



# **Coordinated Prevention Grant Program Guidelines**

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## **2008-2009 Grant Cycle**

Prepared by:

Washington State Department of Ecology  
Solid Waste and Financial Assistance Program

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## **Acknowledgements**

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# Chapter 1: What Is the CPG Program?

## Background

The Local Toxics Control Account (LTCA) funds the Coordinated Prevention Grant (CPG) Program. The legislative purpose of the Program is to:

- Promote regional solutions and intergovernmental cooperation.
- Fund local government projects that prevent or minimize environmental contamination in ways that comply with state solid and hazardous waste laws and rules.
- Provide funding assistance for local solid and hazardous waste planning and for carrying out some projects in those plans.
- Encourage local responsibility for solid and hazardous waste management.
- Improve efficiency, consistency, reliability, and accountability of grant administration.

The availability and amount of funding depends upon legislative appropriations to the LTCA account.

***CPG is not an entitlement program.*** Projects must be consistent with the goals of your Ecology-approved solid or hazardous waste management plan, and meet CPG Program eligibility requirements.

## What's New in the 2008-2009 Guidelines?

Most of the revisions we have made to these guidelines since last cycle are editorial rather than substantive. We consolidated some chapters and added clarity to provide you with a better tool.

Changes to the CPG program are influenced by input from the CPG Workgroup, grant recipients, and Ecology staff. Initiatives in the state's Beyond Waste Plan and direction from the Legislature may also lead to changes.

## Funding

The Washington State Legislature appropriates funds for the CPG Program each biennium. CPG funding for the 2008-2009 biennium totals \$25,500,000. This figure includes \$15,600,000 for regular cycle planning and implementation grants, \$3,900,000 for regular cycle solid waste enforcement grants, and two special provisos in the amounts of \$4 million and \$2 million.

Ecology submitted two special requests for money:

- Ecology's Solid Waste and Financial Assistance Program requested a \$4 million appropriation to specifically fund initiatives in the state's "Beyond Waste" plan. Ecology will disburse these funds through the offset cycle. We expect this to be an ongoing request each biennium. See [Chapter 6](#) for information about the Beyond Waste grants.
- Ecology's Air Quality Program requested a \$2 million appropriation to specifically address alternatives to burning. This request is a one-time pool of money for creating or

adding to existing organic waste programs to help communities where outdoor burning is no longer an option for disposing of natural vegetation from land clearing or residential clean up. See [Chapter 8](#) for information about *Alternatives to Burning grants*.

To determine allocations, Ecology uses the methods that WAC 173-312-080 established. Some amount of projected revenues to LTCA is available each biennium for CPG purposes. Ecology must divide this amount into two portions: 80 percent for solid and hazardous waste planning and implementation grants and 20 percent for solid waste enforcement grants.

Ecology's Solid Waste and Financial Assistance and Air Quality programs will collaborate to make the alternatives to burning proviso available. See Chapter 8 for application process details for the alternatives to burning proviso money.

A timeline of significant changes over the life of the CPG Program is located in [Appendix H](#).

### **Offset Cycle**

In 2006, a new award process for offset cycle grants was completed. Four representatives from the local government solid waste community, jurisdictional health districts, and Ecology staff awarded offset money for the 2007-2008 cycle. As a result of this experience, we have incorporated suggestions for improvement in the 2009-2010 offset cycle award process.

### **Purpose of These Guidelines**

These guidelines should provide easy-to-use application forms and clearly explain the requirements of the CPG Program, such as:

- Eligibility.
- Roles and responsibilities.
- Financial management.
- Expenditure/income reporting.
- Contracting.
- Procurement.
- Record keeping.

The 2008-2009 CPG guidelines outline, chapter by chapter, all of the basic information you need to complete a successful grant application. These guidelines also provide you with a reference manual for use in administering your grant-funded projects and managing your grant.

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

Your Ecology grant officer can also help you. See [Table 1.1](#) for contact information.

## Description of Funding Cycles

Ecology awards CPG grants in two cycles: the regular cycle and the offset cycle.

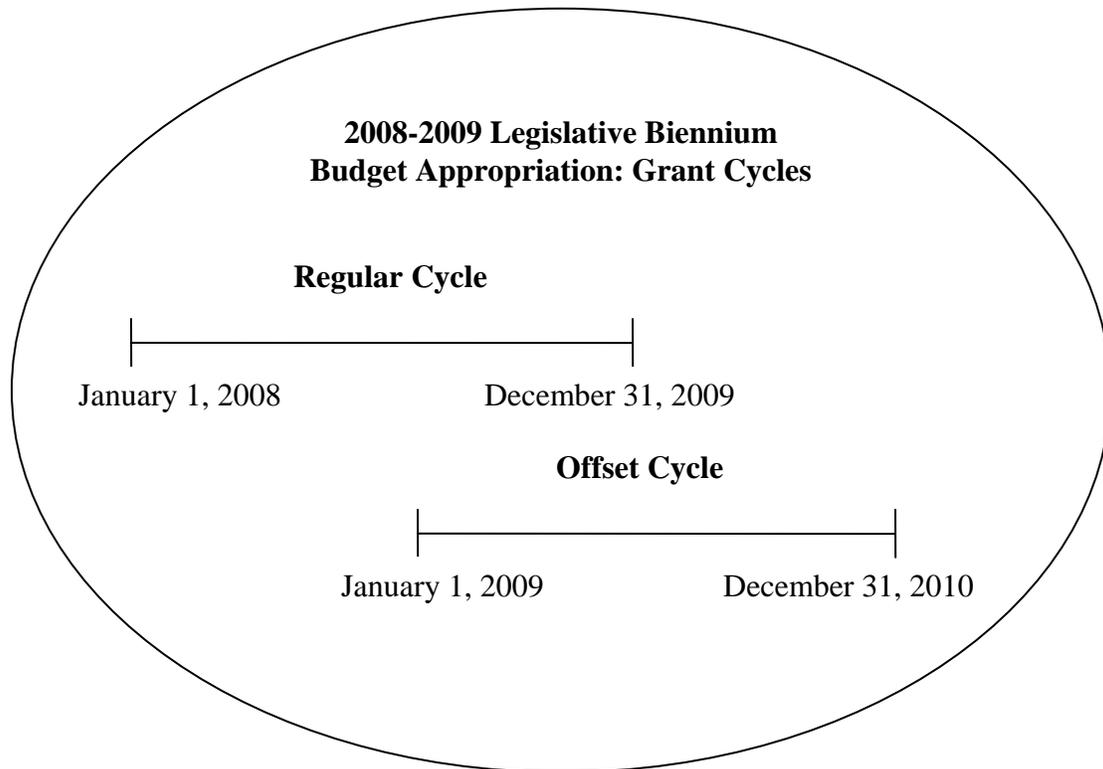
### Regular Cycle

The regular cycle begins January 1, 2008, and expires December 31, 2009. Ecology bases its distribution of the legislative allocation for this cycle on a specified formula:

- Twenty percent (20%) of LTCA funds must be offered for solid waste enforcement type grants.
- The remaining eighty percent (80%) is available for solid and hazardous waste planning and implementation type grants.

