



Coordinated Prevention Grant Program Guidelines 2006-07

Washington State Department of Ecology

Solid Waste and Financial Assistance Program

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Chapter 1: What is the CPG Program?

Introduction

Coordinated Prevention Grants (CPG Program) are funded from the Local Toxics Control Account (LTCA) authorized by RCW 82.21.030. The legislative intent of the CPG Program is to:

1. Promote regional solutions and intergovernmental cooperation;
2. Fund local government projects that prevent or minimize environmental contamination in compliance with state solid and hazardous waste laws and rules;
3. Provide funding assistance for local solid and hazardous waste planning and for implementation of some projects in those plans;
4. Encourage local responsibility for solid and hazardous waste management; and,
5. Improve efficiency, consistency, reliability, and accountability of grant administration.

The Department of Ecology administers the CPG Program through WAC 173-312, consistent with the Model Toxics Control Act (Chapter 70.105D RCW). This law, passed by voter initiative in 1988, established a tax on first possession of hazardous substances in the state. The availability and amount of funding depends upon legislative appropriations to the Account.

Purpose of these Guidelines

The purpose of the guidelines is to give you the basic information you need to complete a successful grant application and to give you a tool to administer and manage your grant-funded projects.

Inside you will find information about the:

- Application process;
- Grant criteria and eligibility;
- Grant cycle timelines;
- Reporting requirements; and,
- Copies of all the necessary forms (contact your regional grant officer to request electronic forms).

We recommend you use these guidelines along with the most recent version of the *Administrative Requirements for Ecology Grants and Loans* (WDOE 91-18, also known as the “Yellow Book” <http://www.ecy.wa.gov/biblio/9118.html>).

Your regional grant officer can also help you. Please see Table 1-1 for contact information.

Description of the Grants

The CPG Program funds two types of grants; Solid and Hazardous Waste Planning and Implementation Grants, and Solid Waste Enforcement Grants. Solid and Hazardous Waste Planning and Implementation Grants go to planning authorities to:

1. Write or update their Local Comprehensive Solid Waste Management Plan (LCSWMP) or Local Hazardous Waste Plan (LHWP); and,
2. Implement their LCSWMP or LHWP.

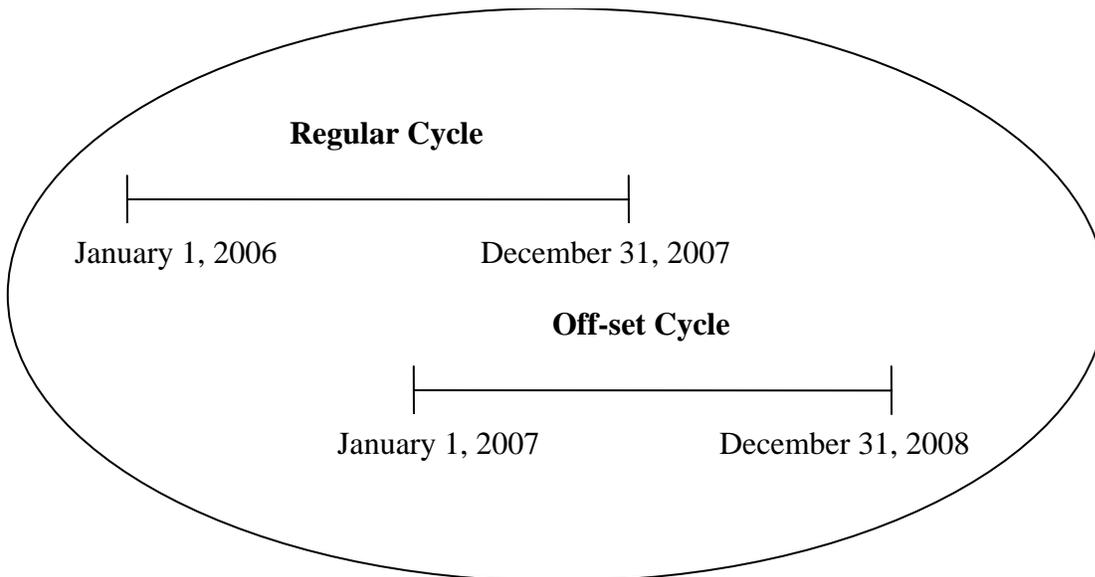
Solid Waste Enforcement Grants go to jurisdictional health departments and districts to enforce solid waste regulations.

Description of Grant Cycles

Ecology awards each type of grant in two cycles; the regular cycle and the off-set cycle.

1. The regular cycle is for grants in effect from January 1, 2006, through December 31, 2007. Ecology allocates regular cycle funds based on the formula in WAC 173-312-080.
 - Twenty percent (20%) of the funds are for Solid Waste Enforcement Grants, and
 - Eighty percent (80%) of the funds are for Solid and Hazardous Waste Planning and Implementation Grants.¹
2. The off-set cycle is for grants in effect from January 1, 2007, through December 31, 2008. Grants awarded during the off-set cycle are competitive.²

2005-2007 Legislative Biennium Budget Appropriation: Grant Cycles



¹ Please see Chapter 5 for more information on the CPG allocation for the regular cycle.

² Please see Chapter 6 for more information on the off-set cycle.

Major Changes

The primary changes to the CPG Program are:

1. The minimum threshold score for grant applications;
2. The application forms;
3. The period of the off-set cycle;
4. The criteria for the off-set cycle;
5. The process for awarding funds in the off-set cycle; and,
6. Report forms and information sharing.

The primary driver behind the changes to the CPG Program during the last grant cycle, was the 2001 legislative investigative report titled, Investing in the Environment: Environmental Quality Grant & Loan Programs. This report resulted in House Bill 1785 that requires Ecology to implement Joint Legislative Audit and Review Committee (JLARC) recommendations for changes to the CPG Program.

The CPG Workgroup gathered input from local governments at the 2004 State Solid Waste Summit and through workgroup meetings. The CPG Workgroup is a committee of local government grant recipients and Ecology grant staff who work together to refine and enhance the CPG Program.

Changes to the CPG Program have been influenced by input from grant recipients, Ecology staff, the new Beyond Waste Plan (Washington State Hazardous Waste Management Plan and Solid Waste Management Plan, Publication # 04-07-022), and direction from the Legislature (HB 1785). For more information about JLARC and HB 1785, please visit Ecology's website at <http://www.ecy.wa.gov/programs/swfa/cpg/jlarc.html>. A timeline of significant changes affecting the CPG Program is located in Appendix F.

The goals were developed with a great deal of input from local government grant recipients. The report forms have been updated with input from local government grant recipients.

Minimum threshold score for grant applications

Ecology uses the minimum threshold score to make sure grant projects have defined outcomes and are ready to proceed. We updated the scoring system to eliminate unnecessary or redundant questions from the grant application and to better reflect the philosophy that the primary role of Ecology grant officers is to help you develop successful projects and applications. For more information on the minimum threshold score, please see Chapter 8.

Application forms

We also changed the application forms to gather only the information we need to evaluate the minimum threshold score and to write the final grant agreement. For more information on the application process, please see Chapter 5 (regular cycle) and Chapter 6 (off-set cycle).

Off-set cycle

The period for off-set cycle will begin January 1, 2007, and will last until December 31, 2008. This cycle was formerly referred to as the "supplemental" grant cycle. The timing of this cycle was changed to increase the amount of funds available for this cycle. For more information on the off-set cycle, please see Chapter 6.

Criteria for projects in the off-set cycle now reflect the new CPG Statewide Goals, as well as allow funding of other local projects. For more information on the CPG Statewide Goals, please see Chapter 9.

The decision process for off-set cycle awards has changed to include representatives from local government planning and health jurisdictions on the award committee. For more information on the off-set cycle award process, please see Chapter 6.

Reporting

Ecology has improved grant reporting and information sharing systems. These revised report forms are consistent with the application form and improve on the format developed in 2004-2005.

Ecology is also developing an online reporting system, effective in 2006, that will allow recipients to learn about one another's projects. For more information on reporting, please see Chapter 7.

Contact Information

Each grant recipient is assigned to a specific grant officer from Ecology's regional offices. Your grant officer is your primary contact for any questions you have about the CPG Program. You will also send your CPG application, report forms, and payment requests to your regional contact.

Table 1-1 - Ecology's Regional Grant Officers

| Name | Address | Phone/E-Mail/Fax | Counties |
|-----------------------|--|---|--|
| Mike Drumright | Southwest Regional Office PO Box 47775 Olympia 98504-7775 | Ph: 360-407-6397 mdru461@ecy.wa.gov Fax: 360-407-6305 | Clark, Cowlitz, Lewis, Pierce, Skamania, Wahkiakum |
| Darlene Frye* | Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387 | Ph: 509-457-7123 dfry461@ecy.wa.gov Fax: 509-575-2809 | Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima |
| Anna Lewis | Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452 | Ph: 425-649-7056 alew461@ecy.wa.gov Fax: 425-649-7098 | All grants for King and San Juan. Solid Waste Enforcement Grants only for Island, Kitsap, Skagit, and Snohomish |
| Nancy Lucas | Eastern Regional Office N 4601 Monroe Suite 202 Spokane 99205-1295 | Ph: (509) 329-3432 nluc461@ecy.wa.gov Fax: (509) 329-3572 | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman |
| Emma Johnson | Northwest Regional Office 3190 160 th Ave. SE Bellevue 98008-5452 | Ph: 425-649-7266 ejoh461@ecy.wa.gov Fax: 425-649-7098 | All grants for Whatcom. Solid Waste Implementation grants only for Island, Kitsap, Skagit, Snohomish |
| Tami Ramsey | Southwest Regional Office PO Box 47775 Olympia 98504-7775 | Ph: 360-407-6612 tmor461@ecy.wa.gov Fax: 360-407-6305 | Clallam, Grays Harbor, Jefferson Mason, Pacific, Thurston |
| Shelly McMurry | Department of Ecology PO Box 47600 Olympia, WA 98504-7600 | Ph: 360-407-6223 smcc461@ecy.wa.gov Fax: 360-407-6102 | CPG Workgroup, Supplemental Award Committee |

* Until a new grant officer is hired for this region

Deadlines

The deadlines below contain key dates for the regular and off-set grant cycles. For more detailed calendars of each grant cycle, please see pages 23 (regular) and 30 (off-set). The off-set cycle will start a year later than the regular cycle. Please see Chapter 6 for more information on the timing of the off-set cycle.

2006-2007 CPG Regular Cycle

| | |
|---------------------------|---|
| July 1, 2005: | Guidelines and application forms available |
| September 2, 2005: | Grant applications due to Ecology |
| September 16, 2005: | Applicants notified of application score |
| September 30, 2005: | Rewritten grant applications due to Ecology |
| October 10, 2005: | Funding decision made; applicants notified |
| January 1, 2006: | Grant starting date |
| December 31, 2007: | Grant expiration date |

2007-2008 CPG Off-set Cycle

| | |
|-----------------------|---|
| July 1, 2005: | Guidelines and application forms available |
| June 20, 2006: | Grant applications due to Ecology |
| July 10, 2006: | Applicants notified of application score |
| July 25, 2006: | Rewritten grant applications due to Ecology |
| September 15, 2006: | Funding decision made; applicants notified |
| January 1, 2007: | Grant starting date |
| December 31, 2008: | Grant expiration date |

Chapter 2: Important Components of a Grant Application

The CPG Program awards grant funds to local governments statewide. To manage your grant agreement, Ecology asks you to categorize your project and the related activities. You will also need to define goals and outcomes and evaluate each project. For more information about how to do this, see Chapter 4.

What are the CPG Program Categories?

A category groups your selected grant projects together. You need to organize your projects into categories to make it easier for you to budget your grant funds and for Ecology to organize the final CPG agreement.

You must organize all eligible CPG projects into one or more of the categories listed below. If a project fits into more than one category, choose the category that fits best, or choose “Other.” The categories for CPG projects are:

Solid and Hazardous Waste Planning and Implementation grants

1. Organics (ORG)
2. Green Building (GB)
3. Residential Waste Reduction and Recycling (R/WRR)
4. Commercial Waste Reduction and Recycling (C/WRR)
5. Moderate Risk Waste (MRW)
6. Other

Solid Waste Enforcement grants

1. Solid Waste Enforcement (SWE)
2. Other

What is a Project?

A project consists of specific activities that work toward a distinct outcome. A grant agreement can include multiple projects. You must assign each project to a category. You are not required to have projects in every category. You may have only one project in a category, or you may have multiple projects in a category. It is up to you to decide how to organize your projects.

One example is a yard waste education project. This fits best in the Organics category.

What is an Activity?

Activities are things you do to implement your project. For example, a compost bin distribution project may include activities such as buying compost bins, advertising the event, holding the event, and educating the public about how to use the bins. Describe the activities for each project in the “work plan” section of the application form. Describe what activities you will do to achieve the goals and outcomes for your project. The number of activities and level of detail will vary by project. It is up to you to define the activities associated with each of your projects.

Chapter 3: Eligibility

Who is Eligible to Apply?

Eligible applicants include:

- Local planning authorities;
- Agencies designated as lead implementation agencies for Local Comprehensive Solid Waste Management Plans; and,
- Jurisdictional health departments and districts (JHDs).

Local planning authorities include counties that are required by Chapter 70.95 RCW to adopt or update Local Comprehensive Solid Waste Management Plans (LCSWMP) and cities that have submitted an independent city plan, a joint city plan, or a joint city-county plan, or who are requesting funding for the preparation of an independent plan. This also includes local governments that are required by Chapter 70.105 RCW to adopt or update Local Hazardous Waste Plans (LHWP).

Table 2-1 Eligible Applicants by Project Type

| Applicant | Type of Project | Type of Grant |
|--|--|--|
| Local Planning Authorities | Writing or updating an LCSWMP or LHWP | Solid and Hazardous Waste Planning and Implementation Grants |
| Local Planning Authorities with an Ecology-approved LCSWMP or LHWP, and lead implementation agencies | Implementing an LCSWMP or LHWP | Solid and Hazardous Waste Planning and Implementation Grants |
| Jurisdictional Health Departments and Districts | Enforcing rules adopted under Chapter 70.95 RCW (including Small Quantity Generator compliance projects and education and outreach projects) | Solid Waste Enforcement Grants |

Cities that have authorized the county planning authority to prepare a plan for their solid and hazardous waste management as part of the comprehensive county plans must channel their request for CPG funds through the planning authority. County planning authorities may elect to assign a portion of their allocation directly to a city and let the city negotiate a formal agreement with Ecology. This relieves the county from the responsibility of administering the funds, but it also ends the county’s role in managing the use of the funds. Ecology encourages cities and counties to consider efficiency when deciding how many separate grant applications to submit. Cities covered in county plans are eligible for a share of their county planning authority’s funding allocation, in proportion to their share of the total county population. Please see the section on Application Coordination (below).

Who Cannot Apply?

Although non-eligible entities may not receive CPG funding directly from Ecology, these entities may partner with eligible recipients on CPG projects. Non-eligible entities include:

1. Special districts;
2. Tribes;
3. Schools;
4. Universities;
5. Government agencies (other than those listed above);
6. Private businesses; and,
7. Citizen groups.

What projects are eligible?

Eligible projects include:

1. Writing or updating your Local Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan (as required by Chapter 70.95 RCW and Chapter 70.95 RCW);
2. Projects that implement your Local Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan; and,
3. Local solid waste enforcement projects.

All implementation projects must be consistent with your Local Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan. In addition, all projects must meet Yellow Book eligibility requirements.

What projects are *Not* Eligible?

The following projects are not eligible for CPG funding:

1. Solid waste incinerator feasibility studies, construction, maintenance or operation;
2. New landfill construction or landfill expansion, or landfill upgrading at an operating facility to meet the requirements of Chapters 173-350 and 173-351 WAC;
3. Landfill closure as required by Chapters 173-350 and 173-351 WAC;
4. Garbage collection and disposal, except start-up and operational costs for waste reduction and recycling programs; and
5. Solid and hazardous waste expenses not directly related to compliance with state solid and hazardous waste laws and rules.

Application Coordination

Note: This section does not apply to jurisdictional health departments or districts that want to apply for Solid Waste Enforcement grants.

In addition to cities listed in LCSWMP, special districts, councils of governments, and other governments are eligible to apply and receive CPG funds. However, they cannot apply on their own. They must coordinate their application through their respective planning authority. Agreements between cities and counties in a jurisdiction should include provisions to coordinate grant funds.

One way to coordinate an application for a jurisdictional grant project is to discuss the grant application at the county's Solid Waste Advisory Committee (SWAC) meetings.

Planning authorities are required to document that:

- All jurisdictions within your county, that signed on to the approved plan were notified about the opportunity to apply for grant funds within a reasonable time;
- The jurisdictions had the opportunity to ask you to include their projects in the coordinated application; and,
- All eligible recipients in the jurisdiction agreed on the request and allocation of grant funds. If not, 10% of the allocated grant funds will be transferred to the off-set grant cycle (WAC 173-312-060).

You must include the documentation in your application. Examples of documentation can be a copy of a letter you used to notify the jurisdictions about the available grant funds, an offer to consider requests for project funds, and a list of the letter recipients. If a jurisdiction challenges an application, stating they did not have the opportunity to coordinate an application, Ecology will delay your application until you can show you fairly considered the jurisdiction's request.

Chapter 4: Goals, Outcomes and Evaluation: How to Develop Your Projects

The JLARC requirements changed the way Ecology evaluates grant applications. We must now demonstrate to the Legislature the CPG funds we distribute produce results and increase learning about the strategies used in local projects. Because of this new requirement we can not fund any projects that do not have a specific goal, expected outcome, or mechanism to demonstrate project results (note: these results are not required to be of a certain type or have a certain level of success).

Ecology believes that supporting local governments in Solid and Hazardous Waste Planning and Implementation projects and Solid Waste Enforcement projects is our first priority, and we are committed to assisting you so that your projects meet these legislative requirements.

To comply with JLARC requirements, we have added three new elements to the application:

- A goal statement;
- An outcome statement; and,
- A method of evaluation.

Well-developed projects will provide the information required to evaluate the statewide impact of the CPG Program.

Note about “ongoing” work: All projects need to be able to provide a goal statement, outcome statement, and method of evaluation. Ongoing work supports a goal (need) in your comprehensive local solid waste management plan or jurisdictional health authority obligations. Identify what that goal is, and focus on how your work helps you achieve that goal. *You do NOT need to have separate projects for each thing that you do, such as hotline maintenance, responding to calls, working with recycling haulers.* Instead, those are eligible activities within a project. The project is working toward the goal you identified that is associated with your local plan.

Goal Statements

A goal statement explains what you intend to affect and/or the problem that needs to be solved. The goal statement needs to include the ‘who’ (actor), the ‘target population’ (beneficiary or audience), and the ‘how’ (what issue are you addressing).

An example of a goal statement: *Washington State County seeks to improve the health of children by eliminating the use of pesticides and other toxins on their playgrounds.*

- Who: The actor is Washington State County.
- Target population: The children of Washington State County.
- How: They are going to eliminate the use of pesticides and other toxins on their playgrounds.

When do I need to write a goal statement?

You must write a goal statement for each project. Each project must have at least one defined goal and outcome statement.

How do I write a goal statement?

1. Identify the problem. Try and be as specific as possible. A specific goal will help you identify if your project made a difference when it is complete.
2. Identify who the problem affects. Is it the whole county or only people in a certain area or population group (i.e., English as a Second Language, home builders, youth, etc.).
3. List the ways you want to change the problem. For instance, do you want to make things safer, more convenient, more efficient, cleaner, or more productive? Pick what you think are your top one or two.

Outcome Statements

An outcome statement makes an educated guess about the type of results the project might achieve.

Your outcome statement should directly relate to your goal. For example, if your goal is to eliminate the use of pesticides and toxins in playgrounds, your outcome statement should include an educated guess about **how much** your project will reduce pesticides and toxins.

You can base the results you propose on previous years or grants, data from other counties, or articles you might use to make a guess. You can also use different types of projects to guess on participation response rates or enforcement success.

What do I include in an outcome statement?

If possible, your outcome statement should include the **numbers and units** that will result from your efforts. These should be based on what data you are able to **measure**.

Outcomes are not process statements, such as, “*Washington State County plans to distribute 300 brochures.*” While this may be a necessary activity in your project, it is not what you achieved. What you achieved is something that happens once someone reads the brochure. The number of brochures you distributed is an example of an **output**.

For example: “*10% of new Washington State County residents who receive our Household Hazardous Waste brochure will decide to call our hotline for information about our facility.*”

- The outcome **number** is 10% of new Washington State County residents.
 - So now you need to find out how many people are new Washington State County residents.
 - Multiply that by 10%. This is now the **number** of people you want to call into your hotline.
 - Verify this is a reasonable number and adjust if necessary.
- You are **able to measure** the outcome number by tallying how many new callers you get to your hotline.

On occasion, the two-year timeline will allow for only a single phase of a project. You may describe the outcomes for this single phase with the long-term objectives in mind (such as a pilot study report). The application should clearly link the success of the single phase of the project with the long-term objectives. You should also have a plan for how you will complete the full phase of the project.

For sample outcomes, please see the table in Appendix B. These samples are just suggestions; they are not required outcomes for a particular project.

Evaluation Methods

You must also describe how you will evaluate your project results. To evaluate your project you need to measure progress toward the number and units in your outcome statement. **Ability to reach that number does not impact future grant awards in any way.** Ecology will expect you to adopt whatever methods are most successful over time. Tracking the success or failure of specific approaches will help all grant recipients learn how to be most effective when they implement their projects.

If you need to change your outcome statement and evaluation method during the project, you can work with your grant officer to amend your grant agreement. You may also need to revise your work plan to achieve your outcome and goals based on mid-project results. You will be asked to report your activities and any significant outputs associated with those activities on your progress report forms, but the primary unit of measurement for CPG projects is your outcomes.

How do I measure an outcome?

An outcome needs to be measurable with a reasonable amount of effort. If you have no data or baseline information, you may need to choose another type of measure, or you can plan to collect this data as part of your project. Some information may be available through Ecology; please contact your grant officer for help.

Example outcome measurement tools include:

1. Pre-testing/post-testing;
2. Random surveys;
3. Collecting quantitative data (waste generation, weight, volume, sales data);
4. Participation in a behavior that relates to your outcome (curbside composting or recycling, recycling drop-off, event participation); and,
5. Counting the number of responses or actions.

