directed by Ecology. Ecology uses Language Link to provide real-time interpretation services. Partners are not required to use Language Link, but must have an equivalent service in place

Does your agency currently have a process for providing interpretation to businesses during technical assistance visits? A service like Language Link or other third-party live interpretation service?

Yes No

If yes, what is the name of the provider/program that you use to provide interpretation?

If your agency doesn't currently have a process in place, please be aware that you will be required to establish that process as part of joining the partnership.

Service equity

Describe how your organization will ensure your services are available and equitable 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).
- Focus your business visits in overburdened communities or areas with vulnerable populations, as identified in [RCW 70A.02.010\(11\) & \(14\)\(a\) & \(b\): Definitions](#).⁹ You can use [this map](#)¹⁰ to find overburdened communities in your jurisdiction.
- Partner with community-based organizations (CBO's) to more effectively provide technical assistance.

9 <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.02.010>

10 <https://geo.wa.gov/datasets/wa-ofm::overburdened-communities-of-washington-state/about>

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 be considerations in developing a budget that is cost effective, sustainable, and produces quality technical assistance visits.

Budget table

Provide your proposed budget below. The “Rationale” column 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 them in “Rationale” sections in the budget table. In addition to the budget table, a detailed breakdown of your budget may also be included as an attachment to this application.

Example expenses by category:

- **Subcontractor:** A subcontractor could perform visits, but also develop outreach material, perform environmental justice assessments, or provide in-person language services.
- **Goods & Services:** Secondary containment pallets or spill kits to provide to businesses, storage space for PPA supplies, printing costs, interpretation services, or event space rental.
- **Equipment:** PPE for staff, tools for working with catch basins and other stormwater infrastructure, technology for data collection and entry like tablets or specialized software.
- **Travel & Training:** HAZWOPER classes, conference attendance, and other online or in-person training courses that support the mission of the PPA Partnership.

Category	Amount	Rationale
Salaries		
Benefits		
Subcontractor		
Goods & Services		
Equipment		
Travel & Training		
Small Change Voucher Program		
Subtotal Direct Costs		
Indirect Rate %		
Indirect Costs		
Total request:		

Appendix A: Issue Categories and Types Found on the PPA Basic 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 designating waste.
- Properly storing dangerous waste.
- Cleaning and eliminating leaks and spills from dangerous waste storage areas.
- Replacing compromised containers of dangerous waste.
- Properly disposing of dangerous waste.
- Educating employees on dangerous waste management.
- Installing secondary containment for dangerous waste.
- Properly labeling containers of dangerous waste.
- Properly documenting dangerous waste disposal.
- Other dangerous waste storage or disposal related issues.

Industrial wastewater

- Correcting illegal plumbing connections.
- Obtaining proper permitting for facility discharge.
- Properly maintaining pretreatment system.
- Other industrial wastewater related issues.

Spills

- Improving or creating spill response procedures.
- Improving or purchasing adequate spill response materials.
- Other spill related issues.

Stormwater

- Halting discharges of wastewater to storm drain.
- Maintaining storm drain system (removing solids or repairing the system).
- Installing catch basin filter inserts.
- Other stormwater related issue.
- Eliminate or minimize Fats/Oils/Greases (F.O.G.) to stormwater.

Other

- Properly storing products.
- Properly storing containerized materials.
- Properly storing non-containerized materials.
- Implementing proper housekeeping.
- Properly managing universal waste.
- Visiting overburdened or underserved communities.
- Providing language services to any business that needs it.