### Offset Cycle

The offset cycle begins January 1, 2009, and expires December 31, 2010. Grants awarded in the offset cycle are competitive. Funds for this cycle come from un-requested funds from the regular cycle, unspent funds from the regular cycle, and any special legislative provisos.



## Ecology Grant Officers / Contact Information

Ecology assigns each grant recipient 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 and your grant. Also you will send grant applications, report forms and payment requests to your Ecology grant officer.

Table 1.1 - Ecology's Grant Officers by Region / County

Name	Address	Phone/E-Mail/Fax	County
<b>Blake Nelson</b>	Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387	Ph: 509-575-2782 <a href="mailto:bnel461@ecy.wa.gov">bnel461@ecy.wa.gov</a> Fax: 509-575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
<b>Nancy Lucas</b>	Eastern Regional Office N 4601 Monroe Suite 202 Spokane 99205-1295	Ph: (509) 329-3432 <a href="mailto:nluc461@ecy.wa.gov">nluc461@ecy.wa.gov</a> Fax: (509) 329-3572	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
<b>Emma Johnson</b>	Northwest Regional Office 3190 160 <sup>th</sup> Ave. SE Bellevue 98008-5452	Ph: 425-649-7266 <a href="mailto:ejoh461@ecy.wa.gov">ejoh461@ecy.wa.gov</a> Fax: 425-649-7098	All grants for Whatcom. Solid Waste Implementation grants only for Island, Kitsap, Skagit, Snohomish
<b>Chris Piercy</b>	Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452	Ph: 425-649-7056 <a href="mailto:chrp461@ecy.wa.gov">chrp461@ecy.wa.gov</a> Fax: 425-649-7098	All grants for King and San Juan. Solid Waste Enforcement Grants only for Island, Kitsap, Skagit, and Snohomish
<b>Mike Drumright</b>	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6397 <a href="mailto:mdru461@ecy.wa.gov">mdru461@ecy.wa.gov</a> Fax: 360-407-6305	Clark, Cowlitz, Lewis, Pierce, Skamania, Wahkiakum
<b>Tami Ramsey</b>	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6612 <a href="mailto:tmor461@ecy.wa.gov">tmor461@ecy.wa.gov</a> Fax: 360-407-6305	Clallam, Grays Harbor, Jefferson, Mason, Pacific, Thurston
<b>CPG PROGRAM COORDINATOR</b>			
<b>Shelly McMurry</b>	Department of Ecology PO Box 47600 Olympia, WA 98504-7600	Ph: 360-407-6223 <a href="mailto:smcc461@ecy.wa.gov">smcc461@ecy.wa.gov</a> Fax: 360-407-6102	Works directly with Grant Officers, CPG Workgroup, Offset Cycle Awards Committee
<b>Deanna Tabor (Alternate)</b>	Department of Ecology PO Box 47600 Olympia, WA 98504-7600	Ph: 360-407-6119 <a href="mailto:dtab461@ecy.wa.gov">dtab461@ecy.wa.gov</a> Fax: 360-407-6102	An alternate contact for CPG program related questions or issues

## CPG Program Schedule / Calendar

Below are key dates for the CPG Program for 2008-2010.

### 2008-2009 CPG Regular Cycle

July 2, 2007:	Guidelines and application forms available
<b>September 4, 2007:</b>	<b>Grant applications due to Ecology</b>
September 18, 2007:	Ecology notifies applicants of application score
October 1, 2007:	Rewritten grant applications due to Ecology
<b>October 15, 2007:</b>	<b>Ecology makes funding decision; notifies applicants</b>
January 1, 2008:	Grant starting date
December 31, 2009:	Grant expiration date

### 2009-2010 CPG Offset Cycle

July 2, 2007:	Guidelines and application forms available
<b>June 20, 2008:</b>	<b>If desired, submit preapplications</b>
<b>July 16, 2008:</b>	<b>Final grant applications due to your grant officer</b>
October 1, 2008:	Ecology makes funding decision; notifies applicants
January 1, 2009:	Grant starting date
February 15, 2010:	Multi-Phase grants are amended to include Phase 2 funding
December 31, 2010:	Grant expiration date







# Chapter 2: Eligibility

There are two types of grants available through the Coordinated Prevention Grant program:

1. Planning and implementation grants for solid and hazardous waste management.
2. Solid waste enforcement grants.

This chapter will help you determine who can apply for either type of grant, how to determine an eligible project, and the requirements involved. If you do not find the answers you are looking for in this chapter, please contact your Ecology grant officer. You may also consult the current version of Administrative Requirements for Recipients of Ecology Grants and Loans, Publication No. 91-18 (the “Yellow Book”) <http://www.ecy.wa.gov/biblio/9118.html>.

## Who May Apply for CPG Funds?

The lists below describe who is eligible for either type of CPG grant. Your grant officer can also help you verify if you are an eligible applicant. All applicants must follow the [Application Coordination Requirements](#) found in this chapter.

### Eligible Applicants - Planning and Implementation

- A **local planning authority** required to adopt or update a local comprehensive solid waste management plan (SWMP) may apply.
- A **city** signatory to a SWMP may apply in coordination with the planning authority. "City" means every incorporated city and town.
- A **local health jurisdiction** may apply for solid and hazardous waste planning and implementation grants in coordination with the planning authority.
- A **designated authority / lead implementation agency** of either an Ecology-approved solid or hazardous waste management plan may apply.

### Eligible Applicants - Solid Waste Enforcement

- A **local health jurisdiction** with responsibilities for solid waste enforcement may apply.

### Ineligible Entities

No other entity is eligible to apply for a coordinated prevention grant. Examples of entities not eligible to apply for grants include:

- Special Districts.
- Tribes.
- Schools and Universities.
- Other Government Agencies.
- Private Business.
- Citizen Groups.

Although these entities are ineligible to apply and receive CPG funds, they may partner with eligible applicants to do CPG-funded projects.

## Eligible Projects

To ensure your project will be eligible for funding, verify that your project meets these eligibility requirements:

- It is consistent with your Ecology-approved solid or hazardous waste management plan.
- It meets the CPG Program eligibility requirements as outlined in these guidelines.
- It meets “Yellow Book” eligibility requirements.

CPG money cannot fund the following types of projects:

- **Solid waste incinerator** feasibility studies, construction, maintenance, and operation.
- New **landfill** construction and landfill expansion, or landfill upgrading at an operating facility to meet the requirements of Chapters 173-350 and 173-351 WAC.
- **Landfill closure** as required by Chapters 173-350 and 173-351 WAC.
- **Garbage collection and disposal**, except start-up and operational costs for waste reduction and recycling programs.
- Solid and hazardous waste expenses not directly related to compliance with state solid and hazardous waste laws and rules.
- Installation or repair of **ground water monitoring wells**, and routine water sampling of the same to define the extent of contamination. A jurisdictional health district or department cannot use grant funds to conduct monitoring activities on behalf of an owner or operator of a solid waste site or facility.