Why should I measure my project outcomes?

When you evaluate your project it will help:

- Ecology make the case to the Legislature that CPG is an important way to achieve environmental results;
- You learn from your projects so you can save time and money in the future; and,
- Other counties replicate successful strategies and learn about what works and does not work.

Ecology will use the Information Clearinghouse to share this information (please refer to page 34 for more on the Information Clearinghouse).

How should I plan and pay to measure my project outcome?

When you set goals, develop outcome statements, and measure your outcomes, you will have the data you need to evaluate your project.

Ecology recommends that evaluation take no more than 10%-15% of your budget. If the project is brand new or a pilot, sometimes it takes more effort to evaluate. Other counties have evaluation ideas you can learn from, or you can collaborate with several other counties to share the cost to

evaluate similar projects (such as a phone survey). Contact your grant officer if you need help in finding these ideas or partnerships.

Putting it all Together

It is up to you to decide how to use this information to define each separate project.

For example, you may be doing public education and outreach about organics, compost bin distribution, and wood chipping. You may choose to consider these as separate projects, because each project has a distinct outcome. The public education project may have an outcome to increase awareness, the compost bin distribution project may have an outcome to increase participation, and the wood chipping project may have an outcome to divert yard waste from the landfill.

Alternatively, you can choose to combine projects if they work toward a similar outcome. A multi-pronged approach to diverting yard waste with related activities can be considered one project (such as developing a composting facility, distributing public information, and conducting a research project for feedstocks). One advantage to combining projects is there are fewer projects to monitor and report on. A disadvantage is that it can complicate how you define a good outcome and how much you can learn about a specific element of your project.

Because a project can result in multiple outcomes, such as a “Least Toxics Project” that reduces pesticide applications, reduces Moderate Risk Waste, and improves compost quality, we recommend you choose the most important outcomes to monitor.

You should carefully consider the primary goal or outcome for each project and appropriately organize activities that support that outcome. Refer to Appendix B for example outcomes that can be associated with different project types. Notice that many of the outcomes overlap or are similar. You can also find examples of complete application forms with goals, outcome statements, and evaluation methods in Appendix F.

Chapter 5: Regular Cycle Grants

The CPG Program operates on a two-year cycle. For the 2006-2007 funding cycle, regular cycle grants begin on January 1, 2006, and expire on December 31, 2007.

What Funds are Available for the Regular Cycle?

There is a total of \$14,200,000 currently available for CPG grants in the 2006-2007 funding cycle. Allocation determinations are set by WAC 173-312-080. Projected revenues to LTCA available each biennium for CPG purposes must be divided into two portions, 80% for Solid and Hazardous Waste Planning and Implementation grants and 20% for Solid Waste Enforcement grants.

Funds for the CPG Program are appropriated each biennium by the Washington State Legislature. CPG funding for the 2005-2007 biennium totals \$14,200,000, which includes a special proviso in the amount of \$4,000,000. The proviso states that \$4,000,000 shall be provided solely for grants to local governments to emphasize additional organics composting and conversion, green building, and moderate risk waste projects that are part of the state's "never waste plan" (AKA "Beyond Waste"). Of this amount, up to \$1,600,000 may be used for one-time funding for auto switch recycling consistent with the memorandum of agreement being finalized with the Auto Recyclers of Washington.

Ecology has elected to make the \$4,000,000 proviso amount available through the regular cycle allocation process. This means that the entire \$14,200,000 will be available. Ecology will identify regular cycle projects that are consistent with the requirements of the proviso.

Ecology has committed to working with local governments to make a supplemental budget request to the Legislature during the 2006 legislative session. The purpose of this request is to restore funding for the CPG Program to traditional levels so local government grant recipients are able to continue to provide solid waste programs and enforce solid waste regulations. We are hopeful that this supplemental budget request will be successful. If the supplemental budget request is successful, there will be approximately \$18,200,000 available for regular cycle grants and an additional \$4,000,000 available for off-set cycle grants (see Chapter 6 for more information on off-set cycle fund availability).

When you are applying for regular cycle funding, you will be asked to provide information about the projects that you will do with your current allocation. You will also be asked to provide information about the additional work that you will do if funding is restored. Table 4-1 shows the maximum allocation that you can receive with the current funding level AND the maximum allocation that you can receive if the supplemental budget request is successful (referred to as "restored funding").

Although you can receive up to the maximum allocation listed in Table 4-1, please do not apply for funding that you cannot use. If you do not apply for the maximum allocation, the remaining amount ("unrequested" funds) will be added to the total funds available for off-set cycle grants in 2007. If you do not apply for your maximum allocation for restored funding, any funds that you do not apply for will be added to the total funds available for the off-set cycle if the supplemental budget request is successful. You must apply for restored funding at the same time that you are applying for your regular cycle grant. Allocations to recipients are calculated as follows:

Solid and Hazardous Waste Planning and Implementation Grants

Eighty percent (80%) of the total CPG allocation is divided among planning authorities by means of a formula that consists of two elements (called *base-plus* funding). The total allocation for Solid and Hazardous Waste Planning and Implementation grants is \$11,360,000, allocated as follows:

1. A fixed amount (base) for each county (\$100,000 in 2006-2007)
2. A per capita amount based on the county population size (\$1.20951 per capita in 2006-2007)

If the supplemental budget request is successful, the per capita amount will increase to \$1.72833.

Cities that are independent planning authorities and cities that coordinate with counties may receive funding up to the population per capita allocation for their city. County population figures per capita amounts are based on the Washington Office of Financial Management population forecasts as of April 1, 2004. Table 4-1 shows the Solid and Hazardous Waste Planning and Implementation allocation by county.

Solid Waste Enforcement Grants

Twenty percent (20%) of the total CPG allocation is allotted for Solid Waste Enforcement projects. The total available dollars are divided evenly among jurisdictional health departments and districts (health jurisdictions), except health jurisdictions that represent two or more counties will receive fifty percent (50%) more funding than single-county health jurisdictions.

The total allocation for Solid Waste Enforcement grants is \$2,840,000. Each single-county health jurisdiction can apply for \$77,808. Each multi-county health jurisdiction can apply for \$116,715.

If the supplemental budget request is successful, a total of \$3,640,000 will be available for Solid Waste Enforcement grants. Each single-county health jurisdiction can apply for \$99,729. Each multi-county health jurisdiction can apply for \$149,589.

Please note that CPG is not an entitlement program. Applications must meet eligibility requirements, minimum threshold score, and priorities identified in their approved solid and hazardous waste management plans, and provide the required match.

**Table 5-1 2006-2007 Solid & Hazardous Waste Implementation Grants:
Maximum Funding Allocations by County**

| COUNTY | 2004 POPULATION | BASE AMOUNT | CURRENT PER CAPITA AMOUNT (\$1.20951) | PER CAPITA AMOUNT IF FUNDING IS RESTORED (\$1.72833) | CURRENT TOTAL ALLOCATION | TOTAL ALLOCATION IF FUNDING IS RESTORED |
|---------------|------------------|--------------------|---------------------------------------|--|--------------------------|---|
| ADAMS | 16,700 | \$100,000 | \$20,199 | \$28,863 | \$120,199 | \$128,863 |
| ASOTIN | 20,700 | \$100,000 | \$25,037 | \$35,776 | \$125,037 | \$135,776 |
| BENTON | 155,100 | \$100,000 | \$187,595 | \$268,064 | \$287,595 | \$368,064 |
| CHELAN | 68,400 | \$100,000 | \$82,730 | \$118,218 | \$182,730 | \$218,218 |
| CLALLAM | 65,900 | \$100,000 | \$79,707 | \$113,897 | \$179,707 | \$213,897 |
| CLARK | 383,300 | \$100,000 | \$463,604 | \$662,469 | \$563,604 | \$762,469 |
| COLUMBIA | 4,100 | \$100,000 | \$4,959 | \$7,086 | \$104,959 | \$107,086 |
| COWLITZ | 95,300 | \$100,000 | \$115,266 | \$164,710 | \$215,266 | \$264,710 |
| DOUGLAS | 34,200 | \$100,000 | \$41,365 | \$59,109 | \$141,365 | \$159,109 |
| FERRY | 7,300 | \$100,000 | \$8,829 | \$12,617 | \$108,829 | \$112,617 |
| FRANKLIN | 57,000 | \$100,000 | \$68,942 | \$98,515 | \$168,942 | \$198,515 |
| GARFIELD | 2,400 | \$100,000 | \$2,903 | \$4,148 | \$102,903 | \$104,148 |
| GRANT | 78,300 | \$100,000 | \$94,704 | \$135,328 | \$194,704 | \$235,328 |
| GRAYS HARBOR | 69,200 | \$100,000 | \$83,698 | \$119,601 | \$183,698 | \$219,601 |
| ISLAND | 74,800 | \$100,000 | \$90,471 | \$129,279 | \$190,471 | \$229,279 |
| JEFFERSON | 27,000 | \$100,000 | \$32,657 | \$46,665 | \$132,657 | \$146,665 |
| KING | 1,788,300 | \$100,000 | \$2,162,962 | \$3,090,774 | \$2,262,962 | \$3,190,774 |
| KITSAP | 293,500 | \$100,000 | \$289,677 | \$413,935 | \$389,677 | \$513,935 |
| KITTITAS | 35,800 | \$100,000 | \$43,300 | \$61,874 | \$143,300 | \$161,874 |
| KLICKITAT | 19,300 | \$100,000 | \$23,343 | \$33,357 | \$123,343 | \$133,357 |
| LEWIS | 70,700 | \$100,000 | \$85,512 | \$122,193 | \$185,512 | \$222,193 |
| LINCOLN | 10,200 | \$100,000 | \$12,337 | \$17,629 | \$112,337 | \$117,629 |
| MASON | 50,800 | \$100,000 | \$61,443 | \$87,799 | \$161,443 | \$187,799 |
| OKANOGAN | 39,600 | \$100,000 | \$47,896 | \$68,442 | \$147,896 | \$168,442 |
| PACIFIC | 21,000 | \$100,000 | \$25,400 | \$36,295 | \$125,400 | \$136,295 |
| PEND OREILLE | 11,900 | \$100,000 | \$14,393 | \$20,567 | \$114,393 | \$120,567 |
| PIERCE | 744,000 | \$100,000 | \$899,874 | \$1,285,878 | \$999,874 | \$1,385,878 |
| SAN JUAN | 15,100 | \$100,000 | \$18,264 | \$26,098 | \$118,264 | \$126,098 |
| SKAGIT | 108,800 | \$100,000 | \$131,594 | \$188,042 | \$231,594 | \$288,042 |
| SKAMANIA | 10,100 | \$100,000 | \$12,216 | \$17,456 | \$112,216 | \$117,456 |
| SNOHOMISH | 644,800 | \$100,000 | \$779,890 | \$1,114,428 | \$879,890 | \$1,214,428 |
| SPOKANE | 432,000 | \$100,000 | \$522,507 | \$746,639 | \$622,507 | \$846,639 |
| STEVENS | 40,700 | \$100,000 | \$49,227 | \$70,343 | \$149,227 | \$170,343 |
| THURSTON | 218,500 | \$100,000 | \$264,277 | \$377,640 | \$364,227 | \$477,640 |
| WAHKIAKUM | 3,800 | \$100,000 | \$4,596 | \$6,568 | \$104,596 | \$106,568 |
| WALLA WALLA | 56,700 | \$100,000 | \$68,579 | \$97,996 | \$168,579 | \$197,996 |
| WHATCOM | 177,300 | \$100,000 | \$214,446 | \$306,433 | \$314,446 | \$406,433 |
| WHITMAN | 41,700 | \$100,000 | \$50,436 | \$72,071 | \$150,436 | \$172,071 |
| YAKIMA | 227,500 | \$100,000 | \$275,163 | \$393,195 | \$375,163 | \$493,195 |
| TOTALS | 6,167,800 | \$3,900,000 | \$7,460,000 | \$10,660,000 | \$11,359,998 | \$14,559,997 |

What are the Local Match Requirements?

Ecology funds CPG grants, consistent with WAC 173-312-090, at a level of seventy-five percent (75%) of eligible project costs. The recipient provides a local cash match of twenty-five percent (25%). Local cash matches can be met by cash expenditures and interlocal costs.

Interlocal costs are the only type of in-kind contributions that can be used for a local cash match. Interlocal costs are contributions made to a project by another local government pursuant to a valid written agreement between the recipient and the other government. No other in-kind contributions may be used as a match.

Fund sources for cash expenditures can include:

- Local general tax revenues;
- Solid waste fees;
- Loans;
- Federal grant funds; and,
- Project income (when specifically permitted by the grant agreement).

How to Prepare to Write Your Regular Cycle Grant Application

Before you write your grant application, please read Chapter 2 (*Eligibility*) and Chapter 3 (*Goals, Outcomes and Measurement: How to Develop Your Project*) and follow the steps below:

- Step 1:** Define your goals.
Step 2: Define your outcomes and identify your projects.
Step 3: Develop a method to evaluate your project.
Step 4: Identify the activities associated with each project and develop a work plan.
Step 5: Organize you projects into categories.
Step 6: Coordinate with other jurisdictions in your county, if applicable (see page 10, *Application Coordination*).

Technical Assistance

Your grant officer is available to help you at any point during the application process. Ecology will also provide information and training on the CPG Program in July 2005. The trainings will include time for you to get one-on-one assistance from Ecology staff. You will be sent a separate notice about training dates and locations.

How to Apply for Regular Cycle Grants

Step 1: Complete and submit your application

Ecology will accept regular cycle grant applications anytime between July 1, 2005, and September 2, 2005.

- The official deadline to submit your application to your grant officer is by 5:00 PM on September 2, 2005.
- You may submit your application by e-mail, fax or hard copy. If you submit your application via e-mail or fax you must also send a hard copy of the cover sheet (form CPG-X) with an original signature to your grant officer by September 30, 2005.
- You must submit forms CPG-X, CPG-Y and CPG-Z (located in Appendix C). Planning authorities must also submit proof of application coordination (see page 11).

Ecology will not accept applications received after September 2, 2005, unless you made special arrangements with your grant officer.

Step 2: Ecology reviews your application

Ecology will review your application for eligibility. We will also score your application using the minimum threshold score process. Please see Chapter 8 for more information on the minimum threshold score.

Step 3: Ecology accepts or denies your application

Your grant officer will notify you by September 16, 2005, to tell you whether or not your application met the requirements for eligibility and the minimum threshold score.

- If your application did not meet the requirements, go on to Step 4.
- If your application did meet the requirements, go on to Step 6.

Step 4: Rewrite your application (if necessary)

Your grant officer will give you specific feedback to help you rewrite your application.

- Submit your rewritten application to your grant officer by 5:00 PM on September 30, 2005.
- You may submit your rewritten application by e-mail, fax or hard copy. If you submit your application via e-mail or fax you must also send a hard copy of the cover sheet (form CPG-X) with an original signature to your grant officer by September 30, 2005.

Ecology will not accept rewritten applications received after September 30, 2005, unless you made special arrangements with your grant officer.

Step 5: Ecology accepts or denies your final rewritten application (if necessary)

Your grant officer will notify you by October 14, 2005 to tell you whether or not your rewritten application met the requirements for eligibility and the minimum threshold score.

Step 6: Ecology writes the grant agreement

Your grant officer will write your grant agreement based on the information in your application form. Your grant officer may contact you with questions or ask you to review a draft of the grant agreement.

Step 7: Sign your grant agreement

Your grant officer will attempt to get you a final grant agreement to sign before December 31, 2005. You must sign your grant agreement and return it to your grant officer within 45 days of receiving it. Please work with your grant officer to address any timing issues, such as the schedule for your approval body or designated signatory authority.

Frequently Asked Questions

Q.What if your rewritten application does not meet the requirements?

A. Any projects in your application that do not meet the requirements will not be funded during the regular cycle. The funds that you estimated for those projects will be subtracted from your allocation and added to the available funds for the off-set cycle. Please see Chapter 8 (*Minimum Threshold Score*) for more information.

Q. What if you miss the rewrite deadline?

A. If you miss the application rewrite deadline you may submit your rewritten application during the off-set application cycle. However, your application is not guaranteed funding during the off-set cycle. Your application will be competing with other applications, as described in Chapter 6.

Q. When do I submit an application for the off-set cycle?

A. Do not submit an application for the off-set cycle at the same time you submit your regular cycle grant application. Applications for the off-set cycle will be due on June 20, 2006. Please see Chapter 6 for more information on the off-set cycle.

Q. What if I need an emergency grant?

A. Ecology typically does not award emergency grants because we award all of the available funds at the beginning of the grant cycle. If you have a need for emergency funds, call your grant officer to discuss your situation.

Q. What if I want to change my grant agreement?

A. Your grant officer can help you amend your grant agreement to:

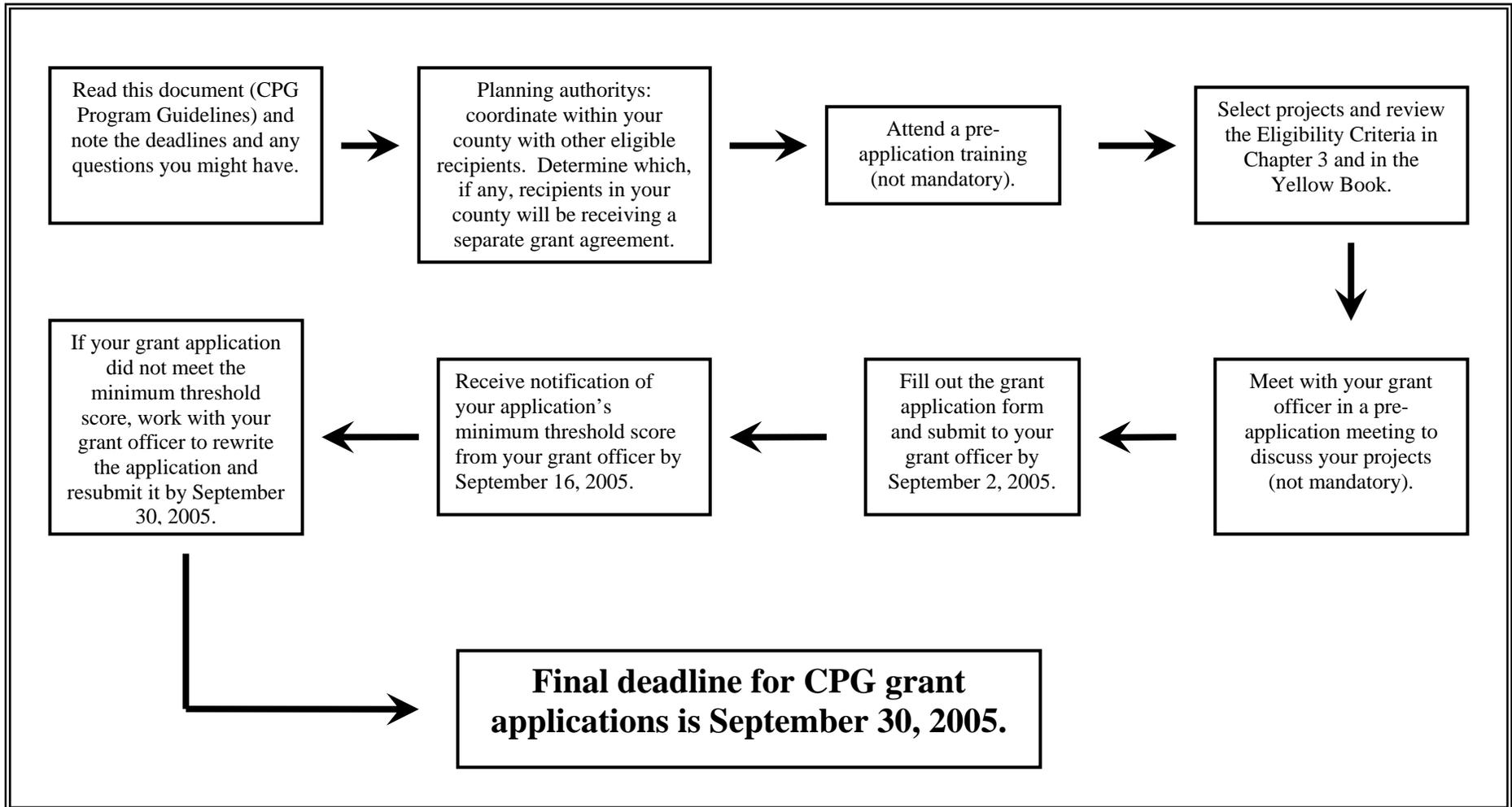
- Move funds between categories;
- Change the total amount of your grant;
- Change the goal, outcome statement, evaluation method or work plan for an existing project;
or,
- Add new projects or remove existing projects.

Please contact your grant officer if you wish to make changes to your grant agreement. Your grant officer may ask you to fill out a formal amendment request form (Appendix G) for some types of changes. We designed the formal amendment request form to help get the information needed to write an amendment. Not all amendments require this form. Your grant officer will let you know if you need to use this form and he or she will help you complete the form.

Table 5-2 2006-2007 CPG Regular Cycle Calendar

| | |
|-------------------------------------|---|
| July 1, 2005 | Ecology sends CPG Program Guidelines and application forms to local governments – hard copy, electronically, and posted on Ecology’s website. |
| July 1 through September 2, 2005 | Application period for regular cycle applications. Local governments develop application with help from grant officers. |
| September 2, 2005 | Applications due to Ecology grant officer by 5 p.m. |
| September 16, 2005 | Recipients notified of the minimum threshold score for their application. |
| September 16 - 30, 2005 | Ecology grant officer works with recipients to rewrite any applications that do not meet the minimum threshold score. |
| September 30, 2005 | Rewritten applications due to Ecology grant officer by 5 p.m. |
| October 14, 2005 | Applicants doing rewrites are notified of the minimum threshold score for their rewritten application. |
| October 1 through December 31, 2005 | Grant agreements negotiated and written. |
| January 1, 2006 | Grant starting date. |
| April 1, 2006 | Grants must be executed (signed by both parties) by this date or funding may be revoked. |
| Various Dates | Progress Reports due. Due dates vary based on negotiated reporting terms in each grant agreement. Reports are due 30 days after a respective billing period ends. Unless otherwise specified in the grant agreement, reports are due quarterly. |
| December 31, 2007 | Grant expiration date. |
| February 15, 2008 | Final Performance Analysis due. |

Figure 5-1 CPG Program Grant Application Process



Chapter 6: Off-Set Cycle Grants

What Funds are Available for the Off-Set Cycle?