*For help in developing eligible projects, see [Chapter 4](#) and [Appendix C](#). You can also contact your grant officer for assistance.*

## Application Coordination Requirements

Application coordination outlined in [Chapter 2](#) is specific for the regular cycle. Please see [Chapter 6](#) and [Chapter 8](#) for application coordination specific to the offset cycle and “alternatives to burning” grants, respectively.

Note: Local health jurisdictions applying for *solid waste enforcement grants* do not need to coordinate applications.

### What Is a Planning Authority?

A planning authority is usually the county. If you are not a planning authority or if you have not become a designated authority, *you cannot apply on your own*.

A designation of authority would be in a local solid or hazardous waste management plan, either by interlocal agreement or by resolution of adoption. Contact your Ecology solid waste planner for help in determining a designation of authority.

If you are applying for funds to support solid or hazardous waste implementation projects and you are not a planning authority or designated authority, you **must** coordinate your application with the respective planning authority.

For example, cities that have authorized the county planning authority to prepare a comprehensive solid waste management plan on their behalf **must** channel their request for CPG funds through their county planning authority. Health jurisdictions applying for funds to support solid or hazardous waste implementation type projects must also channel their request for CPG funds through the county planning authority.

County planning authorities may **elect** to assign a portion of their allocation directly to a city or health jurisdiction and let the assignee 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. Additionally, cities that are not planning authorities are *entitled* to receive a portion of their county planning authority's funding allocation in proportion to their share of the total county population.

Ecology encourages cities, health jurisdictions, and counties to consider efficiency when deciding how many separate grant applications to submit.

### Planning Authority Responsibilities

As part of the application package, the planning authority must include documentation that it has informed other entities about the grant. Examples of acceptable documentation include, but are not limited to, copies of letters sent to notify plan participants about available grant funds and copies of a newspaper ad offering to consider requests from other local jurisdictions for projects.

The planning authority **must** prepare an application package and include notification and documentation that:

- All participants in a local comprehensive solid waste or hazardous waste management plan (plan) received notice of the opportunity to apply for grant funds within a reasonable time.
- Plan participants and other jurisdictions had an opportunity to request inclusion of their projects in the application package.
- All plan participants agreed on the final application package and allocation of grant funds.

### Consequences

If a planning authority **has not fulfilled** application coordination requirements and a plan participant or other local jurisdiction *does* make a challenge, then:

- Ecology may delay processing the application until the planning authority can show it fairly considered a jurisdiction's request.
- Ecology will subtract or de-obligate 10 percent of the planning authority's actual allocation and move it to the offset grant cycle (WAC 173-312-060).

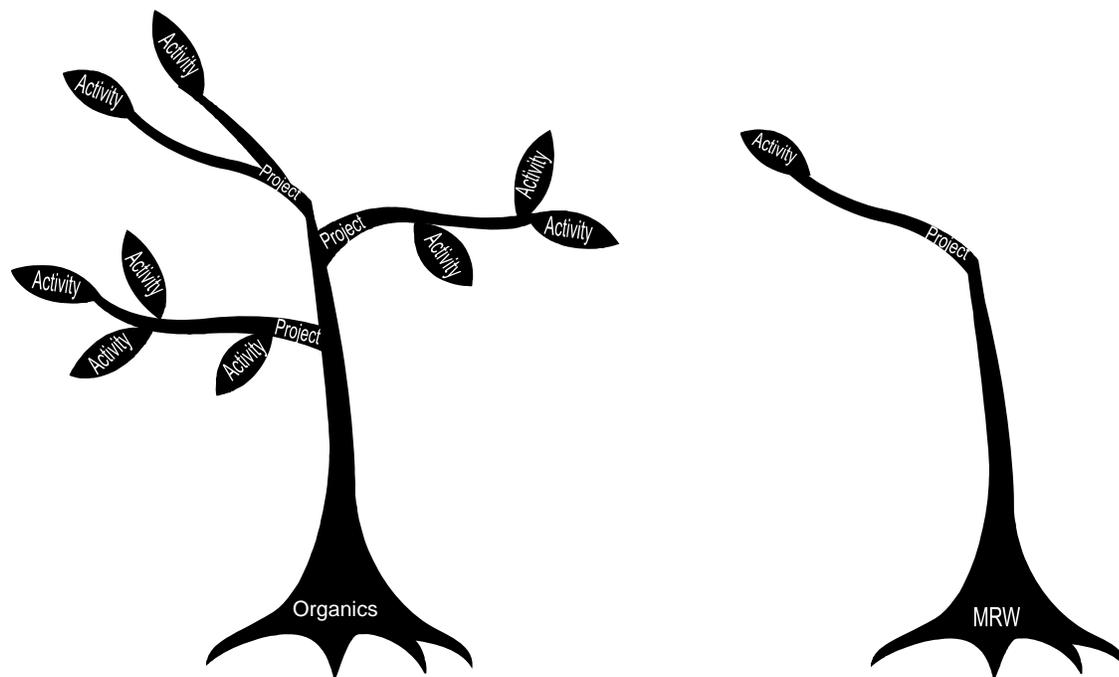
**Table 2.1 Examples of Coordination Required by Applicant and Grant Type**

Applicant	Type of Project	Type of Grant	Coordination Required?
Planning Authority (usually a county)	Revising or amending the local SWMP	Planning and implementation grant	Yes. <ul style="list-style-type: none"> <li>• Notification</li> <li>• Coordinate application package</li> </ul>
Designated Authority / Lead Implementation Agency (may be a county, city, or health jurisdiction)	Implementing a project outlined in an existing SWMP or HWMP	Planning and implementation grant	Yes. <ul style="list-style-type: none"> <li>• Coordinate application w/ county or planning authority, if different</li> </ul>
City (SWMP or HWMP participant)	Implementing a project outlined in an existing SWMP or HWMP	Planning and implementation grant	Yes. <ul style="list-style-type: none"> <li>• Coordinate application w/ county or planning authority, if different</li> </ul>
Health Jurisdiction	Enforcing rules adopted under Chapter 70.95 RCW ( <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95">http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95</a> ) (including small quantity generator compliance projects and education and outreach projects)	Solid waste enforcement grant	No.

## Chapter 3: Organizing Your Grant Application

In order to track outcomes and spending, you need to organize your CPG grant by related activities. The structure of the grant is similar to a small grove of trees. Each ‘tree’ represents a **category**, which may have multiple ‘branches.’ Each branch represents a **project**. On each ‘branch’ are small leaves. These leaves are the **activities** you define as your work plan for each project.

**Ecology requires that you define goals and outcomes and evaluate each *project*.** For more information about how to do this, see [Chapter 4](#).



## What Are CPG Program Categories?

The category you select puts your grant projects together in a group. A category may have one project, or many. 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.” Under the two types of grants, the categories for CPG projects are:

### Solid and Hazardous Waste Planning and Implementation Grants

1. Organics (ORG)
2. Green Building (GB)
3. Waste Reduction and Recycling (WRR)
4. Moderate Risk Waste (MRW)
5. Other

### Solid Waste Enforcement Grants

1. Solid Waste Enforcement (SWE)

## What Is a Project?

A project consists of activities that work toward a distinct outcome. A category can include multiple projects or just one. You should place related projects into a similar category.

[Appendix B](#), column 1 reflects a list of suggested groupings for categories.

## What Is an Activity?

Activities are things you do to carry out 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. Tell us what activities are needed to achieve the goals and outcomes for your project. The number of activities and level of detail will vary by project. Activities within the project must be eligible for CPG reimbursement (see [Chapter 2](#)).

For sample applications, see [Appendix E](#).

# Chapter 4: How to Develop Your Projects

## Goals, Outcomes, and Evaluation

*Ecology's first priority is to support local governments. Ecology supports your solid waste enforcement projects and your solid and hazardous waste planning and implementation projects. We are committed to assist you in developing a great project that meets legislative requirements.*

The Joint Legislative Audit and Review Committee (JLARC) required Ecology to change the way it evaluates grant applications. To comply with JLARC requirements, Ecology added three elements to the application:

- A goal statement.
- An outcome statement.
- A method of evaluation.

Applicants did well to develop projects using these added elements. We can now show the Legislature that CPG funds produce results. We are also capturing information that all of us across the state can learn from.

These requirements carry into this next cycle of CPG. Therefore, Ecology will consider for funding only those projects that specify a goal, expected outcomes, and a method of evaluation.

### What About “Ongoing” Work?

All projects must have a goal statement, outcome statement, and method of evaluation. Ongoing work supports a goal (need) in your local comprehensive solid waste management plan, hazardous waste management plan, or the goal of meeting 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 activity you do, such as hotline maintenance, responding to calls, and working with recycling haulers.* Instead, those are all eligible activities within the project. The project is working toward the goal you identified that is associated with your local plan, such as increasing the use of the moderate risk waste facility.

### Goal Statements

A goal statement explains the purpose of your actions. What do you intend to affect or solve? The goal statement should include the “who (performs the action), *what*, and *target audience*.” For example:

- Who: Your county.
- What: Eliminate the use of pesticides and other toxins on playgrounds.
- Target Audience: The children of your county.

The goal statement would then read: *Your county seeks to improve the health of children by eliminating the use of pesticides and other toxins on their playgrounds.*

### **Do I have to write a goal statement for each project?**

Yes. You must write a goal statement for *each* project. Each project must have at least one defined goal and one outcome statement. There may be many goals and many outcomes, but you need to identify only one. It will likely be the primary or most important goal.

### **How do I write a goal statement?**

1. Identify the problem. Be as specific as possible. A specific goal will help you examine whether your project made a difference when it was complete. 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.
2. Identify whom the problem affects. This is the “*target audience*.” Is it the entire county or only people in a certain area or population group such as Spanish-speaking citizens, homebuilders, youth, and so on?
3. Identify who will be carrying out the activities, addressing the problem.

If you need help writing a goal statement, please contact your grant officer.

### **Outcome Statements**

We are asking you for an expected outcome. An outcome statement is an educated guess about what your project might achieve.

Your outcome statement should directly relate to your goal statement. For example, suppose your goal is to eliminate the use of pesticides and toxins in playgrounds. Your outcome statement should state how many playgrounds you expect will no longer use pesticides and toxins. Base this statement on your knowledge, expertise, and experience.

You can base the results you propose on previous years or grants, data from other counties, or articles you might use to make an educated guess. You can also use different types of projects to guess on participation response rates and 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. You should base these 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**.

Here's an example of an outcome using the above information:

*“Ten percent 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 percent of new Washington State County residents.
  - Now you need to find out how many people are new Washington State County residents.
  - Multiply that by 10 percent. 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 a table of sample outcomes, see [Appendix G](#). These samples are just suggestions and are not required outcomes for a particular project.

If you need help writing an outcome statement, please contact your grant officer.

## 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 will not affect future grant awards.** 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 carry out 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 should report your activities and any significant outputs associated with those activities on your progress report forms. However, the primary unit of measurement for CPG projects is your outcome.*

## **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 these data as part of your project. Some information may be available through Ecology; use your grant officer for help.

Example outcome measurement tools include:

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

### **Why should I measure my project outcomes?**

When you evaluate your project it will help:

- Ecology report 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.
- Other counties copy successful strategies and learn about what does and does not work.

Ecology will use this information to satisfy special legislative requests, in biennial reports and for posting on the Information Clearinghouse. For information about the Information Clearinghouse, see [Chapter 7](#).

### **How should I plan to pay for measuring 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 percent 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.

If you need help finding ideas or partnerships, contact your grant officer.

### **Putting It All Together**

The information is here to help you define each project. You get to choose how you want to use it.

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.

Project: Public Education	Outcome: Increase participation
Project: Compost Bin Distribution	Outcome: Increase participation
Project: Wood Chipping	Outcome: Divert yard waste from landfill

Alternatively, you can choose to combine projects if they work toward a similar outcome. You could consider a multi-pronged approach to diverting yard waste, using several related activities,

as one project. An example would be a project that included developing a composting facility, distributing public information, and conducting a research project for feed stocks.

Project: Community Composting	Outcome: Divert yard waste from landfill	Activity: Public Education
		Activity: Compost Bin Distribution
		Activity: Wood Chipping

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.

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 therefore 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.

For a table of sample outcomes associated with different project types, see [Appendix G](#). These samples are just suggestions and are not required outcomes for a particular project.

For examples of complete application forms with goals, outcome statements, and evaluation methods, see [Appendix E](#).







## Chapter 5: Regular Cycle Grants

The CPG Program operates on a two-year cycle. For the 2008-2009 funding cycle, regular cycle grants begin on January 1, 2008, and expire on December 31, 2009. Funding is available only for eligible applicants and only through the application process. CPG does not provide emergency funding.

### What Funds Are Available for the Regular Cycle?

CPG funding for the regular cycle is \$19,500,000. Of this amount \$15,600,000 is the total allocation for solid and hazardous waste planning and implementation grants while \$3,900,000 is the total allocation for solid waste enforcement grants.

[Table 5.1](#) shows the maximum dollar amounts available to each county for solid and hazardous waste implementation grants. **Although you can receive up to the maximum listed in the table, please do not apply for funding you will not be able to use.** If you do not apply for the maximum allocation, Ecology will add the remaining amount of your maximum allocation to the total funds available for offset cycle grants in 2009.

### 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 \$15,600,000, allocated as follows:

- A fixed amount or base for each county (\$100,000 in 2008-2009).
- A per capita amount based on the county population size (\$1.8351 per capita in 2008-2009).