CPG funds are distributed to recipients that request their full or partial allocation in the ‘regular cycle.’ Funds for the off-set cycle come from:

- Funds not requested in the regular cycle (“unrequested” funds); and
- Funds that are not spent during the regular cycle (“unspent” funds that go to Phase 2 of multi-phase off-set cycle projects³).

Ecology has committed to working with local governments to make a supplemental budget request to the Legislature during the 2006 legislative session. The purpose of this request is to restore funding for the CPG Program to traditional levels so that local government grant recipients are able to continue to provide solid waste programs and enforce solid waste regulations. We are hopeful that this supplemental budget request will be successful.

If funding is restored so that approximately \$18,200,000 is available for regular cycle grants, any additional funding will be awarded through the off-set cycle. This means that if the entire supplemental budget request is successful, the CPG Program will award \$4,000,000 for Beyond Waste projects through the off-set cycle grant process. If the supplemental budget request is not successful, \$4,000,000 for Beyond Waste projects will be awarded through the regular grant cycle. For more information on the \$4,000,000 for Beyond Waste projects, please see Chapter 9.

What are the Local Match Requirements?

Ecology funds CPG grants, consistent with WAC 173-312-090, at a level of seventy-five percent (75%) of eligible project costs. The recipient provides a local cash match of twenty-five percent (25%). Local cash matches can be met by cash expenditures and interlocal costs.

Interlocal costs are the only type of in-kind contributions that can be used for a local cash match. Interlocal costs are contributions made to a project by another local government pursuant to a valid written agreement between the recipient and the other government. No other in-kind contributions may be used as a match.

Fund sources for cash expenditures can include:

- Local general tax revenues;
- Solid waste fees;
- Loans;
- Federal grant funds; and,
- Project income (when specifically permitted by the grant agreement).

³ See page 30 for more information on multi-phase off-set cycle projects.

What Projects are Eligible for Off-Set Cycle Funding?

All projects that are eligible for CPG funds during the regular cycle are also eligible for off-set cycle funds (see Chapter 3 *Eligibility*). However, Ecology awards off-set cycle funds through a competitive process, and we will use additional criteria to decide which projects are awarded funds in the off-set cycle.

Additional Criteria for the Off-Set Cycle

All off-set cycle applications must meet requirements for eligibility and the minimum threshold score process. In addition to these requirements, Ecology will use the criteria below to decide which projects we will award funds for in the off-set cycle. We will send you more information about the off-set cycle process by March 1, 2006. These criteria are not listed in any particular order. If you apply for off-set cycle funds you should strive to meet as many of these criteria as possible.

1. **Defined outcome:** The expected outcome is clear and easy to understand.
2. **Potential for lessons learned:** The project has the potential to provide valuable information or can serve as an example or pilot project (this is not limited to education projects).
3. **Return on investment:** The project uses funds efficiently and/or provides significant outcomes.
4. **Partnership/Coordination:** The project involves multiple partners, such as more than one grant recipient, or a recipient partnering with another organization or entity
5. **Need:** The project meets an important local or statewide need.

Ecology will give priority to projects that work toward one or more of the CPG Statewide Goals. Ecology and local government developed these goals together and identified them as the priority for off-set cycle funds. Please see Chapter 9 for more information on the CPG Statewide Goals.

If your project does not work toward one or more of the CPG Statewide Goals, you may still apply for off-set cycle funding.

Before you write your grant application, please read Chapter 3 (*Eligibility*), Chapter 4 (*Goals, Outcomes and Evaluation: How to Develop Your Project*), and Chapter 9 (*CPG Statewide Goals*) and take the following steps:

Step 1: Define your goals.

Step 2: Define your outcomes and identify your projects.

Step 3: Develop a method to evaluate your project.

Step 4: Identify the activities associated with each project and develop a work plan.

Step 5: Organize your projects into categories.

Step 6: Coordinate with others if engaging in a partnership

Technical Assistance

Your grant officer is available to help you at any point during the grant application process. Ecology staff members are also available to help you develop project ideas for the off-set cycle.

How to Apply for Off-Set Cycle Grants

Step 1: Complete and submit your application

Ecology will accept your off-set cycle grant application anytime between March 1, 2006, and June 20, 2006.

- The official deadline to submit your application to your grant officer is by 5:00 PM on June 20, 2006.
- You may submit your application by e-mail, fax or hard copy. If you submit your application via e-mail or fax you must also send a hard copy of the cover sheet (form CPG-X) with an original signature to your grant officer by July 25, 2006.
- You must submit form CPG-X, CPG-Y and CPG-Z (located in Appendix C)

Ecology will not accept applications received after June 20, 2006, unless you made special arrangements with your grant officer.

Step 2: Ecology reviews your application

Ecology will review your grant application for eligibility. We will use the minimum threshold score process to score your application. Please see Chapter 8 for more information on the minimum threshold score.

Step 3: Ecology accepts or denies your application

Your grant officer will notify you by July 10, 2006 to tell you whether or not your application met the requirements for eligibility and the minimum threshold score.

- If your application did not meet the requirements, go on to Step 4.
- If your application did meet the requirements, go on to Step 6.

Step 4: Rewrite your application (if necessary)

Your grant officer will give you specific feedback to help you rewrite your application. This is only necessary if your application did not meet the requirements for eligibility or the minimum threshold score.

- Submit your rewritten application to your grant officer by 5:00 PM on July 25, 2006.
- You may submit your rewritten application by e-mail, fax or hard copy. If you submit your application via e-mail or fax you must also send a hard copy of the cover sheet (form CPG-X) with an original signature to your grant officer by July 25, 2006.

Ecology will not accept rewritten applications received after July 25, 2006, unless you made special arrangements with your grant officer.

Step 5: Ecology accepts or denies your final rewritten application (if necessary)

Your grant officer will notify you by August 1, 2006, to tell you whether or not your rewritten application met the requirements for eligibility and the minimum threshold score. If your rewritten application does not meet the requirements it will not be considered for off-set cycle funding.

Step 6: Ecology sends all applications that meet the requirements to the Award Committee

All applications that meet the requirements now enter the off-set cycle award decision process.

How are Off-Set Cycle Funds Awarded?

Ecology awards off-set cycle funds through a competitive award decision process.

- Unrequested funds from the regular cycle (regular cycle allocation between \$14.2 million and \$18.2 million) are subject to the 80/20 split.
- Unspent funds from the regular cycle (regular cycle allocation between \$14.2 million and \$18.2 million) are subject to the 80/20 split.
- Any funds from the supplemental legislative request that exceed \$18.2 million (allocation between \$18.2 million and \$22.2 million) are not subject to the 80/20 split.

What is the 80/20 split?

Ecology allocates funds using the formula in WAC 173-312. This formula states that 80% of the CPG allocation goes to Solid and Hazardous Waste Planning and Implementation grants and 20% goes to Solid Waste Enforcement grants. This split is maintained in the off-set cycle.

- Unrequested and unspent funds that were originally allocated to Solid and Hazardous Waste Planning and Implementation grants will first be awarded to other Solid and Hazardous Waste Planning and Implementation projects.
- Unrequested and unspent funds that were originally allocated to Solid Waste Enforcement grants will first be awarded to other Solid Waste Enforcement projects.

Once all eligible projects are considered for funding from each type of grant, any eligible applicant may compete for the remaining funds.

Multi-Phase Off-Set Cycle Projects

After the end of each regular grant cycle, some awarded CPG funds always remain unspent. Historically, this unspent money was returned to the Local Toxics Control Account, not to other projects that could benefit from more funds. Now, funds not spent during the regular cycle are transferred into the off-set cycle and made available to recipients who have an existing grant agreement with Ecology.

Ecology will use a portion of unrequested funds as 'seed money' for a limited number of projects. These projects will receive a combination of traditional unrequested funds and unspent funds in two phases. **This next section affects only these Multi-Phase Off-Set Cycle Grants.**

- Phase One will consist of traditional unrequested money at a level of at least 25% of the total grant award (state grant share); and,
- Phase Two will fund the remaining grant award (state grant share).

The grant agreement will include a scope of work for both phases of funding. However, you will not be responsible for the scope of work for Phase Two until Ecology amends your grant to include Phase Two funding in early 2008. The purpose of the amendment is to add funding for Phase Two using unspent money from the statewide regular cycle.

Eligible work may be done at any time during the grant, but Ecology will pay you only for the Phase One budget until the grant is amended. You can submit payment requests as needed, and after the grant is amended with the Phase Two budget, you will receive payment for all eligible costs. Before you accept the grant award you must be sure you can receive funds in two phases.

Step 1: Award Committee is formed

The Award Committee is made up of four Ecology regional grant officers, four planning authority representatives, and four health jurisdiction representatives. The Solid Waste Policy Forum, the Environmental Health Directors, and Ecology will select the Award Committee members by January 1, 2006. To find out more about this committee, please contact your grant officer.

Step 2: Award Committee members meet to discuss the process they will use

The Award Committee will meet to decide what process they will use to compare off-set cycle applications. The Award Committee will also decide how to avoid conflicts of interest (for example, if an Award Committee member has submitted an off-set cycle application). The Award Committee will make these decisions, and Ecology will send you more information about the process by March 1, 2006.

Step 3: Award Committee members receive all off-set cycle application forms that meet the requirements

Your grant officer will send all off-set cycle applications that meet the requirements for eligibility and the minimum threshold score to all members of the Award Committee. Award Committee members will evaluate the applications based on the criteria for off-set cycle funding.

Step 4: Award Committee members meet to make a funding recommendation

The Award Committee will meet between August 1 and August 15, 2006. Each Award Committee member will place the applications into a high-, medium-, or low-priority group. The Award Committee will award funds to the high-priority project group first, the medium-priority project group second, and the low-priority project group third.

The Award Committee will submit the off-set cycle award recommendations to Ecology's Solid Waste and Financial Assistance Program Management Team (PMT) by September 1, 2006.

Step 5: Ecology's Solid Waste and Financial Assistance Program Management Team (PMT) finalizes the funding decision

PMT will make the final decision about whether or not to approve the recommended allocation of funds to the projects by September 15, 2006. Your grant officer will work with you to determine if your project will be funded as a multi-phase project. Before final approval, PMT will assess whether there are any projects that conflict with the supplemental criteria. Your grant officer will notify you on or by September 15, 2006, to tell you about your award status. If you choose to not accept the award, we will fund the next project in the ranking.

Step 6: Ecology writes the grant agreement

Your grant officer will write your grant agreement based on the information you provide in your application form. Your grant officer may contact you with questions or ask you to review a draft of the grant agreement.

Step 7: Sign your grant agreement

Your grant officer will attempt to get you a final grant agreement before December 31, 2006. You must sign your grant agreement and return it to your grant officer within 45 days of receiving it. Please work with your grant officer to address any timing issues, such as the schedule for your approval body or designated signatory authority.

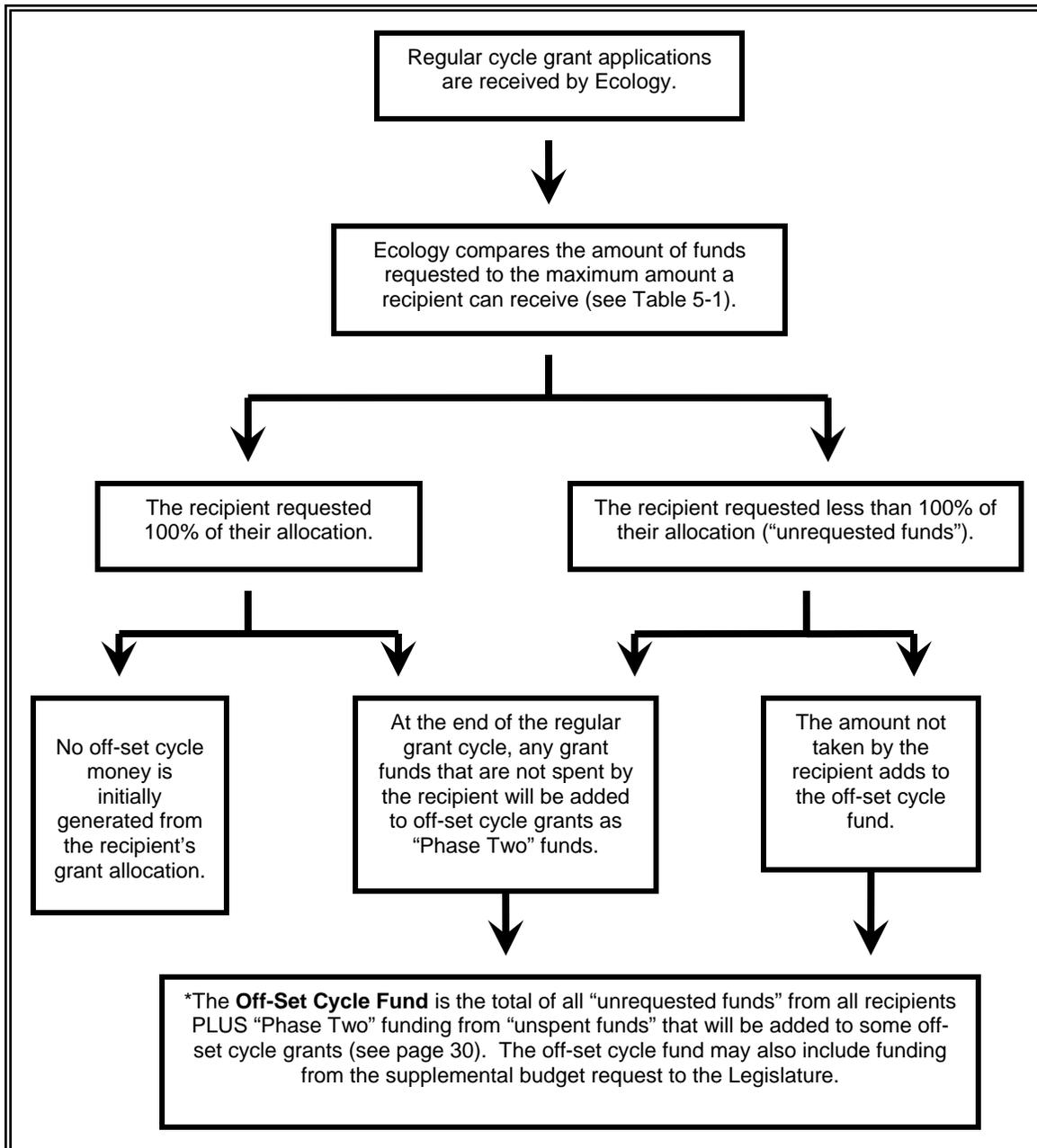
Table 6-1 2007-2008 CPG Off-Set Cycle Calendar

| | |
|--|---|
| July 1, 2005 | Ecology sends CPG Guidelines and application forms to local governments – hard copy, electronically, and posted on Ecology’s website. |
| January 1 through March 1, 2006 | Solid Waste Policy Forum, Environmental Health Directors, and Ecology select the Award Committee. Award Committee develops process for how to award off-set cycle funds. |
| March 1, 2006 | Ecology sends a reminder and additional information on the award process to local governments. |
| March 1 through June 20, 2006 | Local governments develop projects and complete application forms with help from grant officers. |
| June 20, 2006 | Applications due to Ecology grant officers by 5 p.m. |
| June 20 through July 10, 2006 | Ecology reviews applications. Applications that do not meet the minimum threshold score are sent back to the applicant to rewrite. |
| July 10 through July 25, 2006 | Applicants rewrite applications if necessary. Grant officers provide technical assistance with rewrites. |
| July 25, 2006 | Rewritten applications due to Ecology grant officers by 5 p.m. |
| August 1, 2006 | Ecology compiles applications that meet the minimum threshold score and sends them to the Award Committee members. |
| August 1 through August 15, 2006 | Award Committee members review grant applications. |
| August 15 through September 1, 2006 | Award Committee meets (one all-day meeting during this time period) to decide on off-set cycle funding recommendations. The recommendations are sent to Ecology’s Program Management Team for final approval. |
| September 15, 2006 | PMT makes the final decision about whether or not to approve the off-set cycle funding recommendation. |
| September 15 through December 31, 2006 | Ecology notifies recipients of off-set cycle grant funds. Grant agreements are negotiated and written. |
| January 1, 2007 | Off-set cycle grant starting date. |
| Various Dates | Progress reports due. Due dates vary based on negotiated reporting terms in each agreement. Reports are due 30 days after a respective billing period ends. Unless otherwise specified in the grant agreement, reports are due quarterly. |
| December 31, 2008 | Grant expiration date. |
| February 15, 2009 | Final Performance Analysis due. |

Table 6-2 Summary Timeline of Multi-Phase Off-Set Cycle Projects

| | |
|-------------------------------|--|
| October 31- December 31, 2006 | Off-set cycle grant agreements written. |
| January 1, 2007 | Recipient receives final grant agreement and Phase One funding. |
| December 31, 2007 | Ecology receives unspent funding from closed regular cycle agreements. |
| February 15, 2008 | Recipient receives funding for Phase Two through an amendment. All eligible work from January 1, 2007- December 31, 2008 can be billed to the grant. |
| December 31, 2008 | Grants expire. |

How CPG Off-Set Cycle Funds are Generated



* Funding from Solid Waste Enforcement grants goes first to other Solid Waste Enforcement projects. Funding from Solid and Hazardous Waste Implementation grants goes first to other Solid and Hazardous Waste Implementation projects. See Chapter 6 for more information.

Chapter 7: Progress Reports and Payment Requests

Ecology requires you to fill out three types of forms for your grant agreement.

1. Progress reports
2. Invoices (payment requests)
3. Final Performance Analysis

These requirements apply to both regular and off-set cycle grant agreements. If you do not comply with these reporting requirements, Ecology can withhold payment, refuse to amend your grant, or terminate your grant.⁴

Progress Reports

Progress reports allow your grant officer to keep up to date with your grant activities and to verify your payment request does not include any ineligible costs.

Step 1: Fill out the Ecology Progress Report and Payment Request forms

Use the progress report form to summarize the progress toward your project goals. Give a brief description of activities conducted in the timeframe of the payment request. We do not expect you to include activities not funded by the CPG Program.

- Health jurisdictions must use the Solid Waste Enforcement Progress Report Form (form ECY 070-115) and Payment Request Forms A-19, B-2 and C-2.
- All other recipients must use the Progress Report Form (form ECY 070-112) and Payment Request Forms A-19, B-2 and C-2.

Progress report and payment request forms are located in Appendix D. You can also ask your grant officer for an electronic version of these forms.

Step 2: Send your progress report and payment request forms to your grant officer before the due date

Unless otherwise stated in your grant agreement, you must submit a payment request and progress report at least quarterly, but no more often than once per month. Progress reports are due within 30 days of the end of each reporting period. You must include a progress report with every payment request you send to your grant officer. You may send your progress report and payment request forms via e-mail, U.S. mail, or fax. If you send your forms via fax or e-mail, you must also send a hard copy of form A-19 with an original signature to your grant officer. Please see Table 1-1 for grant officer contact information, including their mailing address.

You do not have to send a progress reports after you send your final payment request and progress report (when grant funds are completely spent).

⁴ see the Yellow Book for General Terms and Conditions

Final Performance Analysis

What is a Final Performance Analysis?

The Final Performance Analysis (FPA) is a summary for *each project* listed in the grant. Because you can have several projects in each grant category, you must fill out an FPA for each project. Ecology will use the information from each FPA to share program information and expand learning statewide, and to satisfy JLARC requirements.

Step 1: Fill out the Ecology FPA form

Use the FPA to give the final summary of your grant. The FPA will show the outcomes (successes and discussion) for each project. Ecology expects you to report on all activities and costs for the two-year grant cycle for all projects that are CPG funded, even if CPG does not pay for the full 75% of the cost for each project.

- You need to fill out only one FPA Coversheet (form ECY-070-116)
- You must fill out a separate FPA Project Analysis Worksheet (form ECY-070-116) for each individual project in your grant.

Your grant officer can help you decide how many FPA Project Analysis Worksheets you need to complete. Final Performance Analysis forms are located in Appendix C. You can also ask your grant officer for an electronic version of these forms.

Step 2: Send your FPA to your grant officer on or before the due date

The FPA is due by February 15, 2008, for regular cycle grants and February 15, 2009, for off-set cycle grants. Please see Table 1-1 for grant officer contact information, including their mailing address. You may send your FPA via e-mail, U.S. mail, or fax. In the future, you will be able to submit your FPA online on the Information Clearinghouse website (see below for more information).

Information Clearinghouse

Ecology is currently developing a Website for CPG recipients to report online and to share lessons learned with other grant recipients statewide. The Website is called the Information Clearinghouse. You will receive more information and training on the new system as it becomes available.

The Information Clearinghouse is scheduled to be complete in early 2006. If you do not have access to the Internet, you can still send your forms as hard copies to your grant officer.

Chapter 8: Minimum Threshold Score

Before Ecology can award you funds, your application must show that:

- Your grant project has defined outcomes;
- It meets a minimum threshold score; and,
- You are ready to proceed with your project.

We anticipate all applicants will be able to meet the minimum threshold score because the score is based on the completeness of the application. We have changed the application period to give grant officers more time to help applicants rewrite applications that do not meet the minimum threshold score.

You must include the information below for each *category* in your grant application:

1. Category (Organics, Green Building, Residential WR/R, Commercial WR/R, MRW, SWE, or Other)
2. Project titles and summary descriptions
3. Comprehensive Local Solid Waste Management Plan or Local Hazardous Waste Plan consistency – section and/or page number
4. Budget – total cost and how many CPG dollars you want for this category

Ecology will not score you on the category information or on the application coversheet (Form CPG-X). However, if either of these sections is not complete, your grant officer will send your application back and request more information before they can score the application.

You must also include the information below for each *project* within a category. For example; an Organics category may contain a home composting project, a mulching mower project, and a chipping project.

5. Project title (see Appendix B for project title ideas)
6. Goal statement: explain the reason you are doing the project.
7. Outcome statement: what environmental or community result are you going to achieve with this project?
8. Target audience: who does this serve/who are you going to reach (including the estimated size of audience)?
9. Work plan and activities with timeline: what activities are you going to do to accomplish your outcomes? Include a timeline sketch with these activities.
10. Method of evaluation: how are you going to learn from your project and evaluate progress?
11. Which CPG Statewide Goal does your project work toward, if any?
12. What other compelling need for funding exists? This section will not be evaluated as part of the minimum threshold score.

Scoring

Two Ecology grant officers will score your application using the project information you provide and the criteria below. If you submit more than one project, your score for one project will not affect the score or funding for any other project in your application.

1. No answer – 0 points
2. Answer is not clear or logical – 1 point

3. Answer requires a discussion or needs more information – 2 points
4. Answer is complete or needs only minor changes – 3 points

Ecology grant officers will agree on a score for each section and total the points for all sections of each project. Each project can receive up to 21 possible points (7 sections, 3 points each).

- Any project that scores less than 20 points will be sent back to you for a rewrite. You have to rewrite only the sections that scored less than three points.
- Any project that scored 20 or 21 points does not need to be rewritten to guarantee funding. However, your grant officer may still contact you with clarifying questions.

Ecology will not fund projects on rewritten applications that do not meet the deadline or do not pass the minimum threshold score. You can contact your grant officer at any time for help or to ask questions about their score or responses.

Chapter 9: CPG Statewide Goals

In June 2004 Ecology hosted the third State Solid Waste Summit, titled “Setting the Course for the Future.” The Summit agenda focused on four main priorities:

1. To build partnerships between local governments and Ecology;
2. To celebrate and recognize success;
3. To develop statewide goals for the Coordinated Prevention Grant (CPG) Program; and
4. To identify statewide priority issues in solid waste. For more information about the Summit, including the meeting notes, please see Ecology’s website (<http://www.ecy.wa.gov/programs/swfa/summit.html>). For more information about the Beyond Waste Plan please visit the Beyond Waste website (<http://www.ecy.wa.gov/beyondwaste/>).

The CPG Statewide Goals are primarily a tool to track the accomplishments of the CPG Program and to identify areas that need additional support. The draft versions of the CPG goals were created with extensive collaboration between Ecology and CPG recipients. The CPG Statewide Goals will be used for the off-set grant cycle. They provide an outline for those applying for off-set cycle funding.

The CPG Program has always encouraged projects that support “sustainability” efforts, particularly through the “supplemental” (off-set) funding cycle. Sustainability is the ability to address critical environmental, social, and economic issues in a way such that we do not substantially reduce the earth’s ecological health. Any project that is submitted should consider long-term environmental, social, and economic impacts in the local jurisdiction. The Beyond Waste State Plan is a blueprint for moving sustainability forward in Washington State. The CPG Program considers the CPG Statewide Goals to be generally consistent with the Beyond Waste State Plan.

Funds for the CPG Program are appropriated each biennium by the Washington State Legislature. CPG funding for the 2005-2007 biennium totals \$14,200,000, which includes a special proviso in the amount of \$4,000,000. The proviso states that \$4,000,000 shall be provided solely for grants to local governments to emphasize additional organics composting and conversion, green building, and moderate risk waste projects that are part of the state’s “never waste plan” (AKA “Beyond Waste”). Of this amount, up to \$1,600,000 may be used for one-time funding for auto switch recycling consistent with the memorandum of agreement being finalized with the Auto Recyclers of Washington.

Ecology has elected to make the \$4,000,000 proviso amount available through the regular cycle allocation process. This means that the entire \$14,200,000 will be available. Ecology will identify regular cycle projects that are consistent with the requirements of the proviso.

CPG Statewide Goals

Moderate Risk Waste

Short Term (5 years):

1. 5% reduction in MRW (HHW and CESQG waste) generation per capita
2. 50% of county governments have MRW-related Environmentally Preferable Purchasing policies in place
3. 90% of MRW collected is reused, recycled, or burned for energy recovery
4. 95% of WA residents live within 20 miles of an MRW collection site or service
5. 100% of counties are served by an education program for households and CESQGs that addresses PBTs and encourages toxic use reduction
6. 100% of motor oil collected is reused, recycled or burned for energy recovery
7. 50% of counties have updated their local hazardous waste plan since January 1, 2000
8. 75% of HHW facilities accept mercury containing devices

Long Term (30 years):

9. 100% of residents have access to electronics recycling without end-of-life fees
10. 100% of vehicle batteries are collected

Organics

Short Term (5 years):

1. 1 food waste collection program has taken place in each region
2. 3 pilot programs are run to develop sustainable practices for commercial food processors
3. 1 pilot or demonstration project in each region is run for a local government to integrate the use of organic materials into standard practices for public works projects, such as storm water management and erosion control

Long Term (30 years):

4. Organic waste reduction and recycling programs result in food waste comprising less than 10% of MSW disposed of in landfills and waste-to-energy facilities
5. Organic waste reduction and recycling programs result in yard waste comprising less than 2% of MSW disposed of in landfills and waste-to-energy facilities
6. 95% of residents have access to an organics recycling program
7. 20 counties are served by integrated education on natural yard/garden care at a public venue (e.g., demonstration gardens).

Green Building

Short Term (5 years):

1. A residential green building education program is available to developers, contractors, builders and local governments in 15 counties
2. Incentives have been adopted for green building in 15 jurisdictions statewide (at least one jurisdiction in each region)
3. 15 jurisdictions have programs to promote the purchase of green homes and the use of green building features
4. 10 jurisdictions have available and are promoting a green remodeling toolkit
5. One local government has developed a pilot program to track the increase in green building activities in its jurisdiction

6. 20 jurisdictions develop deconstruction and building material reuse exchange programs in partnership
7. 2 new construction and demolition debris reuse and recycling facilities are in operation

Long Term (30 years):

8. Residential and commercial green building education programs are available to developers, contractors, builders, and local governments in every county in Washington
9. 30 jurisdictions have programs to promote the purchase of green homes and the use of green building features
10. 10 jurisdictions are tracking the increase in green building activities

Solid Waste Enforcement

Short Term (5 years):

1. All closed landfills permitted under WAC 173-304 or WAC 173-351 are in compliance with their post-closure requirements
2. All operating solid waste handling facilities are in compliance with regulations and permit conditions, or an approved compliance schedule
3. A method is developed that can be used by all jurisdictions for inventorying abandoned dumps and landfills and identifying hazards associated with each site
4. 10 jurisdictions have completed inventories of abandoned dumps and landfills using the statewide method (see Short Term Goal #3)

Long Term (30 years):

5. All jurisdictions have identified hazards associated with abandoned dump sites and landfills using the statewide method (see Short Term Goal #3)

Waste Reduction and Recycling (note – many MRW, Organics and Green Building goals are also Waste Reduction and Recycling goals).

Short Term (5 years):

1. All counties are served by a WRR education program of some sort

Long Term (30 years):

2. 60% of MSW is recycled or diverted rather than disposed
3. MSW generation is less than 4 pounds per person per day
4. Every jurisdiction has an Environmentally Preferable Purchasing program

Other

Short Term (5 years):

1. 10 model education projects, including tools for assessing the impact of the project, are developed and implemented
2. Three multi-jurisdictional collaborative projects
3. Three model illegal dump prevention projects are developed and implemented
4. Take-back infrastructure is in place for 5 products

Long Term (30 years):

No long-term goals at this time

Ecology encourages local government grant recipients to align their projects with the CPG Statewide Goals. However, this is **not** a requirement for funding **regular cycle** projects. *Individual jurisdictions are not responsible for tracking progress, implementing the CPG Statewide Goals, or meeting the percentage noted in the list above.* Ecology will track statewide progress toward the CPG Statewide Goals, and will share the results with recipients.

Please see Chapter 6 for additional information about criteria for the off-set cycle.

APPENDIX A

Glossary of Terms and List of Acronyms

Glossary of Terms

Activities are things you do to implement your grant project.

Agreement means the formal written contractual arrangement, signed by the authorized official(s) of the Recipient and Ecology, which details the terms of the grant or loan. It includes, at a minimum, an approved scope of work, expected outcomes, total project costs, funding percentages, eligibility criteria, budget, and performance schedule.

Allowable Costs are costs included in the categories of allowable costs detailed in Part II of the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18.

Amendment means a written document, signed by the authorized official of Ecology, that details the changes or revisions to the original terms of the grant or loan. There are two types of amendments allowed - letter and formal. (*See the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18, for detailed information.*)

Authorized Official is a person designated by the Recipient or by Ecology to sign a grant or loan agreement and any formal amendments to it.

Cash Expenditure means any cash outlay by the Recipient, regardless of the source of funds, for direct costs of goods and/or services, salaries, and benefits of Recipient employees; overhead costs; and payments made to contractors.

Category is an overarching system that groups grant projects. There are seven CPG categories: Organics; Green Building; Residential Waste Reduction and Recycling; Commercial Waste Reduction and Recycling; Moderate Risk Waste; Solid Waste Enforcement; and, Other.

Contract means a written instrument whose principal purpose is the procurement - by purchase or lease - of goods or services for the direct benefit of the project.

Coordinated Application is a grant application that all eligible recipients in a jurisdiction have agreed upon and approved.

Ecology means the Department of Ecology.

Disposal Costs means the costs to transport material and to treat it, recycle it, incinerate it, or place it in a landfill. It does not include the costs to collect material and prepare it for disposal.

Disposal Site means the location where any final treatment, utilization, processing, or deposit of solid waste occurs.

Effective Date (of an agreement) means the earliest date on which eligible project costs may be incurred. Unless otherwise stated in the agreement, the effective date is the date that the agreement was signed by Ecology.

Eligible Costs are costs that meet all eligibility criteria established in the terms of the grant agreement. This includes any criteria related to the nature and the amount of the costs. If a cash expenditure is eligible, this implies that it will be reimbursed, in whole or in part, with state funds. If an in-kind contribution is eligible, a Recipient may use it to meet the match requirement. *(See Interlocal Costs.)*

Grant means an award of money or property to accomplish a public purpose authorized by statute. The term does not include technical assistance that provides services instead of money, or other assistance such as revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Nor does the term include assistance, such as a fellowship or other lump sum, for which the Recipient is not required to account. *(NOTE: This should not be confused with technical assistance grants, which are awards of money to accomplish technical assistance.)*

Grant Officer means the Ecology staff person assigned to negotiate the terms of any agreement with the Recipient and to manage the project.

Household Hazardous Waste is any waste that exhibits any of the properties of dangerous wastes that is exempt from regulation under chapter 70.105 RCW, hazardous waste management, solely because the waste is generated by households (see WAC 173-350).

Information Clearinghouse is an online reporting and information-sharing system that is scheduled to be complete in 2006.

In-Kind Contributions are property or services that benefit a project and are contributed to the Recipient (or any contractor under the grant agreement) by a third party, without direct monetary compensation. In-kind contributions include donated or loaned real or personal property, volunteer services, and employee services donated by a third party. These are not allowable under the Coordinated Prevention Grants Program, except as interlocal costs.

Interlocal Agreement means an agreement developed in accordance with Chapter 39.34 RCW, Interlocal Cooperation Act. The Interlocal Agreement shall be signed by the authorized officials of the local governments involved, and shall specify the services and/or facilities to be provided and any compensation between the local governments for such services and/or facilities.

Interlocal Costs are in-kind contributions made to a project by another local government pursuant to a valid written agreement (such as an interlocal agreement) between the Recipient and the contributing entity that details the work to be accomplished, the goods and services to be provided, and the value thereof. This is the only form of in-kind contribution allowed under the Coordinated Prevention Grant Program.

If the Recipient reimburses another governmental entity for any portion of its contributions, the amount paid to the other entity is not an interlocal cost. It is a cash expenditure on the part of the Recipient. Only the non-reimbursed portion of the other governmental entity's contributions is an interlocal cost.

Jurisdiction means a city, a county, a city-county joint entity, or a public health district/department.

Lead Implementation Agency means the agency designated in the adopted local hazardous or solid waste management plan as having the principal responsibility for the execution of all or most of the plan, and/or the coordinating agency which delegates responsibility to other agencies to execute portions of the plan.

Local Comprehensive Solid Waste Management Plan means the plan that a local government is required to prepare pursuant to Chapter 70.95 RCW to manage solid waste.

Local Government means any political subdivision, regional governmental unit, district, or municipal or public corporation, including cities, towns, and counties. The term encompasses but does not refer specifically to the departments within a city, town, or county.

Local Hazardous Waste Management Plan means the plan that a local government is required to prepare pursuant to Chapter 70.105 RCW to manage moderate risk waste.

Match means that portion of the cash expenditures borne by Recipient funds and the value of the interlocal costs applied to the project, if any.

Minimum Threshold Score is a scoring system for grant applications designed to ensure that grant projects have defined outcomes and grant applicants are ready to proceed. Grant applicants will not receive funding until their application meets the minimum threshold score.

Moderate Risk Waste means (a) any waste that exhibits any of the properties of hazardous waste but is exempt from regulation under Chapter 70.105 RCW solely because the waste is generated in quantities below the threshold for regulation, and (b) any household wastes that are generated from the disposal of substances identified by Ecology as hazardous household substances or substances that exhibit any of the properties of hazardous waste.

Municipal Composting means composting activities that are consistent with WAC 173-350, compost “urban” waste such as yard debris and food waste, and have a collection system (self-haul can be the collection system). Home composting and agricultural composting are not “municipal” composting.

Off-Set Cycle Funds are CPG funds that are not used by grant recipients during the regular grant cycle because they were either not requested or not spent by recipients. These funds are then awarded in a competitive process to recipients who need additional funds.

Operating Expenses means the day-to-day costs of running a facility, including labor.

Outcome means a measurable environmental or human health result. Intermediate outcomes, such as recycling tonnage, lead to ultimate outcomes, such as energy conservation, emissions reduction, reduced human health risks. It is important to understand what outcome each project seeks to accomplish, and to have a way of measuring that, but not every project needs to measure every possible outcome.

Overhead means those costs that benefit more than one activity of the Recipient (including the grant project) and that cannot be directly assigned to an objective of the project.

Phase One is the first year of multi-phase off-set cycle projects. This phase consists of traditional grant funding of at least 25% of the total grant award.

Phase Two is the second year of multi-phase off-set cycle projects. This phase consists of unspent funds from the regular grant cycle and will complete the funding of the total grant award.

Projects consist of specific activities that work toward a distinct outcome.

Recipient means the entity to which the funding is awarded and which is accountable for the use of the funds provided. The Recipient is the entire legal entity even if only one component or department is designated in the agreement document.

Recyclable Materials means those solid wastes separated for recycling or reuse, such as papers, metals, and glass that are identified as recyclable materials pursuant to a local comprehensive solid waste management plan.

Recycling means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

Responsible Official means a grant Recipient employee primarily responsible for working with Ecology on the grant project (e.g., public works director, public health director, recycling coordinator, solid waste planner).

Retroactive Funding means expenditures for work done prior to the effective date of the grant agreement.

Small Quantity Generator means a commercial generator of a waste that exhibits any of the properties of hazardous waste but is exempt from regulation under Chapter 70.105 RCW solely because the waste is generated or stored in quantities below the threshold for regulation.

Solid Waste means all putrescible and nonputrescible solid and semisolid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

Solid Waste Enforcement Projects are projects that include activities to develop, support, or enforce solid waste regulations.

Summit means the State Solid Waste Summit, a meeting of local government and Ecology solid waste professionals held every other year to discuss statewide priorities and develop partnerships.

Work Plan means a description of activities with a timeline that demonstrates how a grant recipient plans to accomplish the expected outcomes of their project or program.

List of Acronyms

| | |
|---------|---|
| BMP | Best Management Practice |
| C&D | Construction & Demolition |
| CESQG | Conditionally Exempt Small Quantity Generator |
| CPG | Coordinated Prevention Grant |
| EALR | Essential Academic Learning Requirement |
| Ecology | Washington Department of Ecology |
| FPA | Final Performance Analysis |
| FTEs | Full Time Employees |
| HB 1785 | House Bill 1785 |
| HHW | Household Hazardous Waste |
| JHD | Jurisdictional Health Department or District |
| JLARC | Joint Legislative Audit and Review Committee |
| LTCA | Local Toxic Control Act |
| MRW | Moderate Risk Waste |
| MSW | Municipal Solid Waste |
| OMB | Office of Management and Budget |
| PBT | Persistent Bioaccumulative Toxin |
| PMT | Ecology's Program Management Team |
| SEPA | State Environmental Policy Act |
| SQG | Small Quantity Generator |
| SWAC | Solid Waste Advisory Committee |
| SWE | Solid Waste Enforcement |
| SWFAP | Solid Waste and Financial Assistance Program |
| WDOE | Washington Department of Ecology |
| WRR | Waste Reduction and Recycling |

APPENDIX B

Example Outcomes

Example Outcomes: This table contains examples of measurement units for different types of grant projects. It was created to help generate ideas; these units are not the only units that are acceptable.

| 1) Organics | |
|--|---|
| Sample Outcomes (numbers and units) | |
| Type of Project | |
| Public Education and Outreach* | Participation in response to education material Survey to assess knowledge or behavior |
| Home Composting | Participation rates of target households Tons of yard waste composted *An average home composting bin diverts 370 lbs per year of organic material. |
| Vermicomposting | Pounds of food waste* vermicomposted *A typical household of 4 generates 7 to 10 lbs per week. |
| Food Waste Composting Program | Pounds of food waste* composted *A typical household of 4 generates 7 to 10 lbs per week. |
| Municipal Composting | Tons processed at a facility |
| Master Composter and/or Gardener | Volunteer hours generated |
| Native Planting/Xeriscaping | Number of visitors to demonstration site Number of demonstration sites |
| Mulching Mower/Grasscycling | Pounds left on lawn The average household generates 1,000 pounds of grass annually. Participation rates of target households |
| Natural Yard Care | Number using natural yard techniques in target households |
| Curbside Yard Debris Collection | Tons collected at curb |
| Wood Chipping Operations | Tons diverted and reused |
| Agricultural Waste Management and Technical Assistance | Tons diverted and reused |
| 2) Green Building | |
| Type of Project | |
| Public Education and Outreach* | Participation in response to education material Survey to assess knowledge or behavior |
| Building Industry Education Project | Participation rate in target population of building industry Survey to assess knowledge and/or adoption of green building practices |
| Green Building Codes and/or Policy or Incentives | Stakeholder participation rates |
| Building Material Reuse/Exchange Project | Number of customers Tons diverted through exchange |
| Deconstruction Project | Number of customers Tons diverted through deconstruction |
| Recycling/Processing Facility | Tons recycled or processed |
| Demonstration Buildings | Number of visitors |
| Green Building Certification Project | Awareness of certification program Number of applicants for certification program |
| Green Built Recognition (e.g., Construction Works) | Number of builders in Built Green recognition program Number of homes constructed, and related environmental savings |

| 3) Residential Waste Reduction & Recycling | |
|---|---|
| Type of Project | |
| School Education and Outreach Projects | Pre- / post- test Observation of behavior in follow-up with teacher or school |
| Public Education & Outreach* | Participation in response to education material (i.e., recycling of more materials, recycling at work, new residents) Survey to assess knowledge or behavior |
| Curbside Recycling | Participation rates Tons collected Tons recycled |
| Drop Box Recycling | Tons collected Tons recycled |
| Multi-Family Project | Number of multi-family homes recycling |
| Special Collection Events | Tons or pounds collected Participation rates in target community |
| Waste Exchange Project | Number of exchanges Tons diverted |
| Waste Reduction Project* | Survey to assess knowledge or behavior Tons diverted |
| 4) Commercial Waste Reduction & Recycling | |
| Type of Project | |
| Commercial Education and Outreach* | Number of businesses practicing WRR in response to education materials |
| School/Institutional Education and Outreach* | Number of schools practicing WRR in response to education materials |
| School Recycling Project | Number of schools recycling Tons recycled |
| Curbside Recycling | Participation rates of businesses Tons recycled |
| Waste Exchange Project | Number of exchanges Tons diverted |
| Market Development Project | Number of new businesses in 'market' New commodities New volume capacity |
| In-House Project (e.g., Walk-The-Talk) | Recycling rate of total waste volume Tons recycled |
| On-site Commercial Waste Audits | Number of businesses practicing WRR in response to education visits |
| 5) Moderate Risk Waste | |
| Type of Project | |
| Toxics Reduction Education & Outreach (except PBTs)* | Survey to assess knowledge or behavior Sales data of targeted toxic products in county |
| Persistent Bioaccumulative Toxins (PBT) projects (mercury, PBDE etc., including education and outreach) | Mercury* or other PBTs removed from households / businesses <small>*1lb of mercury = 100,000 fluorescent tubes</small> Survey to assess knowledge or behavior |
| Fixed Facility | Pounds collected Pounds recycled or reused Decrease of repeat customers (due to behavior change), increase of one-time visitors |
| Mobile or Satellite Facility | Pounds collected Pounds recycled or reused Decrease of repeat customers (due to behavior change), increase of one-time visitors |
| Collection Events | Pounds collected Participation rates from target population |

| 5) Moderate Risk Waste (continued) | |
|---|--|
| On-site Business Assistance Program | Number of businesses practicing WRR and BMPs in response to education visits |
| CESQG Collection | Pounds collected, reused, recycled Participation rates from target businesses |
| Electronic Waste Projects | Tons collected and diverted for legitimate recycling Participation rates from target businesses or population |
| Product Take-Back Project | Number of take-back locations and collection data Participation rates from target businesses and commodities |
| 6) Solid Waste Enforcement | |
| Type of Project | |
| Illegal Dumping Prosecution | Number of complaints received & resolved |
| Animal Waste Project | Number of inspections that result in proper waste management Number of mutt mitts used in a public area |
| Enforcing Solid Waste Codes | Number of enforcements Decrease of repeat offenders |
| Permit Reviews | Number of permits reviewed Number of permits issued |
| Ensuring Compliance at Permitted Solid Waste Facilities | Number of visits 'in compliance' |
| Ensuring Compliance at Permitted Biosolids Land Application Sites | Number of visits 'in compliance' |
| Closed and Abandoned Landfill Project | Environmental indicators (groundwater, etc) Number inventoried Number 'closed' |
| Oversight of Permit-Exempt Facilities | Number of visits and/or contacts Number of 'notifications' due to spills |

*Note: Staff time spent on updates to education material is eligible for CPG; however, it should not be the main project goal or outcome.