Cities that are independent planning authorities and cities that coordinate with counties may receive funding up to the per capita allocation for their city. Cities are eligible to apply for more than their per capita amount if the county agrees. Ecology bases county per capita amounts on the Washington Office of Financial Management population forecasts as of April 1, 2006.

[Table 5.1](#) shows the 2008-2009 solid and hazardous waste planning and implementation allocation by county.

**Table 5.1 Maximum Funding Allocations by County (State Share)**

COUNTY	2006 POPULATION	BASE AMOUNT	CURRENT PER CAPITA AMOUNT (\$1.8351)	CURRENT TOTAL ALLOCATION
ADAMS	17,300	\$100,000	\$31,748	\$131,748
ASOTIN	21,100	\$100,000	\$38,721	\$138,721
BENTON	160,600	\$100,000	\$294,720	\$394,720
CHELAN	70,100	\$100,000	\$128,642	\$228,642
CLALLAM	67,800	\$100,000	\$124,421	\$224,421
CLARK	403,500	\$100,000	\$740,471	\$840,471
COLUMBIA	4,100	\$100,000	\$7,524	\$107,524
COWLITZ	96,800	\$100,000	\$177,640	\$277,640
DOUGLAS	35,700	\$100,000	\$65,514	\$165,514
FERRY	7,500	\$100,000	\$13,763	\$113,763
FRANKLIN	64,200	\$100,000	\$117,815	\$217,815
GARFIELD	2,400	\$100,000	\$4,404	\$104,404
GRANT	80,600	\$100,000	\$147,911	\$247,911
GRAYS HARBOR	70,400	\$100,000	\$129,193	\$229,193
ISLAND	77,200	\$100,000	\$141,671	\$241,671
JEFFERSON	28,200	\$100,000	\$51,750	\$151,750
KING	1,835,300	\$100,000	\$3,367,998	\$3,467,998
KITSAP	243,400	\$100,000	\$446,669	\$546,669
KITTITAS	37,400	\$100,000	\$68,634	\$168,634
KLICKITAT	19,800	\$100,000	\$36,335	\$136,335
LEWIS	72,900	\$100,000	\$133,780	\$233,780
LINCOLN	10,200	\$100,000	\$18,718	\$118,718
MASON	53,100	\$100,000	\$97,445	\$197,445
OKANOGAN	39,800	\$100,000	\$73,038	\$173,038
PACIFIC	21,500	\$100,000	\$39,455	\$139,455
PEND OREILLE	12,300	\$100,000	\$22,572	\$122,572
PIERCE	773,500	\$100,000	\$1,419,466	\$1,519,466
SAN JUAN	15,700	\$100,000	\$28,811	\$128,811
SKAGIT	113,100	\$100,000	\$207,552	\$307,552
SKAMANIA	10,600	\$100,000	\$19,452	\$119,452
SNOHOMISH	671,800	\$100,000	\$1,232,835	\$1,332,835
SPOKANE	443,800	\$100,000	\$814,427	\$914,427
STEVENS	42,100	\$100,000	\$77,259	\$177,259
THURSTON	231,100	\$100,000	\$424,097	\$524,097
WAHKIAKUM	3,900	\$100,000	\$7,157	\$107,157
WALLA WALLA	57,900	\$100,000	\$106,254	\$206,254
WHATCOM	184,300	\$100,000	\$338,213	\$438,213
WHITMAN	42,800	\$100,000	\$78,543	\$178,543
YAKIMA	231,800	\$100,000	\$425,381	\$525,381
<b>TOTALS</b>	<b>6,375,600</b>	<b>\$3,900,000</b>	<b>\$11,700,000</b>	<b>\$15,600,000</b>

### Solid Waste Enforcement Grants

The total allocation for solid waste enforcement grants is \$3,900,000. Each single-county health jurisdiction can apply for \$106,849. The state of Washington has three multi-county health jurisdictions. Each multi-county health jurisdiction can apply for \$160,274.

Twenty percent (20%) of the total CPG allocation is allotted for solid waste enforcement projects. Ecology divides the total available dollars evenly among jurisdictional health departments and districts, except when health jurisdictions represent two or more counties.

Jurisdictions that represent two or more counties will receive fifty percent (50%) more funding than single-county health jurisdictions.

## 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%).

You can meet a cash match in only two ways:

- Cash expenditures (includes recipient’s staff salaries, benefits, and overhead).
- Interlocal costs. *No other types of in-kind contributions are eligible as match.*

**What are cash expenditures?** The following are sources of cash match:

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

**What are interlocal costs?** Interlocal costs are in-kind contributions that follow from a valid written agreement between the recipient and another government. (In-kind contributions are property or services that a third party contributes to benefit a project without direct monetary compensation.) To serve as match, interlocal costs must be eligible if the project recipient incurs them. The recipient must send a **copy of the interlocal agreement to Ecology’s project officer to be included as part of the grant file.** Projects using interlocal costs as the cash match use forms B1 and C1 to document costs for payment requests.

## How Do I Apply for Regular Cycle Grants?

Before you write your grant application, please read [Chapter 2](#), Eligibility; [Chapter 3](#), Organizing Your Grant Application; and [Chapter 4](#), How to Develop Your Projects.

To prepare your Grant Application, take these steps:

- Step 1:** Define your goals.
- Step 2:** Define your desired outcomes and identify your projects to accomplish them.
- Step 3:** Develop a method to evaluate each project.
- Step 4:** Identify the activities associated with each project and develop a work plan.
- Step 5:** Organize your projects into the categories in Chapter 3.
- Step 6:** Develop your budget for each category.
- Step 7:** Coordinate with other jurisdictions in your county, if applicable. See “Application Coordination” in this chapter.

### Technical Assistance

Your grant officer is available to help you at any point during the application process.

## How Do I Submit a Regular Application to Ecology?

### Step 1: Complete and submit your application

Fill out your regular cycle application. Blank forms and samples are located in [Appendix D](#) and [Appendix E](#). Ecology will accept regular cycle grant applications anytime between July 2, 2007, and September 4, 2007.

- The official deadline to submit a CPG regular cycle grant application to your grant officer is **5:00 p.m. on September 4, 2007**.
- 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.
- You must submit all regular cycle forms: CPG-X, CPG-Y REGULAR, and CPG-Z REGULAR.

Ecology will not accept applications received after September 4, 2007, unless you make special arrangements with your grant officer prior to the deadline.

### Step 2: Ecology reviews your application

Ecology will:

- Review your application for meeting the eligibility requirements.
- Score your application using the minimum threshold score process.

### Step 3: Ecology accepts or denies your application

Your grant officer will contact you by September 18, 2007, and advise you about your application.

- If any of the projects in your application DID NOT meet the requirements or pass the minimum threshold scoring process, go to Step 4.
- If all your projects in your application DID meet the requirements and pass the minimum threshold scoring process, go 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 p.m. on October 1, 2007**.

Ecology will not accept rewritten applications after October 1, 2007, unless you make special arrangements with your grant officer prior to the deadline.

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

Your grant officer will contact you by October 16, 2007, to advise you about your rewritten application.

- If your rewritten application DID NOT meet the requirements or pass the scoring process for a second time, that specific project will not be funded.

- If your rewritten application DID meet the requirements and pass the scoring process, go to Step 6.

### **Step 6: Ecology writes the grant agreement**

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

### **Step 7: Sign your grant agreement**

Your grant officer will strive to send you a formal offer prior to December 31, 2007. Once you receive a formal offer, you must:

- Have your grant agreement signed by the person with appropriate signature authority.
- Return the signed agreement 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.

## **What Is a “Minimum Threshold Score”?**

Minimum threshold score is a scoring system for regular cycle grant applications to ensure that applications are complete, and grant projects have defined outcomes and are ready to proceed. You must meet the minimum threshold score before you can receive funding.

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

- Your grant project has defined outcomes.
- It meets a minimum threshold score.
- 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.

## **Category Information**

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

1. Category (Organics, Green Building, WRR, MRW, SWE, or Other).
2. Project titles and summary descriptions.
3. Consistency with comprehensive local solid waste or hazardous waste plan – 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 proceeding with the scoring process.

## Project Information

You must provide the following details for each individual project:

- Project title (see Appendices C and G for project title ideas).
- Goal statement: explain the reason you are doing the project.
- Outcome statement: what environmental or community result are you going to achieve with this project?
- Target audience: who does this serve/whom are you going to reach (including the estimated size of audience)?
- Work plan and activities with timeline: what activities are you going to do to accomplish your outcomes? Include a timeline sketch with these activities.
- Method of evaluation: how are you going to learn from your project and evaluate progress?

## Scoring

Each project can receive up to 18 possible points (6 areas scored at 3 points an area).

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.

The Ecology CPG coordinator and one grant officer will score your application using the project information you provide and the following criteria:

- 3 points -- Answer is complete or needs only minor changes.
- 2 points -- Answer requires a discussion or needs more information.
- 1 point -- Answer is not clear or logical.
- 0 points -- No answer.

The CPG coordinator and grant officer will agree on a score for each project. They will send any project that scores 16 points or less back to you for a rewrite. You will need to rewrite only the areas that scored less than three points.

You won't need to rewrite projects that score at least 17 points. However, your grant officer may still contact you with clarifying questions.

### **Ecology will not fund projects:**

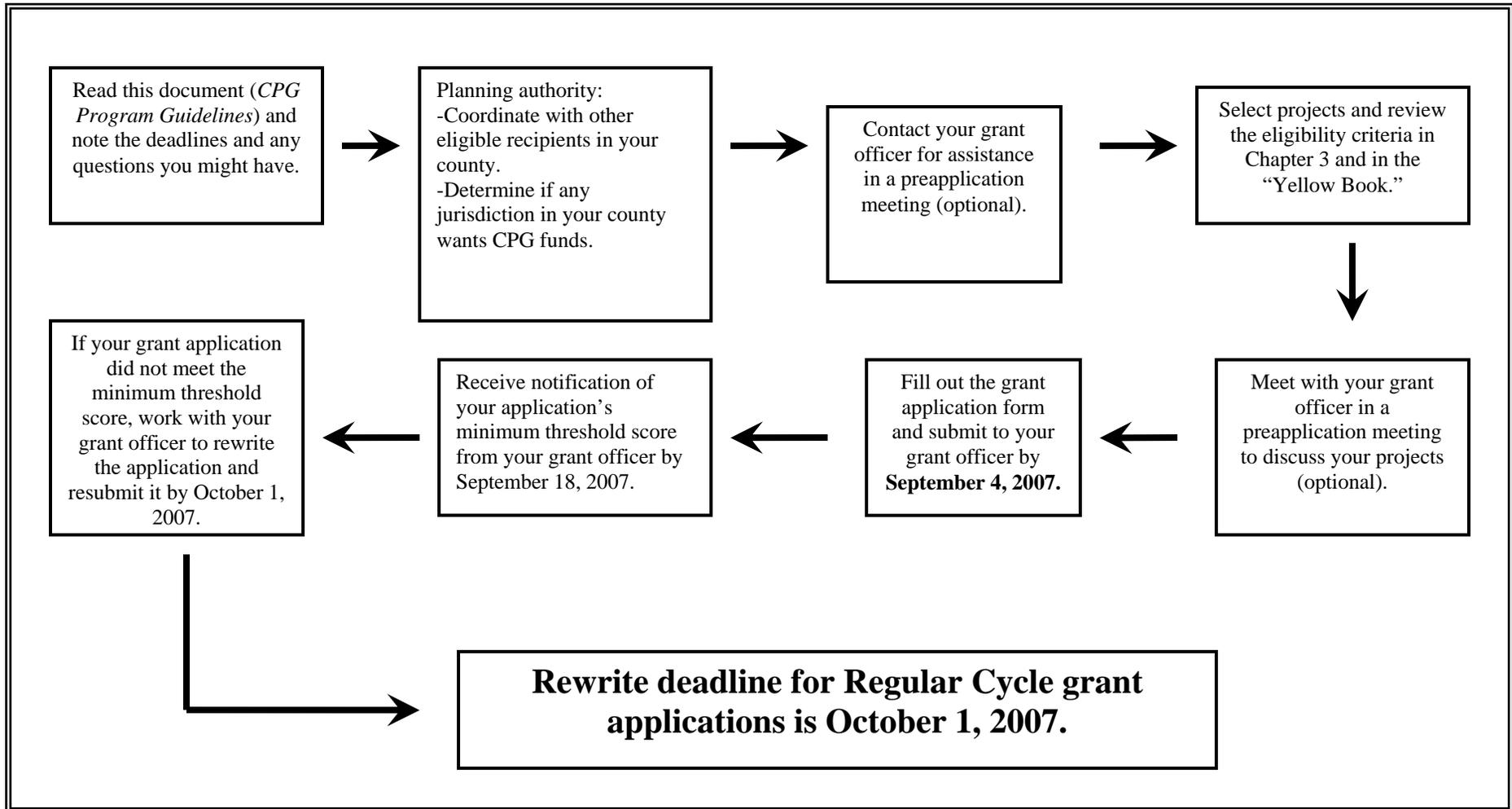
- That do not meet the imposed deadlines.
- That do not pass the minimum threshold score for the second time.