APPENDIX C

Application Forms

**DEPARTMENT OF ECOLOGY
APPLICATION FOR COORDINATED PREVENTION GRANT
January 1, 2006 - December 31, 2007**

| | | | |
|---|--------------------------|--|-----------------|
| (1) APPLICANT INFORMATION | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City | | <input type="checkbox"/> Health District/Department <input type="checkbox"/> Other | |
| Applicant Name: | | Contact Person: | |
| Address: | | Title: | |
| | | Phone: | |
| | | FAX: | |
| Federal Tax Identification Number: | | E-Mail: | |
| Contact Person for Billing/Invoice Questions: | | Payment Should be Made Payable to: | |
| Phone: | | Payment Should be Mailed to: | |
| | | | |
| | | | |
| (2) FUNDING REQUEST | | | |
| TOTAL COST | STATE FUNDS/GRANT AMOUNT | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$ | \$ | \$ | |

CERTIFICATION AND AGREEMENT

The undersigned representative certifies that the information submitted herewith is true and correct to the best of their knowledge and belief, and that they are authorized to submit this application.

The applicant agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology grant regulations and of the grant agreement.

Applicant _____

Name (printed) _____

Signature (blue ink) _____

Title _____

Date _____

Instructions for FORM CPG-X

APPLICATION FOR COORDINATED PREVENTION GRANT

This form must be received by your Ecology regional grant officer by 5 p.m. on the due date via, e-mail or hard copy. If you send the form via e-mail, you must also send a hard copy with an original signature.

(1) APPLICANT INFORMATION

The applicant is the local government with authority and responsibility for developing and implementing local hazardous waste and solid waste plans, or the jurisdictional health authority.

- Show the name, mailing address, and federal tax identification number of the applicant.
- The contact person is the person who has prepared this application. It should be someone who will be able to answer questions that Ecology may have about the information on the application forms. Also include the name and address of where grant reimbursement funds should be mailed.

(2) FUNDING REQUEST

Before you can finish this section, you will need to complete your project requests (Form CPG-Y) and budgets by category (Form CPG-Z).

Total Cost

This is the total of all costs allowable for funding by a coordinated prevention grant.

State Funds/Grant Amount

This is the amount of grant funding you are requesting from Ecology.

Local Match

Local match is the part of the project cost that will be borne by the applicant. You can meet the local match amount in two ways:

- Cash is any cash outlay for the project, regardless of the source of the funds, for direct costs of goods and/or services, salaries and benefits of employees, overhead costs, and payments made to contractors.
- Interlocal cost is an in-kind contribution made to a project by another government, according to a valid written agreement (such as an Interlocal Agreement) between the contributor and the grant Recipient. The agreement must detail the work to be accomplished, the goods and services to be provided, and their value.

To receive this document in alternative format, contact the Solid Waste and Financial Assistance Program at 360-407-6129 (Voice), 711, or 1-800-833-6388 (TTY).

COORDINATED PREVENTION GRANT APPLICATION

| CATEGORY INFORMATION | |
|--|--|
| (1) Identity | |
| Applicant | Grant Contact for this Category |
| (2) Category <input type="checkbox"/> Organics <input type="checkbox"/> Green building <input type="checkbox"/> Residential waste reduction and recycling <input type="checkbox"/> Commercial waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____ | |
| (3) Projects AND Summary Descriptions included in the Category <u>Project Title</u> a. b. <u>Summary Descriptions</u> a. b. | |
| (3b) New Projects AND Summary Descriptions resulting from restored CPG funds <u>Project Title</u> a. b. <u>Summary Descriptions</u> a. b. | |
| (4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #) | |

| (5) Category Funding Request | | | |
|---|--|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |
| (5b) Category Funding Request - Restored | | | |
| TOTAL COST | GRANT AMOUNT REQUESTED (What is the new total amount you need for this category?) | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |

| |
|--|
| (6) PROJECT INFORMATION |
| (a) Project Title |
| (b) Goal Statement |
| (c) Outcome Statement |
| (c2) Revised Total Project Outcomes resulting from restored funding |
| (d) Target Audience |
| (e) Work Plan and Activities with Timeline |
| (e2) Revised Work Plan and Activities resulting from restored funding |
| (f) Method of Evaluation |
| (g) Which CPG Statewide Goal(s) does this Project work toward? |
| (h) Describe any other compelling need for funding (optional) |

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

Instructions for Form CPG-Y Category and Project Information Form

Application Deadline: Your Grant Officer must receive your application **No Later than 5 p.m. on September 2, 2005.**

A complete application includes:

- **Coversheet (CPG – X)** original with signature can follow if emailed or faxed
- **Category Information Section (CPG –Y)** for *each category*
- **Project Information Section (CPG –Y)** for *each project within a category*
- **Planning Authorities only – proof of application coordination (see Chapter 3)**

Special instructions for CPG Y 2006-2007: In order to aid a supplemental request for CPG from the 2006 legislature and amend your grants if that request is successful, Ecology needs basic information on the projects and outcomes that additional funding would support.

You may choose to simply increase the amount of funding for a category AND/OR add new categories or projects. Please use the allocation table on page 19 of the Guidelines to determine your jurisdiction's additional total state grant share. If adding new projects to the category, simply list them on the Category Information Section in box 3b. If adding a new category, please fill out a new Category Information Section and the summary project descriptions (items 1-5).

How to fill out the application:

- (1) Identity**
Name the applicant (jurisdiction) and the Grant Contact for each separate category.
- (2) Category**
Choose the title from Organics, Green Building, Residential Waste Reduction and Recycling, Commercial Waste Reduction and Recycling, Moderate Risk Waste, Solid Waste Enforcement, or Other.
- (3) Projects and Summary Descriptions Included in the Category**
Give the titles for each project in the category and describe the project work plan, partnerships involved, and strategy (short paragraph).
- (3b) New Projects and Summary Descriptions Resulting from Restored CPG Funds**
Give the titles for each project in the category and **describe** the project work plan, partnerships involved, and strategy (short paragraph). You will be asked to fill out box 6 at a later date if the supplemental request to the Legislature is successful.

(4) Comprehensive Solid Waste Management Plan and Local Hazardous Waste Plan Consistency

Briefly describe how the projects within your grant are consistent with your Local Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan, and provide the page or section number of your plan that supports this.

(5) Category Funding Request

Show the source of the money for this category and how much you are supplying as match.

(5b) Category Funding Request - Restored

Please give the **total** cost and desired **total** grant amount if a supplemental request to the Legislature in 2006 is successful. Please use the allocation table on page 19 to calculate this amount.

(6) Project Information

Provide a separate project information sheet for each project within the category. A *project* is a set of activities that you perform to accomplish your selected outcome and goal. A *category* is a way of grouping related *projects* for administrative and budgeting purposes.

- a) **Project** – provide a brief title for the project (examples are available in the table in Appendix B of the Guidelines).
- b) **Goal Statement** – describe the reason you are doing the project. For example, the goal of your home compost bin project might be to decrease the amount of organic waste going to the landfill by distributing home compost bins.
- c) **Outcome Statement** – describe what will change by doing this project and by how much. For example, a home compost bin project may have an outcome of how many participants will participate and/or the average amount of yard waste they will divert from the landfill. For more help with developing outcomes, see Chapter 4 in the Guidelines.
- c2) Revised Total Project Outcomes Resulting from Restored Funding** – Describe the new **total** outcomes if restored funding will go toward this project.
- d) **Target Audience** – describe who this project will serve, including the approximate size of the target audience (number of people).
- e) **Work Plan and Activities with Timeline** – list the key steps/activities needed to accomplish your expected outcomes AND include an estimated completion date or time frame for each activity. Briefly highlight milestone activities (outputs) and any capital purchases that will be made to support the project goals.
- e2) Revised Work Plan and Activities Resulting from Restored Funding** – Describe the new work plan and activities if restored funding will go towards this project.
- f) **Method of Evaluation** – describe how you will know whether you accomplished your goals, affected your target audience, or otherwise learn about the project you completed.
- g) **Which CPG Statewide Goal(s) Does Your Project Work Toward** – give all CPG Statewide Goal and number (for example, Organics #1) your project supports. See Chapter 9 in the 06-07 Guidelines for the list of CPG Statewide Goals. A project submitted for the regular funding cycle does NOT need to meet a CPG Statewide Goal; however, (g) and/or (h) are required for Off-set CPG grants.
- h) **Describe Any Other Compelling Need for Funding** – tell us any information that the Decision Committee needs to know when considering your application for competitive funding. (g) and/or (h) are required for Offset CPG grants. See Chapter 6 in the 06-07 Guidelines for more detail on the Off-set CPG grants.



EXPENDITURE BUDGET BY CATEGORY

Use this form to develop the budget for each of your grant categories.

**FORM
CPG-Z**

Please Read the Instructions Before You Fill Out this Form

Applicant: _____

| 1. Category | 2. Salaries and benefits | 3. Overhead | 4. Goods and services | 5. Travel | 6. Contracts | 7. Equipment | 8. Interlocal | 9. Total category cost | 10. Total state grant amount requested |
|--|-----------------------------------|----------------|---|-----------|-----------------|-----------------|------------------|---------------------------------|---|
| A. | | | | | | | | | |
| <i>A2. Restored funding request</i> | | | | | | | | | |
| B. | | | | | | | | | |
| <i>B2. Restored funding request</i> | | | | | | | | | |
| C. | | | | | | | | | |
| <i>C2. Restored funding request</i> | | | | | | | | | |
| D. | | | | | | | | | |
| <i>D2. Restored funding request</i> | | | | | | | | | |
| E. | | | | | | | | | |
| <i>E2. Restored funding request</i> | | | | | | | | | |
| 11a. Total Category Cost | \$ | | 11b. Restored Category Cost | | \$ | | | | |
| 12a. Total Grant Amount Requested | \$ | | 12b. Restored Grant Amount Requested | | \$ | | | | |

| 13. Projects within a Category - Budget Information | | | |
|--|--------------------------------|------------------------|---|
| Category | Project titles within Category | Estimated Project Cost | Estimated Project Cost - Restored funding |
| A. | 1. | 1. | 1. |
| | 2. | 2. | 2. |
| | 3. | 3. | 3. |
| B. | 1. | 1. | 1. |
| | 2. | 2. | 2. |
| | 3. | 3. | 3. |
| C. | 1. | 1. | 1. |
| | 2. | 2. | 2. |
| | 3. | 3. | 3. |
| D. | 1. | 1. | 1. |
| | 2. | 2. | 2. |
| | 3. | 3. | 3. |
| E. | 1. | 1. | 1. |
| | 2. | 2. | 2. |
| | 3. | 3. | 3. |

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ECY 070-111 (7/05)

Instructions for EXPENDITURE BUDGET BY CATEGORY

Form CPG Z

Include this completed form in the application packet you send to your Grant Officer, **No later than 5 p.m. on September 2, 2005.**

Budgets for this form should be based on the allocation table found on page 19 of the Guidelines.

How to fill out this form:

Applicant

Name of the Applicant requesting funds.

1. Category

Enter the title of the category from box 2 of the Category Information Section (Form CPG-Y).

Category Costs – Rows A- E

Give the category cost by expenditure object for columns 2-8. Total columns 2-8 for each category row in column 9. Give the state grant amount requested for each category in column 10. **Each object of expenditure should be how many total dollars (state and local) you need to accomplish the outcomes listed on the Project Information section, box 6c, in Form CPG-Y.**

Restored Funding Request - Rows A2-E2

Give the category cost by expenditure object for columns 2-8 based on restored CPG allocations. Total columns 2-8 for each category row in column 9. Give the desired state grant amount requested for each category in column 10. List new categories if restored funding would fund additional categories in your grant.

11a. Total Category Cost

Enter the totals of rows A through E in column 9.

11b. Restored Category Cost

Enter the totals of rows A2 through E2 in column 9. Include category budgets in column 9 that do not change if funding is restored.

12a. Total State Grant Amount Requested

Enter the totals of rows A through E in column 10.

12b. Restored State Grant Amount Requested

Enter the totals of rows A2 through E2 in column 10. Include category budgets in column 10 that do not change if funding is restored.

13. Projects within a Category - Budget Information

Estimate the project cost for each project title from box 3 and 3b on form CPG-Y within a category. Estimate the project cost if CPG funding is restored.

APPENDIX D

Payment Request and Report Forms

COORDINATED PREVENTION GRANTS PROGRESS REPORT 2006-2007

Requirements and Instructions: Ecology's Administrative Requirements for Grants and Loans require that a progress report accompany each payment request. Your grant project officer cannot process a payment request without this progress report. (Invoicing forms that the progress report accompanies include forms A19-1A, B2, and C2.) It is not necessary to provide detailed information about project outputs or outcomes in progress reports. A detailed summary of lessons learned and measurement of environmental outputs/outcomes will be required as part of the Final Performance Analysis due after a grant's expiration. Contact your grant project officer if you have questions about this progress report, and or refer to the sample progress report in the CPG Guidelines.

GRANT INFORMATION

| | |
|--|--|
| Recipient: | |
| Grant Number: | |
| Months Covered by this Report: <i>[e.g. Sept '06 to April '07]</i> (Months must correspond to the period reported on Form A19-1A) | |
| Ecology Grant Project Officer: | |

PROJECT INFORMATION

For each task of the grant agreement please provide a brief description of activities conducted in the timeframe this progress report covers. Your project officer will contact you via phone or email if additional information is needed.

PREPARED BY:

DATE:

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

**COORDINATED PREVENTION GRANTS
PROGRESS REPORT 2006-2007**

SAMPLE

SAMPLE

Requirements and Instructions: Ecology's Administrative Requirements for Grants and Loans require that a progress report accompany each payment request. Your grant project officer cannot process a payment request without this progress report. (Invoicing forms that the progress report accompanies include forms A19-1A, B2, and C2.) It is not necessary to provide detailed information about project outputs or outcomes in progress reports. A detailed summary of lessons learned and measurement of environmental outputs/outcomes will be required as part of the Final Performance Analysis due after a grant's expiration. Contact your grant project officer if you have questions about this progress report, and or refer to the sample progress report in the CPG Guidelines.

GRANT INFORMATION

| | |
|--|--------------------------------------|
| Recipient: | LayKleen County Solid Waste Division |
| Grant Number: | G0600224 |
| Months Covered by this Report: <i>[e.g. Sept '06 to April '07]</i> (Months must correspond to the period reported on Form A19-1A) | January 2006 through June 2006 |
| Ecology Grant Project Officer: | Will Help Yue |

PROJECT INFORMATION

For each task of the grant agreement please provide a brief description of activities conducted in the timeframe this progress report covers. Your project officer will contact you via phone or email if additional information is needed.

Recycling Education and Outreach Project. Staff continued to work with two local elementary schools. Two all-school assemblies were held consistent with the project scope of work; 50 students received surveys to assess changes in recycling awareness. Staff received encouraging response from school administration that they are committed to continuing recycling education.

Natural Lawn Care Project. Residential backyard compost bin and mulching mower distribution events were conducted in March and April, respectively. Mulching mower sales continue to be strong; supplies were sold out. Compost bin sales were less than anticipated based on previous year's sales; we are going to make the bins available online for purchase through the county's website. Planning is underway for another mulching mower event to be conducted in early fall.

Household Hazardous Waste Collection Project. Our fixed facility saw customer and volumes continue to increase slightly. One material that saw a sharp increase in volume was mercury thermometers. A special collection event will be held in September; promotional announcements are currently being designed.

Solid Waste Plan Update Project. No work this period, anticipate beginning plan update in October 2006.

PREPARED BY: Tran Nguyen **DATE: July 17, 2006**

**SOLID WASTE ENFORCEMENT
 PROGRESS REPORT
 2006-2007**

| | |
|---|--|
| Grant Number: | Year or Quarter Covered by this Report: 2006 _____ 2007 _____ |
| Recipient: | |
| Project Coordinator (Recipient): | Grant Officer (Ecology): |
| Phone Number: | |

| Grant Activities for Reporting Quarter (or other period) | |
|---|------------------|
| Illegal Dumping/Improper Disposal | Comments, if any |
| Number of Complaints Received This Period: _____ | |
| Number of Complaints Resolved: <i>(also include past complaints not previously resolved)</i> _____ | |

| Permits | Name of Facility |
|---|------------------|
| Number of Applications Reviewed: _____ | |
| Number of Permits Issued: _____ | |

| Inspections <i>(attach inspection reports for facilities per grant agreement)</i> | Name of Facility |
|---|------------------|
| Number of Inspections: _____ | |
| Number of Other Visits: _____ | |

| Plan Reviews | Type of Plan and Name of Facility |
|---------------------------------|-----------------------------------|
| Number of Plans Reviewed: _____ | |

| Customer and General Public Technical Assistance | Comments, if any |
|---|------------------|
| Number of Actions: _____ | |

| Landfill Groundwater Monitoring Reports | Name of Facility |
|---|------------------|
| Number of Groundwater Monitoring Reports Reviewed: _____ | |

| Ordinance Development and Review | Name of Ordinance |
|---|-------------------|
| Number of Ordinances Developed: _____ | |
| Number of Ordinances Reviewed: _____ | |

| | | |
|--|-------|---------------------------|
| Other Activities or Equipment Purchases | | |
| Percent of Activities Funded by CPG | | |
| Prepared by: | Date: | Phone: e-mail address: |

To receive this document in alternative format, contact the Solid Waste and Financial Assistance Program at 360-407-6129 (Voice), 711, or 1-800-833-6388 (TTY).

ECY 070-115

**Coordinated Prevention Grants
Final Performance Analysis (FPA) - 2006-2007**

Deadline: February 15, 2008 (Regular Cycle) and February 15, 2009 (Off-Set Cycle)

Please complete an FPA and include it with your final payment request. Ecology will not issue final payment until an FPA is sent to your Ecology regional grant officer. (Use the F11 key to navigate text fields.)

2006-2007 GRANT INFORMATION

| | |
|--|----|
| Recipient: | |
| Recipient Contact: | |
| Grant Number: | |
| Total CPG Funds Awarded in 2006-2007: | \$ |
| Total CPG Funds Used in 2006-2007: | \$ |
| Total Local Contribution (25% Match or more) in 2006-2007: | \$ |

PROJECT ANALYSIS

Please complete a Project Analysis Worksheet for every grant project funded by the CPG Program. Please make copies of the blank worksheet and use as many as you need to describe all of your projects.

The CPG Program requires you to report only on projects that are funded by CPG. However, we strongly encourage you to report on all waste reduction, recycling and/or solid waste enforcement projects you performed.

Ecology will compile the information from all FPAs into the "CPG Biennial Report." The report will combine and summarize the environmental benefits of the CPG Program to determine if the program is complying with legislative audits and intent. Ecology will also use this information to give grant recipients a comprehensive picture of solid waste projects statewide (Information Clearinghouse project).

Project Analysis Worksheet

| | | | | | |
|---|--|-------------------------------------|---|-------------------------------------|--|
| Category | | | | | |
| Project Title | | | | | |
| CPG Grant # | | | OR <input type="checkbox"/> Not Funded By CPG | | |
| New Project <input type="checkbox"/> OR Ongoing Project <input type="checkbox"/> Project End Date (if Applicable): | | | | | |
| Summarize or describe project (1-2 paragraphs): | | | | | |
| Estimated total project cost (over two years, includes local contribution): | | | | | |
| Estimated percentage funded by CPG (may be less than 75%): | | | | | |
| Expected outcomes (from grant agreement): | | | | | |
| Actual outcomes (numerical and/or narrative): | | | | | |
| Cost per unit outcome (see instructions sheet): | | | | | |
| Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions): | | | | | |
| Project start date: | | | | | |
| Estimated staff time (FTEs): | <input type="checkbox"/> less than ¼ FTE | <input type="checkbox"/> ¼ to ½ FTE | <input type="checkbox"/> ½ to ¾ FTE | <input type="checkbox"/> ¾ to 1 FTE | <input type="checkbox"/> more than 1 FTE |
| Target audience (size and description): | | | | | |
| Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?): | | | | | |
| Lessons learned (optional if not CPG funded): | | | | | |

| | |
|---|--|
| List of materials created (brochures, reports, displays, etc.): | |
| Partners involved (optional): | |
| Essential Academic Learning Requirement (EALR) created for school program (optional): | |
| Date Form Completed: | |

Check here if you would like Ecology to highlight this project as a local “success story”

Project Contact Information

| | |
|-----------------|--|
| Name: | |
| Title: | |
| Phone Number: | |
| E-Mail Address: | |
| Website: | |

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

ECY 070-116 (7/05)

Instructions for Final Performance Analysis Project Analysis Worksheet

Please see page one of the FPA for deadlines and additional instructions. Please remember to complete a separate worksheet for each project in your grant agreement.

Category:

Indicate with which category this project is associated. This should be consistent with your CPG application form and your grant agreement.

Project Title:

This should be consistent with the project title in your CPG application form and your grant agreement.

CPG Grant Number:

Include your CPG grant number from your grant agreement (it is eight characters and should begin "G06....."). If you report on a project that was not funded in by CPG, please check the box for "not funded by CPG."

Indicate if New or Ongoing:

If you are doing this project for the first time in this grant cycle, please check the box for "new project." If you have done this project in previous grant cycles, please check the box for "ongoing project." If this project has a definite end-date (you do not intend to do it again next cycle) please include that date.

Short Summary/Description:

This should be consistent with the summary description from your CPG application form and grant agreement. Please update this summary if the scope of work of your project has changed since you applied for the grant.

Estimated Total Project Cost:

Please provide an estimate based on the amount you spent on this task and the approximate percent that went toward this project. Include the amount you spent in matching dollars (which may be more than 25% of the total cost).

Estimated Percent Funded by CPG:

Please estimate what percent of the total cost for this project was funded by CPG.

Expected Outcomes:

This should be consistent with the outcomes described in your CPG application form and grant agreement. This may be numerical or narrative, depending on the nature of your project.

Actual Outcomes:

This may be numerical or narrative, depending on the nature of your project. Please report on the actual outcomes you achieved.

Cost Per Unit Outcome:

If your outcome was numerical, please calculate the estimated cost per unit outcome using the estimated total project cost divided by the outcomes.

Funding Sources:

If you used a funding source that is different than usual (in addition to your “normal” local funding sources and your CPG total), please tell us about it. This information may be valuable to other grant recipients.

Date Project Started:

Please indicate when you started doing this project. If you are not sure about the exact date an ongoing project started, please provide your best guess (for example, “our project started around 1999”).

Estimated Staff Time (FTEs):

Please indicate approximately how many FTEs it takes to implement this project each year. If it is more than 1 FTE, please indicate approximately how many FTEs. This is a rough estimate – please do not spend too much time trying to calculate an exact number.