*Please work with your grant officer if you must rewrite an application.*

**Table 5.2 2008-2009 CPG Regular Cycle Calendar**

July 2, 2007	Ecology sends <i>CPG Program Guidelines</i> and application forms to local governments – hard copy, electronically, and posted on Ecology’s website.
July 2 through September 4, 2007	Application period for regular cycle applications. Local governments develop application with help from grant officers.
<b>September 4, 2007</b>	<b>Applications due to Ecology grant officer by 5 p.m.</b>
September 18, 2007	Grant officers contact applicants about meeting requirements and passing minimum threshold score for their application.
September 18 - 30, 2007	Ecology grant officer works with recipients to rewrite any applications that did not meet the minimum threshold score.
<b>October 1, 2007</b>	<b>Rewritten applications due to Ecology grant officer by 5 p.m.</b>
October 15, 2007	Grant officers contact rewrite applicants about meeting requirements and passing minimum threshold score for their rewritten application.
October 1 through December 31, 2007	Grant agreements drafted and formal offers mailed.
January 1, 2008	Regular cycle grant starting date.
April 1, 2008	Drop-dead date for executing (signing) grants. Funds in jeopardy after this date.
Various Dates	Progress Reports due. Due dates may vary based on 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, 2009	Regular cycle grant expiration date.
February 15, 2010	Final Performance Analysis from recipient must be submitted online via the Information Clearinghouse.

Figure 5-1 Regular CPG Program Grant Application Process







# Chapter 6: Offset Cycle Grants

The offset cycle got its name because it is “offset” one year from the regular cycle. Grants will begin on January 1, 2009, and end December 31, 2010. Ecology awards offset cycle funds differently from regular cycle funds. This chapter will explain what funds are available, the criteria, how to apply, the award process, and deadlines.

## What Funds Are Available for the Offset Cycle?

Offset cycle funding consists of:

### 1. The “Beyond Waste” Proviso funds (\$4 million)

The “Beyond Waste” proviso requires these funds be used solely for organics composting and conversion, green building, and moderate risk waste initiatives described in the state’s Beyond Waste plan.

### 2. Unrequested / unspent funds from the regular cycle

- *Unrequested funds* come from:
  - Jurisdictions that do not apply for their full allocation in the regular cycle.
  - Remaining funds after the “Alternatives to Burning” Proviso award process in 2007 and 2008 (see [Chapter 8](#)).
- *Unspent funds* come from:
  - Jurisdictions that do not use their full grant amount during the regular cycle. These funds will go to Phase Two of multiphase offset cycle grants (see [Table 6.3](#)).

The amount of unrequested / unspent funding (minus reference to the Alternatives to Burning proviso) is usually \$1 million, though it varies each cycle.

## What Projects May Be Funded in the Offset Cycle?

The tables below shows the types of projects funded with “Beyond Waste” Proviso and unrequested / unspent funds.

**Table 6.1 Summary of 2009-2010 Offset Cycle Projects**

	<b>Project Eligibility</b>	<b>Project Goals</b>	<b>Selection Criteria</b>
<b>Beyond Waste Proviso</b>	Project must be consistent with local solid or hazardous waste management plans (see <a href="#">Chapter 2, Eligibility</a> .)	Priorities in organics, green building, or moderate risk waste initiatives (see <a href="#">Table 6.2</a> and <a href="#">Appendix G</a> .)	Projects will be selected using five scoring elements: <ul style="list-style-type: none"> <li>▪ outcomes</li> <li>▪ potential for lessons learned</li> <li>▪ return on investment</li> <li>▪ partnerships</li> <li>▪ need</li> </ul>
<b>Unrequested/ unspent funds</b>	Same as above	See <a href="#">Appendix C</a>	Same as above

## Who May Apply for Offset Cycle Funds?

Eligible applicants for the offset cycle are the same as for the regular cycle. See [Chapter 2](#) for more details about eligible applicants.

## How Are Offset Cycle Funds Divided Between “Solid and Hazardous Waste Planning and Implementation” and “Solid Waste Enforcement”?

WAC 173-312 states that 80 percent of the CPG allocation goes to solid and hazardous waste planning and implementation grants and 20 percent goes to solid waste enforcement grants. However, for the offset cycle:

- **“Beyond Waste” Proviso** funds (\$4 million) are NOT subject to the distribution formula in WAC 173-312 because it is a special proviso.
- **Unrequested / unspent funds** ARE subject to the distribution formula.
  - Unrequested / unspent funds that were allocated to solid and hazardous waste planning and implementation grants in the regular cycle will first be awarded to other solid and hazardous waste planning and implementation projects. This includes any unrequested money from the Alternatives to Burning Proviso ([Chapter 8](#)).
  - Unrequested and unspent funds that were allocated to solid waste enforcement grants in the regular cycle will first be awarded to other solid waste enforcement projects. However, solid waste enforcement projects are eligible to compete for other offset funds.

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

## What Are the Local Match Requirements?

Ecology funds offset cycle 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%). See section on local match requirements in [Chapter 5](#) for more details.

## What Are the Coordination Requirements for Offset Cycle Grants?

Applicants other than a local planning authority applying for solid or hazardous waste planning and implementation grants:

- *Must coordinate* with the county in accordance with the division of responsibilities outlined in their comprehensive solid waste management plan (SWMP), hazardous waste management plan (HWMP), interlocal agreement, or resolution of adoption.
- Must provide documentation that the planning authority (or designated lead agency) had the opportunity to review and confirm that the project is consistent with local solid or hazardous waste management plan(s).

Applicants for solid waste enforcement grants in the offset cycle are not subject to these coordination requirements.

Once the planning authority (or designated lead agency) confirms consistency for solid or hazardous waste planning and implementation grants, you may negotiate and sign agreements directly with Ecology. However, if specified in your SWMP or through interlocal agreement, the county may have authority to bar submittal of certain projects.

Ecology **may reject applications that are not coordinated** with the planning authority responsible for the SWMP. Ecology encourages coordination between applicants for all projects, regardless of who is lead authority. See Application Coordination Requirements in Chapter 2.

## How Do I Apply for “Beyond Waste” Proviso Funds?

In the “Beyond Waste” Proviso, Ecology identified priority issues and projects for moderate risk waste, organics and green building initiatives, and local planning. The priorities are summarized in [Table 6.2](#) and [Appendix G](#).

If you have another idea that will help advance Beyond Waste, you may also apply, but please work with your grant officer to develop your application.

Before you write your grant application, please read [Chapter 2](#), Eligibility; [Chapter 3](#), Organizing Your Grant Application; and [Chapter 4](#), How to Develop Your Project.