Target Audience:

This should be consistent with your CPG application and grant agreement. Please update this section if the target audience has changed since your grant was written.

Method of Evaluation:

This should be consistent with your CPG application and grant agreement. Please update this section if your evaluation methods have changed since your grant was written. Also, list any measuring tools (such as surveys) that you used or created for this project.

Lessons Learned:

Please describe any important lessons (positive or otherwise) you learned while implementing this project. Please indicate whether or not these lessons are essential to read for someone else who wants to replicate this project.

Materials Created:

Please list any materials created for this project. Please send a copy of the materials you listed to your grant officer if you have not previously sent them.

Partners Involved:

Please identify any partners you worked with on this project, or partnerships that were developed because of this project.

Essential Academic Learning Requirement:

If your project fulfills and EALR, please indicate which one and provide any associated information that would be useful to someone else who wants to replicate this project.

Date Form Completed:

Please indicate when you completed this form.

Success Story:

Ecology wants to identify and highlight projects local governments consider to be particularly successful. Please check this box if this project fits that description.

Project Contact Information:

Please provide the information for the individual who is the most appropriate contact for this project.

Form
A-19-1A
(Rev. 10/00)
ECY 060-02



State of Washington
**INVOICE
VOUCHER**

Form A

AGENCY USE ONLY

AGENCY NO. LOCATION CODE P.R. OR AUTH NO.

AGENCY NAME

1. Proj. Off. Program. SWFAP
Washington State Department of Ecology

2. Grant/Loan/ Recipient (Warrant is to be payable to:)

Fed ID No.

3. Payment Request No.

4. Agreement No.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

5. By: (sign in blue ink)

Title Date

6. Contact Person () Tel. No.

Received By Date Received

7 Effect. Date January 1, 2006
Expir. Date December 31, 2007

8 Billing Period from to Date:

9 Fund Source Name LTCA

10 Amount of Grant/Loan from Fund

11 Cumulative Amount Requested

12 Previous Cumulative Amount Requested

13 Current Request/Payment Due

14 Grant/Loan Remaining in the Fund

Project Officer Approval for Payment/Performance Certification

All payments made are subject to federal and/or state audit

| DOC DATE | | | PMT DUE DATE | | | CURRENT DOC. NO. | | | REF. DOC. NO. | | VENDOR NO. | | VENDOR MESSAGE | | USE TAX | UBI NO. |
|---------------------------------|------------|-------|--------------|--------------------|---------|------------------|-----------|-----------|---------------|-----------|------------|---------------|----------------|----------------|----------------|---------|
| REF DOC SUF | TRANS CODE | M O D | FUND | MASTER INDEX | SUB OBJ | SUB SUB OBJECT | ORG INDEX | WORKCLASS | COUNTY | CITY/TOWN | PROJECT | SUB PROJ | PROJ PHAS | AMOUNT | INVOICE NUMBER | |
| | | | | APPN PROGRAM INDEX | | | | ALLOC | BUDGET UNIT | MOS | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| ACCOUNTING APPROVAL FOR PAYMENT | | | | | | | | | | DATE | | WARRANT TOTAL | | WARRANT NUMBER | | |

Ecology is an Equal Opportunity and Affirmative Action Employer.

INSTRUCTIONS FOR COMPLETING FORM A

1. Enter the name and program of the Department of Ecology project officer.
2. Enter the name and address of the recipient, along with the contact person for us to call with any questions about the billing. Enter the recipient's Federal ID No.
3. Enter the number of the payment request - they are number consecutively.
4. Enter the grant or loan number.
5. Have the authorized official sign and date the request.
6. Enter the name and telephone number of the person who completed the payment request.
7. Enter the effective date and expiration date of the agreement.
8. Enter the period covered by the current payment request. No costs are eligible if incurred before the effective date or after the expiration date.
9. **FUND SOURCE Name:** List the name of each fund source administered by Ecology which supports the project costs.
10. **AMOUNT OF GRANT/LOAN from FUND:** For each fund source, enter the amount of the grant or loan established in the agreement. If there have been any amendments to the agreement, enter the amount established in the last amendment.
11. **CUMULATIVE AMOUNT REQUESTED from FUND:** If there is only one Form B1 or B2 for this billing, enter the amounts computed for each fund on line 11 of Form B2 or line 6(b) of form B1 (page 2). If there is more than one Form B1 or B2, do the following: for each fund, add the fund amounts computed on line 11 of all Forms B2 or line 6(b) of all Forms B1 (page 2) submitted with this payment request, and enter the sum.
12. **PREVIOUS CUMULATIVE AMOUNT REQUESTED:** Enter the amount on line 11 of the previous Form A. For first billings, enter 0.
13. **CURRENT REQUEST:** Compare the amount of the grant or loan from each fund (line 10) to the cumulative amount requested from the fund (line 11). Subtract line 12 from the smaller of the two and enter the result. If less than zero, enter zero.
14. **GRANT/LOAN REMAINING in the FUND:** Subtract the cumulative amount requested (line 11) from the Grant/Loan Amount in the Fund (line 10). If the result is less than zero, enter zero.

FORM B2: RUNNING BUDGET SUMMARY for PROJECTS with CASH EXPENDITURES ONLY
Use one form for each group of costs with the same eligibility requirements.

Agreement No.: _____ Recipient: _____ Payment Request No.: _____ Page: _____ of _____

FOR PROJECTS WITH MORE THAN ONE GROUP OF ELIGIBILITY REQUIREMENTS: Group No.: _____ Fund Source(s): _____

| (1) Element No. | (2) Cash Expenditures This Request | (See instructions) | | (5) Cumulative Cash Expenditures on Prev. Form B2 | (6) New Cumulative Cash Expenditures | (7) Budget | (8) Eligible Cumulative Element Cost |
|-----------------------|---|--------------------|----------------|--|--|---------------|---|
| | | (3) Elig. % | (4) Elig. Am't | | | | |
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| | | | | | | | (9) |

| | | | | |
|------|--|---------------------------------|---------------------------------------|---------------------------------------|
| (10) | For each fund administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%) at right. | Fund: <u>LTCA</u> Share: 75% | Fund: <u> </u> Share: <u> </u> % | Fund: <u> </u> Share: <u> </u> % |
| (11) | Compute fund amounts. In each column, multiply box 9 above by the fund share (%) in line 10 and enter the result. | | | |

INSTRUCTIONS FOR COMPLETING FORM B2

1. (First line) Enter the agreement number, recipient name, payment request number and page numbers.
2. (Second line) If the terms of the agreement establish groups of costs by different eligibility requirements, enter the group which is documented on this page. Otherwise, enter "1." Enter the name(s) of the fund source(s).
3. (Column 1) Enter the number of each budget element (task, subtask, or object) established in the agreement.
4. (Column 7) Enter the amount budgeted for each element in the agreement.
5. (Column 3) Enter the eligibility percentage for each element as specified in the agreement as a decimal. If none is specified, enter a "1."
6. (Column 2) On the line corresponding to each element, enter the cash expenditures reported for that element from box 8 of form C2.
7. (Column 4) Multiply column 2 by column 3 and enter the result.
8. (Column 5) If this is the first billing, leave this column blank. Otherwise, enter the cumulative costs computed in column 6 of the previous Form B2.
9. (Column 6) For each element, add the entries in columns 4 and 5 to obtain new cumulative cash expenditures.
10. (Column 8) For each element, compare the entry in column 6 (cumulative total element cost) with the entry in column 7 (budget amount). **IF THE CUMULATIVE TOTAL COSTS FOR ANY ELEMENT EXCEED THE BUDGET, THE EXCESS WILL NOT BE ELIGIBLE WITHOUT AN AMENDMENT.** For each element, enter the smaller of the entries in column 6 and 7 in column 8 (this is the eligible element amount to this point).
11. (Box 9) Add column 8. This is the Maximum Eligible Costs Based on the Budget.
12. (Line 10) Enter the name of each Ecology administered fund which supports this group of costs in a column at the right. Below it, enter the percentage of eligible costs which will be supported by that fund as specified in the agreement (fund share).
13. (Line 11) For each fund, multiply the fund share (%) by box 9, and enter the result on line 11. This is the cumulative amount requested from the fund for this group of costs.
14. If there is only one group, transfer the amounts on line 11 to Form A, line 11. If there is more than one group, add the fund amounts computed on line 10 of all Forms B2 for each fund, and enter on line 11 of Form A.

FORM C2: VOUCHER SUPPORT for PROJECTS with CASH EXPENDITURES ONLY
Use one form for each group of costs with the same eligibility requirements.

Agreement No.: _____ Recipient: _____ Payment Request No.: _____ Page: _____ of _____

| (1) Element No. | (2) Payee | (3) Item | (4) Invoice Number | (5) Date Cost Incurred | (6) Warrant Number (if any) | (7) Amount of Cash Expenditure |
|--------------------------|--------------|-------------|--------------------------|------------------------------|--------------------------------------|--------------------------------------|
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| TOTALS BY ELEMENT | | | | | | \$ (8) |

INSTRUCTIONS FOR COMPLETING FORM C2

1. Enter the agreement number, recipient name, payment request number, and page numbers at the top of the form.
2. (Column 1) Enter the element number (as specified in the agreement) to which the cost is to be attributed.
3. (Column 2) List the name of the payee.
4. (Column 3) List the item purchased.
5. (Column 4) Enter the vendor's invoice number.
6. (Column 5) Enter the date that the cost was incurred. NOTE: All costs must be incurred between the effective and expiration dates of the agreement.
7. (Column 6) Enter the number of the warrant used to pay the vendor (if payment has already been made).
8. (Column 7) Enter the amount of the cash expenditure.
9. (Box 8) If only one element is documented on this form, add the entries in column 7 and enter the result in box 8. If more than one element is documented on this form, add the entries in column 7 for each element and circle the total for each element.
10. Enter the total for each element in column 2, Form B2.

APPENDIX E

Sample Grant Applications and Final Performance Analysis

**DEPARTMENT OF ECOLOGY
APPLICATION FOR COORDINATED PREVENTION GRANT
January 1, 2006 - December 31, 2007**

| | | | |
|---|-------------------------------|---|--------------------------------|
| (1) APPLICANT INFORMATION | | | |
| <input checked="" type="checkbox"/> County | <input type="checkbox"/> City | <input type="checkbox"/> Health District/Department | <input type="checkbox"/> Other |
| Applicant Name: Greer Bay County | | Contact Person: Summer Days | |
| Address: 1234 85 th St E | | Title: Recycling Coordinator | |
| Greer Bay, WA 91234 | | Phone: (123) 456-7890 | |
| | | FAX: (123) 456-7891 | |
| Federal Tax Identification Number: 91-0000157 | | E-Mail: sdays@co.greerbay.wa.us | |
| Contact Person for Billing/Invoice Questions Sue Fiscal | | Payment Should be Made Payable to: Greer Bay County | |
| Phone: (123) 456-7892 | | Payment Should be Mailed to: Accounts Receivable | |
| | | 1234 85 th St E | |
| | | Greer Bay, WA 91234 | |
| (2) FUNDING REQUEST | | | |
| TOTAL COST | STATE FUNDS/GRANT AMOUNT | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$291,667 | \$214,883 | \$76,794 | |

CERTIFICATION AND AGREEMENT

The undersigned representative certifies that the information submitted herewith is true and correct to the best of their knowledge and belief, and that they are authorized to submit this application.

The applicant agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology grant regulations and of the grant agreement.

Applicant Greer Bay County

Name (printed) Pat S. Commissioner

Signature (blue ink) _____

Title County Commissioner **Date** 12/15/05

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

COORDINATED PREVENTION GRANT APPLICATION

| CATEGORY INFORMATION | | | |
|---|---|-------------|-----------------|
| (1) Identity | | | |
| Applicant Greer Bay County | Grant Contact for this Category Summer Days | | |
| (2) Category | | | |
| <input type="checkbox"/> Organics | <input type="checkbox"/> Green building | | |
| <input checked="" type="checkbox"/> Residential waste reduction and recycling | <input type="checkbox"/> Commercial waste reduction and recycling | | |
| <input type="checkbox"/> Moderate risk waste | <input type="checkbox"/> Solid waste enforcement | | |
| <input type="checkbox"/> Other _____ | | | |
| (3) Projects AND Summary Descriptions included in the Category | | | |
| <u>Project Title</u> | | | |
| a. Public Education and Outreach | | | |
| <u>Summary Descriptions</u> | | | |
| a. This project will be a coordinated countywide effort to increase awareness of county recycling services, waste prevention, and knowledge about impacts of solid waste. Greer Bay County will partner with Ecology and other counties to promote the online exchange of household items through 2good2toss.com, participate in statewide and national education campaigns, and complement local community groups such as the Boy Scouts Tree Recycling. Greer Bay County will be present at community events, and will design targeted waste prevention campaigns throughout the grant. | | | |
| (3b) New Projects AND Summary Descriptions resulting from restored CPG funds | | | |
| <u>Project Title</u> | | | |
| a. | | | |
| <u>Summary Descriptions</u> | | | |
| a. | | | |
| (4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #) This project is identified in chapter 5 and 14, pgs 38-40 and pgs 103-110 of the Greer Bay County Comprehensive Solid Waste Management Plan. | | | |
| (5) Category Funding Request | | | |
| | | LOCAL MATCH | |
| TOTAL COST | GRANT AMOUNT REQUESTED | Cash | Interlocal Cost |
| \$64,000 | \$35,000 | \$29,000 | \$ |

| (5b) Category Funding Request - Restored | | | |
|---|--|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED (What is the new total amount you need for this category?) | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$78,500 | \$55,000 | \$23,500 | \$ |

| |
|--|
| (6) PROJECT INFORMATION |
| (a) Project Title Public Education and Outreach R-WR/R |
| (b) Goal Statement The Waste Reduction and Recycling Public Education and Outreach program is aimed at increasing public awareness and knowledge about solid waste management and sustainability, and promoting proper and effective waste reduction, recycling and disposal habits. |
| (c) Outcome Statement 3% of the population will be more aware of recycling and other County solid waste programs as a result of our efforts. If more people are more aware, we anticipate seeing an increase in the recycling rate and a decrease in the amount of waste generated per capita over time. |
| (c2) Revised Total Project Outcomes resulting from restored funding 5% of the population will be more aware of recycling and other County programs as a result of our efforts. If more people are more aware, we anticipate seeing an increase in the recycling rate and a decrease in the amount of waste generated per capita over time. |
| (d) Target Audience 68,400 residents of Greer Bay County. |
| (e) Work Plan and Activities with Timeline |
| <ol style="list-style-type: none"> 1. Update brochures with information on materials and resources related to waste reduction, reuse and recycling (Mar 06) 2. Distribute waste reduction and recycling materials to the community including newspapers, bill inserts, newsletters, radio, local cable TV, cinema screens, and the County's website (4 times a year 06-07) 3. Develop new booth display for community events (Mar 06) 4. Attend Greer Bay County Fair, Home and Garden Show, and the Family Earth Fair (8-1-06 & 8-3-07; 5-15-06 & 5-15-07; 4-22-06 & 4-22-07) 5. Advertise and support Earth Day or America Recycles Day Events (Apr 06 and Apr 07; Nov 06 and Nov 07) 6. Advertise 2good2toss online materials exchange (ongoing) 7. Update recycling calendars to include additional information on our HHW Facility and composting options (Oct 06 and 07) 8. Send out calendars to all single-family residential garbage customers in the County (Dec 06 and 07) 9. Maintain a reference library of videos, books and curriculum materials (ongoing) 10. Evaluation at community events, workshops (twice a year 06 and 07) |
| (e2) Revised Work Plan and Activities resulting from restored funding |
| <ol style="list-style-type: none"> 1. Update brochures with information on materials and resources related to waste reduction, reuse and recycling (Mar 06) 2. Distribute waste reduction and recycling materials to the community including newspapers, bill inserts, newsletters, radio, local cable TV, cinema screens and the County's website (4 times a year 06-07) 3. Develop new booth display for community events (Mar 06) |

4. Attend Greer Bay County Fair, Home and Garden Show, Trade Show and the Family Earth Fair (8-1-06 & 8-3-07; 5-15-06 & 5-15-07; 10-05-06; 4-22-06 & 4-22-07)
5. Advertise and support Earth Day or America Recycles Day events (Apr 06 and Apr 07; Nov 06 and Nov 07)
6. Conduct Regional Holiday Waste Prevention Campaign (Nov- Dec 06 and 07)
7. Advertise 2good2toss online materials exchange (ongoing)
8. Support Boy Scouts in Christmas Tree Recycling efforts (Dec 06 and 07)
9. Update recycling calendars to include additional information on our HHW Facility and composting options (Oct 06 and 07)
10. Send out calendars to all single-family residential garbage customers in the County (Dec 06 and 07)
11. Maintain a reference library of videos, books and curriculum materials (ongoing)
12. Conduct community workshops and presentations (4 times a year 06-07)
13. Evaluation at community events, workshops (twice a year 06 and 07)

(f) Method of Evaluation Volunteers for Greer Bay County will survey 100-200 county residents (both at the solid waste booth and at the general event) at two public events in 06 and then in 07, such as the Greer Bay County Fair, Home and Garden Show, or Trade Show. The survey will measure their awareness, knowledge, and attitudes about curbside recycling and other solid waste programs and give feedback on the design of educational materials. From this data, we will extrapolate the results to households in the county and compare our goals with the change in awareness in a random sample.

(g) Which CPG Statewide Goal(s) does this Project work toward? WR/R 1

(h) Describe any other compelling need for funding (optional)

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

| CATEGORY INFORMATION | | | |
|---|------------------------|---|-----------------|
| (1) Identity | | | |
| Applicant Greer Bay County | | Grant Contact for this Category Summer Days | |
| (2) Category | | | |
| <input checked="" type="checkbox"/> Organics | | <input type="checkbox"/> Green building | |
| <input type="checkbox"/> Residential waste reduction and recycling | | <input type="checkbox"/> Commercial waste reduction and recycling | |
| <input type="checkbox"/> Moderate risk waste | | <input type="checkbox"/> Solid waste enforcement | |
| <input type="checkbox"/> Other _____ | | | |
| (3) Projects AND Summary Descriptions included in the Category | | | |
| <u>Project Title</u> | | | |
| a. Public Education and Outreach | | | |
| <u>Summary Descriptions</u> | | | |
| a. This project will develop a partnership with the local Master Gardener Foundation to provide more education and outreach to the community on backyard composting and other organic waste diversion methods. A pool of Master Gardener volunteers will be trained and utilized for community outreach and workshop purposes. For convenience and accessibility, we hope to have backyard compost bins available for the public to buy through the Master Gardener Foundation. | | | |
| (3b) New Projects AND Summary Descriptions resulting from restored CPG funds | | | |
| <u>Project Title</u> | | | |
| a. | | | |
| <u>Summary descriptions</u> | | | |
| a. | | | |
| (4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #) This project is identified in chapter 5 and 14, pgs 38-40 and pgs 103-110 of the Greer Bay County Comprehensive Solid Waste Management Plan. | | | |
| (5) Category Funding Request | | | |
| TOTAL COST | GRANT AMOUNT REQUESTED | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$15,000 | \$11,250 | \$3,750 | \$ |

| (5b) Category Funding Request - Restored | | | |
|---|---|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED (What is the new total amount you need for this category?) | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |

(6) PROJECT INFORMATION

(a) Project Title Public Education and Outreach ORG

(b) Goal Statement This organics project is aimed at increasing public knowledge about backyard composting and participation in composting.

(c) Outcome Statement 20 Master Gardener volunteers will be trained and provide 200 hours of community outreach and workshop leadership. 200 bins will be sold, resulting in 74,000 lbs of yard waste being diverted from the landfill per year.

(c2) Revised Total Project Outcomes resulting from restored funding

(d) Target Audience Motivated homeowners of Greer Bay County.

(e) Work Plan and Activities with Timeline

1. Approach Master Gardeners for partnership. (Mar 06)
2. Workshops held (3 times a year (06-07)
3. 20 volunteers identified
4. Bin sale held (Apr 06 and Apr 07)
5. Evaluation of bin sale results (Dec 07)

(e2) Revised Work Plan and Activities resulting from restored funding

(f) Method of Evaluation Using a standard assumption of 370 lbs of yard waste per household per year diversion amount due to backyard composting bins, we assume 200 bins will result in 74,000 lbs being diverted. We will also attempt to assess usage rates and participation rates. We will count volunteer hours generated by the Master Gardener partnership.

(g) Which CPG Statewide Goal(s) does this Project work toward? ORG 6

(h) Describe any other compelling need for funding (optional)

CATEGORY INFORMATION

(1) Identity

Applicant Greer Bay County

Grant Contact for this Category Matt Robert

(2) Category

- | | |
|--|---|
| <input type="checkbox"/> Organics | <input type="checkbox"/> Green building |
| <input type="checkbox"/> Residential waste reduction and recycling | <input type="checkbox"/> Commercial waste reduction and recycling |
| <input checked="" type="checkbox"/> Moderate risk waste | <input type="checkbox"/> Solid waste enforcement |
| <input type="checkbox"/> Other _____ | |

(3) Projects AND Summary Descriptions included in the Category

Project Title

a. Moderate Risk Waste Collection and Disposal

Summary Descriptions

a. This Moderate Risk Waste Collection and Disposal Project will focus on removing toxic substances from the solid waste stream and wastewater collection systems. Material collected at the facility include paints, oils, thinners, antifreeze, herbicides, acids, bases, florescent tubes, batteries, propane tanks, etc. The County will continue year round collection services at the Hazardous Waste Collection Facility and at used oil satellite stations.

(3b) New Projects AND Summary Descriptions resulting from restored CPG funds

Project Title

a. Conditionally Exempt Small Quantity Generator Outreach and Education

Summary descriptions

a. This project will provide technical assistance to generators of hazardous materials that produce less than 220 lbs a month of hazardous materials. Two sectors will be the primary focus: printing shops and automotive repair shops. Greer Bay County will use direct mail and phone calls to let CESQGs know of

free technical assistance. One visit will be made to those requesting help and a mini report will be given to the facility. This report will give advice on pollution prevention opportunities and appropriate disposal of hazardous materials.

(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #) This project helps implement the goals of the 2001 Greer Bay County Solid Waste Management Plan (page 65-69).

(5) Category Funding Request

| TOTAL COST | GRANT AMOUNT REQUESTED | LOCAL MATCH | |
|------------|------------------------|-------------|-----------------|
| | | Cash | Interlocal Cost |
| \$137,635 | \$100,000 | \$37,635 | \$ |

(5b) Category Funding Request - Restored

| TOTAL COST | GRANT AMOUNT REQUESTED (What is the new total amount you need for this category?) | LOCAL MATCH | |
|------------|---|-------------|-----------------|
| | | Cash | Interlocal Cost |
| \$198,177 | \$148,633 | \$49,544 | \$ |

(6) PROJECT INFORMATION

(a) Project title Moderate Risk Waste Collection and Disposal

(b) Goal Statement The goal of this project is to have the County continue to provide HHW (Household Hazardous Waste) and SQG (Small Quantity Generator) collection services for residents and businesses within Greer Bay County.

(c) Outcome Statement This project will divert over 80,000 pounds of hazardous waste per year that would otherwise end up in our landfills, wetlands, wastewater system, or backyards. The fixed facility is open to residents every other Wednesday and the 1st Saturday of each month. Proper disposal of MRW will help ensure safe drinking water and healthy environmental conditions for future generations.

(c2) Revised Total Project Outcomes resulting from restored funding

100,000 lbs of hazardous waste per year will be diverted. The fixed facility is open to residents every Wednesday and the 1st Saturday of each month. Proper disposal of MRW will help ensure safe drinking water and healthy environmental conditions for future generations.

(d) Target Audience Residential customers and CESQG business customers with hazardous waste that use the HHW facility, or approximately 3% of the county population.

(e) Work Plan and Activities with Timeline

1. The fixed facility is open to residents every other Wednesday and the 1st Saturday of each month.
2. Contract with Lenny Enterprises to operate an ongoing HHW and SQG collection program at the central transfer station.
3. Lenny enterprises is contracted to monitor the Counties satellite oil collection program and the oil is recycled by Star environmental of Hoquiam.
4. Residential customers may use the facility and oil tanks at no cost, but a 15-gallon limit is imposed per visit at the facility.
5. Business waste is accepted at the facility for a fee, and on an appointment basis. Waste received at the facility is sorted, packed or bulked prior to being manifested and transported by the hazardous waste contractor to a treatment, storage, and disposal facility.
6. Advertising and informational brochures updated and distributed (once a year '06 and '07)

(e2) Revised Work Plan and Activities resulting from restored funding

1. The fixed facility is open to residents every Wednesday and the 1st Saturday of each month.
2. Contract with Lenny Enterprises to operate an ongoing HHW and SQG collection program at the central transfer station.
3. Lenny enterprises is contracted to monitor the Counties satellite oil collection program and the oil is recycled by Star environmental of Hoquiam.
4. Residential customers may use the facility and oil tanks at no cost, but a 15-gallon limit is imposed per visit at the facility.
5. Business waste is accepted at the facility for a fee, and on an appointment basis. Waste received at the facility is sorted, packed or bulked prior to being manifested and transported by the hazardous waste contractor to a treatment, storage, and disposal facility.
6. Advertising and informational brochures updated and distributed (twice a year '06 and '07)

(f) Method of Evaluation Participation and waste volumes will measure this project. HHW customers that use the facility are required to fill out a receiving form at the time of disposal. Users will be tracked by zip code to establish geographic accessibility. HHW quantities are not tracked individually, but waste quantities can be distinguished from SQG participants. SQG participants provide a detailed receiving form with waste type and weights to insure proper disposal billing.

(g) Which CPG Statewide Goal(s) does this Project work toward? MRW 3 and MRW 4

(h) Describe any other compelling need for funding (optional)



WASHINGTON STATE
DEPARTMENT OF
E C O L O G Y

Applicant: GREER BAY COUNTY

EXPENDITURE BUDGET BY CATEGORY

Use this form to develop the budget for each of your grant categories.

Please Read the Instructions Before You Fill Out this Form

**FORM
CPG-Z**

| 1. Category | 2. Salaries and benefits | 3. Overhead | 4. Goods and services | 5. Travel | 6. Contracts | 7. Equipment | 8. Interlocal | 9. Total category cost | 10. Total state grant amount requested |
|--|-----------------------------------|----------------|---|-----------|-----------------|-----------------|------------------|---------------------------------|---|
| A.R-WR/R | \$35,000 | \$7,500 | \$3,500 | \$1,000 | \$15,000 | \$ 2,000 | | \$ 64,000 | \$ 35,000 |
| <i>A2. Restored funding request</i> | \$45,000 | \$8,500 | \$4,000 | \$1,000 | \$17,000 | \$ 3,000 | | \$ 78,500 | \$ 55,000 |
| B.ORG | \$ 9,000 | | \$6,000 | | | | | \$ 15,000 | \$ 11,250 |
| <i>B2. Restored funding request</i> | | | | | | | | | |
| C.MRW | \$55,000 | | | | \$70,000 | \$12,635 | | \$137,635 | \$100,000 |
| <i>C2. Restored funding request</i> | \$80,000 | | | | \$95,177 | \$23,000 | | \$198,177 | \$148,633 |
| D. | | | | | | | | | |
| <i>D2. Restored funding request</i> | | | | | | | | | |
| E. | | | | | | | | | |
| <i>E2. Restored funding request</i> | | | | | | | | | |
| 11a. Total Category Cost | \$216,635 | | 11b. Restored Category Cost | | \$291,677 | | | | |
| 12a. Total Grant Amount Requested | \$146,250 | | 12b. Restored Grant Amount Requested | | \$ 214,833 | | | | |

| 13. Projects within a Category- Budget Information | | | |
|---|---|-------------------------------|--|
| Category | Project Titles within Category | Estimated Project Cost | Estimated Project Cost - Restored Funding |
| A. R-WR/R | 1. Public Education and Outreach | 1. \$64,000 | 1. \$78,500 |
| B. ORG | 1. Public Education and Outreach | 1. \$15,000 | 1. |
| C. MRW | 1. MRW Collection and Disposal 2. CESQG Education and Outreach | 1. \$137,635 | 1. \$167,188 2. \$30,000 |

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

ECY 070-111

**DEPARTMENT OF ECOLOGY
APPLICATION FOR COORDINATED PREVENTION GRANT
January 1, 2006 - December 31, 2007**

| | | | |
|--|-------------------------------|--|--------------------------------|
| (1) APPLICANT INFORMATION | | | |
| <input type="checkbox"/> County | <input type="checkbox"/> City | x Health District/Department | <input type="checkbox"/> Other |
| Applicant Name: Peas County Health District | | Contact Person: Alfa Romeo | |
| Address: 777 23 rd Ave N | | Title: Solid Waste Program Manager | |
| Peas County, WA 98222 | | Phone: (456) 789-0123 | |
| | | FAX: (456) 789-0124 | |
| Federal Tax Identification Number: 91-000154 | | E-Mail: aromeo@co.peas.wa.us | |
| Contact Person for Billing/Invoice Questions Joe Numbers | | Payment Should be Made Payable to: Peas County | |
| Phone: (456) 789-1235 | | Payment Should be Mailed to: Peas County | |
| | | 777 23 rd Ave N | |
| | | Peas County, WA 98222 | |
| (2) FUNDING REQUEST | | | |
| TOTAL COST | STATE FUNDS/GRANT AMOUNT | LOCAL MATCH | |
| | | Cash | Interlocal Cost |
| \$173,625 | \$99,000 | \$74,625 | |

CERTIFICATION AND AGREEMENT

The undersigned representative certifies that the information submitted herewith is true and correct to the best of their knowledge and belief, and that they are authorized to submit this application.

The applicant agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology grant regulations and of the grant agreement.

Applicant Peas County Health District

Name (printed) Jordan Q. Health

Signature (blue ink) _____

Title Environmental Health Director **Date** 11/24/05

COORDINATED PREVENTION GRANT APPLICATION

| CATEGORY INFORMATION | |
|---|---|
| (1) Identity | |
| Applicant Peas County Health District | Grant Contact for this Category Alfa Romeo |
| (2) Category <input type="checkbox"/> Organics <input type="checkbox"/> Green building <input type="checkbox"/> Residential waste reduction and recycling <input type="checkbox"/> Commercial waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input checked="" type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____ | |
| (3) Projects AND summary Descriptions included in the Category <u>Project Title</u> a. Litter and Illegal Dump Enforcement b. Biomedical Waste c. Biosolids Compliance d. Enforcing solid waste codes <u>Summary Descriptions</u> a. Investigation of illegal dumping and improper solid waste handling. Database tracking and public awareness is included in this project. b. Technical assistance to biomedical facilities, code enforcement, inspections, monitoring, and review of plans. Monitoring of biomedical transporters, permits, and spill plans. Audits focused on education at these facilities is an effective way to enforce the solid waste codes. c. Inspection of each biosolids facility on a quarterly basis. Review of sampling and analysis plans, public hearings and comments, and complaint response. d. Research and response to general inquiries by the public, facilities, elected officials, and other organizations. Implementing and interpreting 173-350 for solid waste handling. | |
| (3b) New Projects AND Summary Descriptions resulting from restored CPG funds <u>Project Title</u> a. <u>Summary Descriptions</u> a. | |

**(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency
(List Section and Page #)**

Chapter 12, page 20-30, of the 1999 Peas County Comprehensive Solid Waste Management Plan requires the Peas County Health District to enforce solid waste rules and investigate solid waste complaints and biosolids responsibilities. The 2000 revisions of PCC 24.06 Solid Waste Rules included specific requirements for the handling of biomedical waste.

The goals and policies in the Peas County Comprehensive Solid Waste Management Plan include using existing and future technologies to provide safe, effective and environmentally sound techniques for solid and hazardous waste management. This task will provide the assistance needed to operators and the public with questions and concerns regarding proper disposal.

(5) Category Funding Request

| TOTAL COST | GRANT AMOUNT REQUESTED | LOCAL MATCH | |
|------------|------------------------|-------------|-----------------|
| | | Cash | Interlocal Cost |
| \$162,375 | \$85,000 | \$77,375 | \$ |

(5b) Category Funding Request - Restored

| TOTAL COST | GRANT AMOUNT REQUESTED (What is the new total amount you need for this category?) | LOCAL MATCH | |
|------------|--|-------------|-----------------|
| | | Cash | Interlocal Cost |
| \$173,625 | \$99,000 | \$74,625 | \$ |

| | |
|---|---------------------------------------|
| (6) PROJECT INFORMATION | |
| (a) Project Title Litter and Illegal Dump Enforcement | |
| (b) Goal Statement The goal of this project is to continue litter and illegal dump enforcement activities in order to reduce negative health impacts of such improper disposal in Peas County. | |
| (c) Outcome Statement The Peas County Health District will respond to 70 complaints a year. Complaint response will result in the cleanup of 40 illegal dumps, thereby protecting water and soil quality. Repeat offenders, typically 5% of the complaints, will decrease due to enforcement activities. | |
| (c2) Revised Total Project Outcomes resulting from restored funding The Peas County Health District will respond to 110 complaints a year. Complaint response will result in the cleanup of 50 illegal dumps, thereby protecting water and soil quality. Repeat offenders, typically 5% of the complaints, will decrease due to enforcement activities | |
| (d) Target Audience Peas County citizens impacted by illegal dumping and littering. | |
| (e) Work Plan and Activities with Timeline | |
| 1. Update 10 educational materials, distribute 500 copies | Feb 06 |
| 2. Maintenance on database | June 06 and June 07 |
| 3. 15-20 responses per quarter per year | (Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec) |
| 4. Evaluate response time and quality | Nov 07 |
| (e2) Revised Work Plan and Activities resulting from restored funding | |
| 1. Update 10 educational materials, distribute 500 copies | Feb 06 |
| 2. Maintenance on database | June 06 and June 07 |
| 3. 25-30 responses per quarter per year | (Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec) |
| 4. Evaluate response time and quality | Nov 07 |
| (f) Method of Evaluation We intend to evaluate the number of illegal dumps and littering as compared to Peas County history of complaints. We will also look at the frequency of complaints, response time, messaging in educational materials, and future tactics. The evaluation will be included in the final report to Ecology. | |
| (g) Which CPG Statewide Goal(s) does this Project work toward? Potentially Other- #3. | |
| (h) Describe any other compelling need for funding (optional) | |

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(6) PROJECT INFORMATION

(b) Project Title Biomedical Waste

(b) Goal Statement The goal of this project is to ensure proper handling of biomedical waste in Peas County as per PCC 24.06 Solid Waste Rules.

(c) Outcome Statement The Peas County Health District will follow up on 4 complaints a year and complete 2 inspections at 4 facilities a year and 20 inspections at 1 facility a year. 8 complaints will be satisfactorily resolved. After initial inspections, the 4 out of 5 facilities will achieve environmental compliance at future inspections. No cases of biomedical exposure to the public will occur.

(c2) Revised Total Project Outcomes resulting from restored funding

(d) Target Audience Employees working at biomedical facilities, transportation companies, and the general public.

(e) Work Plan and Activities with Timeline

- | | |
|--|----------------------------------|
| 1. Develop schedule for inspections and audits | Jan 06 |
| 2. Complaints received and recorded | Ongoing |
| 3. Follow-up on complaints as necessary | Ongoing |
| 4. 2 inspections at XYZ Clinic | June 06, Nov 06, June 07, Nov 07 |
| 5. 2 inspections at Beth Clinic | July 06, Dec 06, July 07, Dec 07 |
| 6. 2 inspections at Fall Wall Medical | Aug 06, Dec 06, Aug 07, Dec 07 |
| 7. 2 inspections at Med Waste Soup | Aug 06, Dec 06, Aug 07, Dec 07 |
| 8. 10 inspections at ReMove | Sept 06, Nov 07 |
| 9. Evaluation | Dec 07 |

(e2) Revised Work Plan and Activities resulting from restored funding

(f) Method of Evaluation The Peas County Health District will track inspections, compliance audits and performance, complaint response and resolution, and public exposure data.

(g) Which CPG Statewide Goal(s) does this Project work toward? SWE- 2.

(h) Describe any other compelling need for funding (optional)

| | |
|---|--------------------------------|
| (6) PROJECT INFORMATION | |
| (c) Project Title Biosolids Compliance | |
| (b) Goal Statement The goal of this project is to assure proper management of biosolids to prevent public exposure and environmental degradation. | |
| (c) Outcome Statement Peas County Health District expects to complete 3 inspections a year at 4 facilities. Soil samples and groundwater samples will show that public exposure and environmental non-compliance will be limited due to audits and complaint response. | |
| (c2) Revised Total Project Outcomes resulting from restored funding 1 more inspection at 4 facilities. | |
| (d) Target Audience General public and biosolids handlers and transporters. | |
| (e) Work Plan and Activities with Timeline | |
| 1. Develop schedule for inspections and audits | Jan 06 |
| 2. Complaints received and recorded | Ongoing |
| 3. Follow up on complaints as necessary | Ongoing |
| 4. 3 inspections at E. Transport | Apr 06, Jan 07, Nov 07 |
| 5. 3 inspections at Lay of the land site | Apr 06, Feb 07, Oct 07 |
| 6. 3 inspections at Class A Processing | Aug 06, Mar 07, Dec 07 |
| 7. 3 inspections at Class B Handling | Aug 06, Mar 07, Dec 07 |
| 8. Evaluation | Dec 07 |
| (e2) Revised Work Plan and Activities resulting from restored funding | |
| 1. Develop schedule for inspections and audits | Jan 06 |
| 2. Complaints received and recorded | Ongoing |
| 3. Follow up on complaints as necessary | Ongoing |
| 4. 4 inspections at E. Transport | Apr 06, Nov 06, Apr 07, Nov 07 |
| 5. 4 inspections at Lay of the land site | Apr 06, Oct 06, Apr 07, Oct 07 |
| 6. 4 inspections at Class A Processing | Aug 06, Dec 06, Aug 07, Dec 07 |
| 7. 4 inspections at Class B Handling | Aug 06, Dec 06, Aug 07, Dec 07 |
| 8. Evaluation | Dec 07 |
| (f) Method of Evaluation Sampling of soil, surface water, and groundwater at biosolids land application sites will provide adequate measurement data to ensure that accumulation of contaminants and degradation is not occurring at these sites. | |
| (g) Which CPG Statewide Goal(s) does this Project work toward? SWE- 2 | |
| (h) Describe any other compelling need for funding (optional) | |

| | |
|---|-------------------|
| (6) PROJECT INFORMATION | |
| (d) Project Title Enforcing Solid Waste Codes | |
| (b) Goal Statement The goal of this project is to provide accurate, relevant, and timely responses to solid waste questions and inquiries including: proper handling and disposal of solid wastes, permitting of waste handling activities, and researching emerging solid waste issues. | |
| (c) Outcome Statement The Peas County Health District expects to provide 300-320 consultations a year in an accurate and timely fashion. 10% fewer complaints will result. | |
| (c2) Revised Total Project Outcomes resulting from restored funding | |
| (d) Target Audience Peas County citizens, public officials, and solid waste facilities. | |
| (e) Work Plan and Activities with Timeline | |
| 1. Update reference materials | Mar 06 |
| 2. Research emerging issues | As needed |
| 3. Revise PCC 24.08 Demolition and Inert Landfill Regs | Nov 06 |
| 4. Evaluate response time and quality | Oct 06 and Oct 07 |
| (e2) Revised Work Plan and Activities resulting from restored funding | |
| (f) Method of Evaluation Number of calls and complaints will be tracked. Randomly, 15 callers a year will be asked to report on their satisfaction with Health District responses. | |
| (g) Which CPG Statewide Goal(s) does this Project work toward? none. | |
| (h) Describe any other compelling need for funding (optional) | |



EXPENDITURE BUDGET BY CATEGORY

Use this form to develop the budget for each of your grant categories.

Please Read the Instructions Before You Fill Out this Form

**FORM
CPG-Z**

Applicant: PEAS COUNTY HEALTH DISTRICT

| 1. Category | 2. Salaries and benefits | 3. Overhead | 4. Goods and services | 5. Travel | 6. Contracts | 7. Equipment | 8. Interlocal | 9. Total category cost | 10. Total state grant amount requested |
|--|-----------------------------------|----------------|---|-----------|-----------------|-----------------|------------------|---------------------------------|---|
| A.SWE | \$ 120,025 | \$ 25,000 | \$15,000 | \$1,000 | | \$1,350 | | \$162,375 | \$85,000 |
| <i>A2. Restored funding request</i> | \$ 130,000 | \$ 25,000 | \$15,000 | \$1,000 | | \$2,625 | | \$173,625 | \$99,000 |
| B. | | | | | | | | | |
| <i>B2. Restored funding request</i> | | | | | | | | | |
| C. | | | | | | | | | |
| <i>C2. Restored funding request</i> | | | | | | | | | |
| D. | | | | | | | | | |
| <i>D2. Restored funding request</i> | | | | | | | | | |
| E. | | | | | | | | | |
| <i>E2. Restored funding request</i> | | | | | | | | | |
| 11a. Total Category Cost | \$163,650 | | 11b. Restored Category Cost | | \$173,625 | | | | |
| 12a. Total Grant Amount Requested | \$85,000 | | 12b. Restored Grant Amount Requested | | \$ 99,000 | | | | |

| 13. Projects within a Category - Budget Information | | | |
|--|--|-------------------------------|--|
| Category | Project titles within Category | Estimated Project Cost | Estimated Project Cost - Restored funding |
| A. SWE | 1. Litter and Illegal Dump Enforcement | 1. \$84,000 | 1. \$94,000 |
| | 2. Biomedical Waste | 2. \$14,625 | 2. \$14,625 |
| | 3. Biosolids Compliance | 3. \$15,000 | 3. \$16,250 |
| | 4. Enforcing Solid Waste Codes | 4. \$48,750 | 4. \$48,750 |

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ECY 070-111

**Coordinated Prevention Grants
 Final Performance Analysis - 2006-2007**

Deadline: February 15, 2008 (Regular Cycle) and February 15, 2009 (Off-Set Cycle)

Please complete an FPA and include it with your final payment request. Ecology will not issue final payment until an FPA is sent to your Ecology regional grant officer. **(Use the F11 key to navigate text fields.)**

2006-2007 GRANT INFORMATION

| | |
|--|------------------|
| Recipient: | Greer Bay County |
| Recipient Contact: | Summer Days |
| Grant Number: | G0600001 |
| Total CPG Funds Awarded in 2006-2007: | \$208,633 |
| Total CPG Funds Used in 2006-2007: | \$208,633 |
| Total Local Contribution (25% Match or more) in 2006-2007: | \$69,544 |

PROJECT ANALYSIS

Please complete a Project Analysis Worksheet for every grant project funded by the CPG Program. Please make copies of the blank worksheet and use as many as you need to describe all of your projects.

The CPG Program requires you to report only on projects that are funded by CPG. However, we strongly encourage you to report on all waste reduction, recycling and/or solid waste enforcement projects you performed.

Ecology will compile the information from all FPAs into the "CPG Biennial Report." The report will combine and summarize the environmental benefits of the CPG Program to determine if the program is complying with legislative audits and intent. Ecology will also use this information to give grant recipients a comprehensive picture of solid waste projects statewide (Information Clearinghouse project).

Project Analysis Worksheet

| | | | | | |
|---|--|---|--|-------------------------------------|--|
| Category Residential Waste Reduction and Recycling | | | | | |
| Project Title Public Education and Outreach | | | | | |
| CPG Grant # G0600001 | | OR <input type="checkbox"/> Not Funded By CPG | | | |
| New Project <input type="checkbox"/> OR Ongoing Project <input checked="" type="checkbox"/> Project End Date (if Applicable): | | | | | |
| Summarize or describe project (1-2 paragraphs): | This project was a coordinated countywide effort to increase awareness of county recycling services, waste prevention, and knowledge about impacts of solid waste. Greer Bay County partnered with Ecology and other counties to promote the online exchange of household items through 2good2toss.com, participated in statewide and national education campaigns, and complemented local community groups such as the Boy Scouts Tree Recycling. Greer Bay County was present at community events and designed targeted waste prevention campaigns throughout the grant. | | | | |
| Estimated total project cost (over two years, includes local contribution): | \$78,500 | | | | |
| Estimated percentage funded by CPG (may be less than 75%): | 70% | | | | |
| Expected outcomes (from grant agreement): | 5% of the population will be more aware of recycling and other County programs as a result of our efforts. If more people are more aware, we anticipate seeing an increase in the recycling rate and a decrease in the amount of waste generated per capita over time. | | | | |
| Actual outcomes (numerical and/or narrative): | Our surveys showed a 6% increase in awareness about recycling and other County programs (4,104 residents = 6% of the population) | | | | |
| Cost per unit outcome (see instructions sheet): | \$13,083 per one percent increase in awareness or \$19 per person | | | | |
| Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions): | none | | | | |
| Project start date: | Approximately January 1992 | | | | |
| Estimated staff time (FTEs): | <input type="checkbox"/> less than ¼ FTE | <input type="checkbox"/> ¼ to ½ FTE | <input checked="" type="checkbox"/> ½ to ¾ FTE | <input type="checkbox"/> ¾ to 1 FTE | <input type="checkbox"/> more than 1 FTE |
| Target audience (size and description): | 68,400 residents of Greer Bay County. | | | | |

| | |
|---|---|
| Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?): | Volunteers for Greer Bay County will survey 100-200 county residents (both at the solid waste booth and at the general event) at two public events in 06 and then in 07, such as the Greer Bay County Fair, Home and Garden Show, or Trade Show. The survey will measure their awareness, knowledge, and attitudes about curbside recycling and other solid waste programs and give feedback on the design of educational materials. From this data, we will extrapolate the results to households in the county and compare our goals with the change in awareness in a random sample. Evaluation Tool created: survey for public events (attached) |
| Lessons learned (optional if not CPG funded): | We learned that it is really helpful to user-test your survey before you try to use it on a larger scale. Our user-test caught several questions that were not very clear on our original survey. We believe we observed a greater demand for our reference library materials right after each public event we attended – it might be interesting to measure this next year to see if the two are directly related. |
| List of materials created (brochures, reports, displays etc): | 1) updated brochures (attached) 2) new booth display (photos attached) 3) updated recycling calendars (mailed copy to grant officer in January 2007) |
| Partners involved (optional): | Boy Scouts (tree recycling) Ecology and other counties (2good2toss) |
| Essential Academic Learning Requirement (EALR) created for school program (optional): | none |
| Date Form Completed: | January 30, 2008 |
| Check here if you would like Ecology to highlight this project as a local “success story” <input type="checkbox"/> | |
| Project Contact Information | |
| Name: | Summer Days |
| Title: | Recycling Coordinator |
| Phone Number: | 123-456-7890 |
| E-Mail Address: | sdays@co.greerbay.wa.us |
| Website: | www.co.greerbay.wa.us |

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Project Analysis Worksheet

| | | | | | |
|---|--|-------------------------------------|---|-------------------------------------|--|
| Category Organics | | | | | |
| Project Title Public Education and Outreach | | | | | |
| CPG Grant # G0600001 | | | OR <input type="checkbox"/> Not Funded By CPG | | |
| New Project X OR Ongoing Project <input type="checkbox"/> Project End Date (if Applicable): | | | | | |
| Summarize or describe project (1-2 paragraphs): | This project developed a partnership with the local Master Gardener Foundation to provide more education and outreach to the community on backyard composting and other organic waste diversion methods. A pool of Master Gardener volunteers was trained and utilized for community outreach and workshop purposes. For convenience and accessibility, we hoped to have backyard compost bins available for the public to buy through the Master Gardener Foundation. | | | | |
| Estimated total project cost (over two years, includes local contribution): | \$15,000 | | | | |
| Estimated percentage funded by CPG (may be less than 75%): | 75% | | | | |
| Expected outcomes (from grant agreement): | 20 Master Gardener volunteers will be trained and provide 200 hours of community outreach and workshop leadership. 200 bins will be sold, resulting in 74,000 lbs of yard waste being diverted from the landfill per year. | | | | |
| Actual outcomes (numerical and/or narrative): | 15 Master Gardener volunteers were trained; they provided 175 hours of community outreach and workshop leadership. 250 bins were sold, resulting in 92,500 lbs of yard waste diverted from the landfill per year. | | | | |
| Cost per unit outcome (see instructions sheet): | \$0.16 per lb of yard waste diverted from the landfill | | | | |
| Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions): | ABC Plastics Recyclers donated part of the cost of the bins, which allowed us to buy 50 more bins than originally planned. | | | | |
| Project start date: | January 1, 2006 | | | | |
| Estimated staff time (FTEs): | X less than ¼ FTE | <input type="checkbox"/> ¼ to ½ FTE | <input type="checkbox"/> ½ to ¾ FTE | <input type="checkbox"/> ¾ to 1 FTE | <input type="checkbox"/> more than 1 FTE |
| Target audience (size and description): | Motivated homeowners of Greer Bay County (15 trainees and 250 people buying bins) | | | | |
| Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?): | We used a standard assumption of 370 lbs of yard waste per household per year diversion amount due to backyard composting bins. We will also attempt to assess usage rates and participation rates. We will count volunteer hours generated by the Master Gardener partnership. | | | | |

| | |
|---|---|
| Lessons learned (optional if not CPG funded): | Be sure to specify in your ads that bins are available at the reduced price only while supplies last. We sold our bins much more quickly than we anticipated. |
| List of materials created (brochures, reports, displays etc): | Advertisements for bin sales |
| Partners involved (optional): | Master Gardener Foundation |
| Essential Academic Learning Requirement (EALR) created for school program (optional): | none |
| Date Form Completed: | February 2, 2006 |
| Check here if you would like Ecology to highlight this project as a local “success story” X | |
| Project Contact Information | |
| Name: | Summer Days |
| Title: | Recycling Coordinator |
| Phone Number: | 123-456-7890 |
| E-Mail Address: | sdays@co.greerbay.wa.us |
| Website: | www.co.greerbay.wa.us |

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Project Analysis Worksheet

| | | | | | |
|--|--|-------------------------------------|--|-------------------------------------|--|
| Category Moderate Risk Waste | | | | | |
| Project Title MRW Collection and Disposal | | | | | |
| CPG Grant # G0600001 | | | OR <input type="checkbox"/> Not Funded By CPG | | |
| New Project <input type="checkbox"/> OR Ongoing Project X Project End Date (if Applicable): | | | | | |
| Summarize or describe project (1-2 paragraphs): | This Moderate Risk Waste Collection and Disposal Project focused on removing toxic substances from the solid waste stream and wastewater collection systems. Materials collected at the facility include paints, oils, thinners, antifreeze, herbicides, acids, bases, florescent tubes, batteries, propane tanks, etc. The County continued year round collection services at the Hazardous Waste Collection Facility and at used oil satellite stations. | | | | |
| Estimated total project cost (over two years, includes local contribution): | \$167,188 | | | | |
| Estimated percentage funded by CPG (may be less than 75%): | 75% | | | | |
| Expected outcomes (from grant agreement): | 100,000 lbs of hazardous waste per year will be diverted. The fixed facility is open to residents <u>every</u> Wednesday and the 1 st Saturday of each month. Proper disposal of MRW will help ensure safe drinking water and healthy environmental conditions for future generations. | | | | |
| Actual outcomes (numerical and/or narrative): | 258,600 lbs of hazardous waste were diverted over two years. The fixed facility was open to residents <u>every</u> Wednesday and the 1 st Saturday of each month. Proper disposal of MRW helped ensure safe drinking water and healthy environmental conditions for future generations. | | | | |
| Cost per unit outcome (see instructions sheet): | \$1.55 per lb of hazardous waste diverted | | | | |
| Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions): | none | | | | |
| Project start date: | Approximately January 1997 | | | | |
| Estimated staff time (FTEs): | <input type="checkbox"/> less than ¼ FTE | <input type="checkbox"/> ¼ to ½ FTE | <input checked="" type="checkbox"/> ½ to ¾ FTE | <input type="checkbox"/> ¾ to 1 FTE | <input type="checkbox"/> more than 1 FTE |
| Target audience (size and description): | Residential customers and CESQG business customers with hazardous waste that use the HHW facility, or approximately 3% of the county population. | | | | |

| | |
|---|---|
| Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?): | We measured participation and waste volumes. HHW customers that use the facility are required to fill out a receiving form at the time of disposal. Users were tracked by zip code to establish geographic accessibility. HHW quantities are not tracked individually, but waste quantities can be distinguished from SQG participants. SQG participants provide a detailed receiving form with waste type and weights to ensure proper disposal billing. |
| Lessons learned (optional if not CPG funded): | none |
| List of materials created (brochures, reports, displays etc): | Advertising and informational brochures (attached) |
| Partners involved (optional): | Contract with Lenny Enterprises |
| Essential Academic Learning Requirement (EALR) created for school program (optional): | none |
| Date Form Completed: | February 12, 2006 |
| Check here if you would like Ecology to highlight this project as a local "success story" <input type="checkbox"/> | |
| Project Contact Information | |
| Name: | Matt Robert |
| Title: | MRW Specialist |
| Phone Number: | 123-456-7893 |
| E-Mail Address: | mrobert@co.greerbay.wa.us |
| Website: | www.greerbay.wa.us |

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Project Analysis Worksheet

| | | | | | |
|--|--|--|---|-------------------------------------|--|
| Category Moderate Risk Waste | | | | | |
| Project Title Conditionally Exempt Small Quantity Generator Outreach and Education | | | | | |
| CPG Grant # G0600001 | | | OR <input type="checkbox"/> Not Funded By CPG | | |
| New Project X OR Ongoing Project <input type="checkbox"/> Project End Date (if Applicable): | | | | | |
| Summarize or describe project (1-2 paragraphs): | This project provided technical assistance to generators of hazardous materials that produce less than 220 lbs a month of hazardous materials. Two sectors were the primary focus: printing shops and automotive repair shops. Greer Bay County used direct mail and phone calls to let CESQGs know of free technical assistance. One visit was made to those requesting help and a mini report was given to the facility. This report will give advice on pollution prevention opportunities and appropriate disposal of hazardous materials. | | | | |
| Estimated total project cost (over two years, includes local contribution): | \$30,000 | | | | |
| Estimated percentage funded by CPG (may be less than 75%): | 75% | | | | |
| Expected outcomes (from grant agreement): | About 50 CESQGs will contact the County as a result of the campaign. Of those, 40 will schedule a technical assistance visit. About 30% of those who receive a visit will implement at least one recommendation from the mini report. | | | | |
| Actual outcomes (numerical and/or narrative): | 38 CESQGs scheduled a technical assistance visit. 11 of them (about 30%) reported that they had implemented at least one recommendation. | | | | |
| Cost per unit outcome (see instructions sheet): | \$2,727 per CESQG | | | | |
| Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions): | none | | | | |
| Project start date: | June 1, 2006 | | | | |
| Estimated staff time (FTEs): | <input type="checkbox"/> less than ¼ FTE | <input checked="" type="checkbox"/> ¼ to ½ FTE | <input type="checkbox"/> ½ to ¾ FTE | <input type="checkbox"/> ¾ to 1 FTE | <input type="checkbox"/> more than 1 FTE |
| Target audience (size and description): | 15 print shops and 85 auto repair shops identified in Greer Bay County | | | | |

| | |
|---|--|
| Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?): | We tracked the number of CESQGs who contacted us regarding the project and the number of visits. We did follow-up calls after the visits to find out if CESQGs were implementing our recommendations. |
| Lessons learned (optional if not CPG funded): | Some of the CESQGs who reported that they had not implemented any recommendations said that they just hadn't had time to do it yet or had lost their report. If we do this again we might want to build in a prompt or a follow-up assistance call to increase our participation number. |
| List of materials created (brochures, reports, displays etc): | Direct mail advertising to CESQGs (attached) Informational brochures (attached) Reports for each CESQG (example attached, others available on request) |
| Partners involved (optional): | none |
| Essential Academic Learning Requirement (EALR) created for school program (optional): | none |
| Date Form Completed: | December 28, 2007 |
| Check here if you would like Ecology to highlight this project as a local "success story" X | |
| Project Contact Information | |
| Name: | Matt Robert |
| Title: | MRW Specialist |
| Phone Number: | 123-456-7893 |
| E-Mail Address: | mrobert@co.greerbay.wa.us |
| Website: | www.co.greerbay.wa.us |

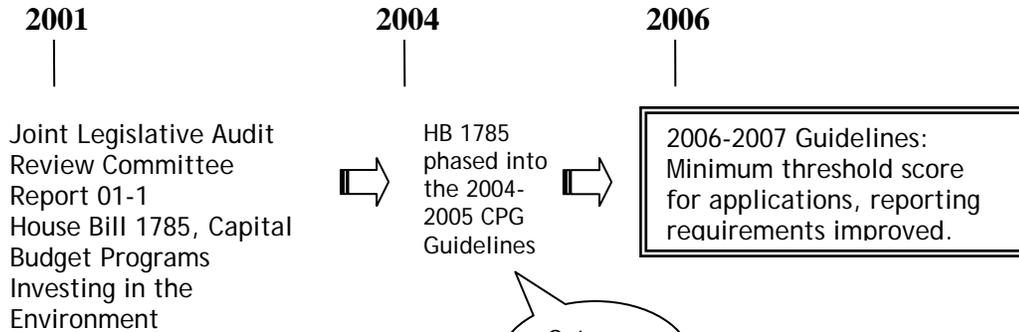
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APPENDIX F

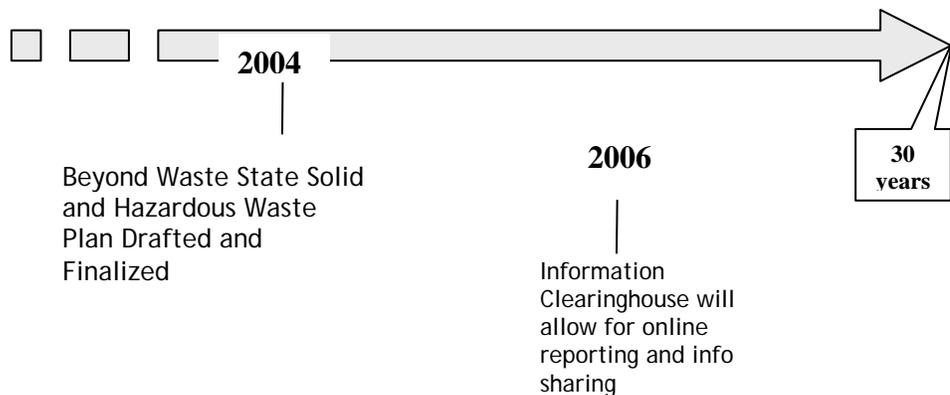
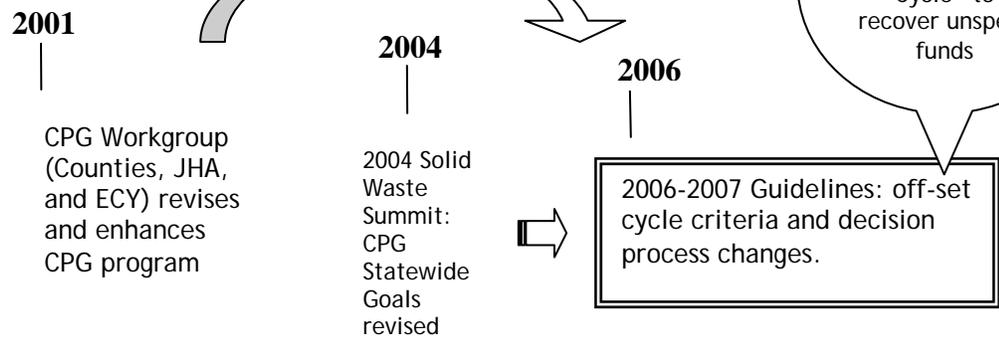
Timeline of Significant Changes to the CPG Program

Significant Changes in the Coordinated Prevention Grant Program (2001-2007)

Years



Outcome Funding



APPENDIX G
Formal Amendment Request Form

**FORMAL AMENDMENT REQUEST FORM
COORDINATED PREVENTION GRANT**

| | |
|---|--|
| (1) Identity | |
| Recipient Name | Grant Contact |
| (2) Grant Number | |
| (3) What Type of Formal Amendment? Check all that apply | |
| <input type="checkbox"/> New Category and Projects (Fill out 4, 5, 6, 7, 8) <input type="checkbox"/> New Project in Existing Category (Fill out 4, 5, 7, 8) <input type="checkbox"/> Change in Project Descriptions (Fill out 4, 5, 8) <input type="checkbox"/> Change in Grant Maximum Eligible Cost (Fill out 7 and related changes) | |
| (4) Category | |
| <input type="checkbox"/> Organics <input type="checkbox"/> Residential waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Other _____ | <input type="checkbox"/> Green building <input type="checkbox"/> Commercial waste reduction and recycling <input type="checkbox"/> Solid waste enforcement |
| (5) Projects AND Summary Descriptions - list all current and new projects in the category | |
| <u>Project Title</u> | |
| a. b. | |
| <u>Summary Descriptions</u> – list only for new or revised projects in the category | |
| a. b. | |
| (6) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #) | |
| (7) Funding Changes - Check all that apply. Give revised Category Budgets for lines A – D. | |
| <input type="checkbox"/> New Category or New Project (submit revised CPG-Z) <input type="checkbox"/> Move \$ (state grant amount) from Category to Category corresponding to a change in project descriptions. <input type="checkbox"/> Change Grant Maximum Eligible Cost from \$ to \$. | |

| A. Category Budget | | LOCAL MATCH | |
|---------------------------|------------------------|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |

| B. Category Budget | | LOCAL MATCH | |
|---------------------------|------------------------|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |

| C. Category Budget | | LOCAL MATCH | |
|---------------------------|------------------------|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |

| D. Category Request | | LOCAL MATCH | |
|----------------------------|------------------------|-------------|-----------------|
| TOTAL COST | GRANT AMOUNT REQUESTED | Cash | Interlocal Cost |
| \$ | \$ | \$ | \$ |

(8) PROJECT INFORMATION

(Fill out all sections for new projects or revised sections for a change in project descriptions)

(a) Project Title

(b) Goal Statement

(c) Outcome Statement

(d) Target Audience

(e) Work Plan and Activities with Timeline

(f) Method of Evaluation

(h) Which CPG Statewide Goal(s) does this Project work toward?

(g) Describe any other compelling need for funding (optional)

If you need this publication in an alternate format, please contact the Solid Waste and Financial Assistance Program at 360-407-6900. For persons with a speech or hearing impairment call 711 for relay service or 800-833-6388 for TTY.

ECY 070-113 (7/05)

Instructions for Formal Amendment Request Form

This form is required for any **change in the scope of work**, such as a new category, new project, or a change in project descriptions. This form is also required for a **revision in the Maximum Eligible Cost**. *The form is not required for moving money between categories.* It can be received at any time by your Grant Officer after your original contract has been signed.

- A revised CPG-Z form is required if adding new categories or projects.

How to fill out the amendment form:

(1) Identity

Name the Recipient and the Grant Contact for each separate task.

(2) Grant Number

Identify the grant you wish to amend.

(3) Check which Type of Formal Amendment

- New Category and Projects *Check if you are adding new categories and projects to your grant.*
- New Project in Existing Category *Check if you are adding a project to an existing category.*
- Change in Project Descriptions *Check if you are substantially changing the project descriptions for a current project within the grant.*
- Change in Grant Maximum Eligible Cost *Check if the grant's maximum eligible cost amount is increasing or decreasing, either due to a new project, an Off-set cycle project, or removing a task.*

(4) Identify Category

Choose from Organics, Green Building, Residential Waste Reduction and Recycling, Commercial Waste Reduction and Recycling, MRW, SWE, or Other.

(5) Projects and Summary Descriptions included in the Category

List *all current and new projects* in the Category and *for new projects*, summarize the project work plan, partnerships involved, and strategy. You may list multiple categories by duplicating this box if necessary.

(6) Comprehensive Solid Waste Management Plan and Local Hazardous Waste Plan Consistency

Briefly describe how new categories and projects within your grant are consistent with your CSWMP or Local Hazardous Waste Plan, and provide the page or section number of your plan that supports this.

(7) Funding Changes

- New Category or New Project (submit revised CPG-Z) *Check if adding a new category or new project that will adjust your budget. Submit a revised CPG-Z for all revised categories and project budgets.*
- Move \$ (state grant amount) from Category to Category corresponding to a change in project descriptions.

Check if moving money between categories. Tell how much you wish to move, and from which category to which category.

- Change Grant Maximum Eligible Cost from \$ to \$.
Check if the total grant award is changing and tell by how much.
- Category Budgets A – D. Fill out category title and any revised category budgets. Show the source of the money for this category and how much you are supplying as match.

(8) Project Information

Fill out the boxes in this section that change due to a new project or a change in project descriptions.

Provide a separate project information sheet for each project within the category. A project is a set of activities that you perform to accomplish your selected outcome and goal. A category is a way of grouping related projects for administrative and budgeting purposes.

- a) **Project** – provide a brief title for the project (examples are available in the table in Appendix B of the Guidelines).
- b) **Goal Statement** – describe the reason you are doing the project. For example, the goal of your home compost bin project might be to decrease the amount of organic waste going to the landfill by distributing home compost bins.
- c) **Outcome Statement** – describe what will change by doing this project and by how much. For example, a home compost bin project may have an outcome of how many participants will participate and/or the average amount of yard waste they will divert from the landfill. For more ideas or help with developing outcomes, see Chapter 4 in the Guidelines.
- d) **Target Audience** – describe who this project will serve, including the approximate size of the target audience (number of people).
- e) **Work Plan and Activities with Timeline** – list the key steps/activities needed to accomplish your expected outcomes AND include an estimated completion date or time frame for each activity. Briefly highlight milestone activities (outputs) and any capital purchases that will be made to support the project goals.
- f) **Method of Evaluation** – describe how you will know whether you accomplished your goals, affected your target audience, or otherwise learn about the project you completed.
- g) **Which CPG Statewide Goal(s) Does Your Project Work Toward** – give all CPG Statewide Goal and number (for example, Organics #1) your project supports. See Chapter 9 in the 06-07 Guidelines for the list of CPG Statewide Goals. A project submitted for the regular funding cycle does NOT need to meet a CPG Statewide Goal; however (g) and/or (h) are required for Off-set CPG grants.
- h) **Describe Any Other Compelling Need for Funding** – tell us any information that the Decision Committee needs to know when considering your application for competitive funding. (g) and/or (h) are required for Offset CPG grants. See Chapter 6 in the 06-07 Guidelines for more detail on the Off-set CPG grants.