To prepare your application for Beyond Waste funding, take these steps:

**Step 1:** Select a Beyond Waste priority goal from [Table 6.2](#). Then choose one of the following categories for your project to qualify for Beyond Waste funding:

1. Reducing Small-Volume Hazardous Materials and Wastes (MRW)
2. Increasing Recycling for Organic Material (Organics)
3. Making Green Building Practices Mainstream (Green Building)
4. Local Planning (Other)

**Table 6.2: Summary of Ecology's Beyond Waste Priority Goals**

	<b>Issue</b>	<b>Priority Goals That Fulfill the Beyond Waste Proviso</b>
Moderate Risk Waste	Mercury	<ul style="list-style-type: none"> <li>• Reduce exposure to mercury</li> <li>• Reduce demand for mercury containing products</li> <li>• Ensure proper end-of-life management</li> <li>• Increase demand for non-mercury devices</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>• Reduce disposal of electronics to landfill</li> <li>• Increase demand for closed-loop electronics management</li> <li>• Create opportunities for electronics recycling by citizens</li> </ul>
	Pesticides	<ul style="list-style-type: none"> <li>• Reduce demand for pesticides</li> <li>• Reduce wastes associated with pesticide use</li> </ul>
	Paint	<ul style="list-style-type: none"> <li>• Increase demand and use of recycled paint.</li> <li>• Encourage and support a closed-loop paint management system</li> </ul>
Organics	Residential and Commercial Organics Recovery and Recycling	<ul style="list-style-type: none"> <li>• Increase residential and commercial diversion of yard debris and food waste</li> <li>• Reduce disposal of organics</li> </ul>
	Agricultural and Industrial Organics Recovery and Recycling	<ul style="list-style-type: none"> <li>• Increase industrial and agricultural organics recovery</li> <li>• Reduce disposal of organics</li> </ul>
	New Products and Technologies for Organics Recycling	<ul style="list-style-type: none"> <li>• Increase availability and types of recycled organic products</li> <li>• Create robust markets</li> </ul>
Green Building	Green Design, Construction, and Deconstruction Projects	<ul style="list-style-type: none"> <li>• Increase incentives for green design, construction, and deconstruction</li> <li>• Remove key barriers for green design, construction, and deconstruction</li> </ul>
	Reuse and Recycling of C&D	<ul style="list-style-type: none"> <li>• Increase demand for recycling and reusing building materials</li> <li>• Expand infrastructure for recycling and reusing building materials</li> </ul>
	Green Building Program Promotion	<ul style="list-style-type: none"> <li>• Increase awareness of green building programs</li> <li>• Increase the number of green buildings</li> </ul>
	Knowledge and Awareness of Green Building	<ul style="list-style-type: none"> <li>• Increase participation in green building programs</li> <li>• Increase awareness of green building benefits</li> </ul>
	Green Building Product Design	<ul style="list-style-type: none"> <li>• Increase demand and use of green building products</li> </ul>
Planning	Solid and Hazardous Waste Plan Updates	<ul style="list-style-type: none"> <li>• Local plan updates incorporate concepts of Beyond Waste</li> </ul>
	Implementation of Hazardous Waste Plans	<ul style="list-style-type: none"> <li>• Work plan for implementing current local hazardous waste plan</li> <li>• CESQGs receive active assistance in management and reduction of MRW</li> </ul>

**Step 2:** See [Appendix G](#) for key projects. Ecology staff are available to help you develop project ideas. You may select your own project if it works towards the Beyond Waste objectives for MRW, organics, green building, or planning. If you are selecting your own project, please contact your grant officer before completing your application.

All applications must describe at a minimum one of the expected outcomes in the units found in Appendix G. You may include additional outcomes.

## How Do I Apply for Unrequested / Unspent Funds?

Before you write your grant application, please read [Chapter 2](#), Eligibility; [Chapter 3](#), Organizing Your Grant Application; and [Chapter 4](#), How to Develop Your Project.

To prepare your application for unrequested/ unspent funding, take these steps:

- Step 1:** Define your goals.
- Step 2:** Define your desired outcomes and identify your projects to accomplish them.
- Step 3:** Develop a method to evaluate each project.
- Step 4:** Identify the activities associated with each project and develop a work plan.
- Step 5:** Organize your projects into the categories in [Chapter 3](#).
- Step 6:** Develop your budget for each project.
- Step 7:** Coordinate with other jurisdictions in your county, if applicable. See “Application Coordination” in this chapter.

### Technical Assistance

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

## Can I Apply for Both “Beyond Waste” and Unrequested/ Unspent Funds on the Same Application?

Yes, though the application form requires that you select the type of funding which best fits your project.

If Ecology does not receive enough project requests to award all of the available funding in the “Beyond Waste” Proviso or the unrequested/ unspent fund, Ecology may consider funding your application from either funding source.

## How will Offset Projects Compete for Funding?

Ecology awards offset cycle funds through a *competitive process*. First, Ecology will evaluate each project for minimum requirements (Part A). Then, reviewers will score it using selection criteria (Part B). Finally, each reviewer will total the score and derive a percentage score. Ecology will average this score with the percentage scores from other reviewers (Part C).

**Part A.** The *minimum requirements* for Ecology to accept your application are:

- Completeness of the application
- Readiness to proceed

If your application does not meet these minimum requirements, Ecology will not consider it for funding.

**Part B.** After Ecology accepts your application, reviewers on the Award Committee will use the *selection criteria* below to score your application.

1. **Defined outcome:** The expected outcome is clear and easy to understand. Typically, Ecology expects a measurable unit of outcome (for example, 50 tons).
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 (budget):** The budget seems reasonable for the project, projected outcomes, and local circumstances.
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.

Each criterion above is worth up to five points. The Award Committee will use the following scoring to evaluate each criterion:

<b>How well does the project meet this criterion?</b>	<b>5</b> <i>exceptional</i>	<b>4</b> <i>above average</i>	<b>3</b> <i>average</i>	<b>2</b> <i>below average</i>	<b>1</b> <i>some merit</i>	<b>0</b> <i>no merit</i>	<b>N/A</b>
<b>Explanation:</b>	You addressed criterion with exceptional quality.	You addressed criterion well with some superior features.	You addressed criterion adequately, but has a few weaknesses.	Needs clarification. You addressed criterion but difficult to understand.	You addressed criterion but deficiencies remain that only major or significant changes can correct.	You did not address criterion.	The criterion does not apply to the project.

The total points possible for each application are 25. If a specific criterion does not apply to your project, the reviewers may eliminate that criterion from the scoring total.

**Part C.** The final score you receive will be a percentage of the total points possible for your project (percentage based on applicable criteria). Ecology will average every score from all reviewers’ scores for this final percentage score. If the scores from each reviewer are substantially different, Ecology may facilitate more discussion and then recalculate the averaged final score. Then, after comparison with similar projects, Ecology will assign your application a high, medium, or low ranking.

*After the award process is complete, Ecology may offer a lower award to the recipient under certain circumstances. In this situation Ecology will work directly with the recipient to adjust outcomes and project scope, and to verify a lower amount is acceptable.*

Your application should be complete and carefully prepared. The Award Committee relies on the information in your application to make funding recommendations.

## **What Are Multiphase Offset Cycle Grants?**

After the end of each regular grant cycle, some awarded CPG funds always remain unspent. Historically, this “unspent” money returned to the Local Toxics Control Account (LTCA), and did not go to other projects that could benefit from more funds. Ecology now uses these unspent funds in the offset cycle, adding them to existing grants. These projects are called multiphase offset cycle grants.

For a limited number of projects, Ecology will use a portion of unrequested regular cycle money to write a grant describing a scope of work for the first year of work. Ecology will fund the second year of work by amending the grant with unspent funds.

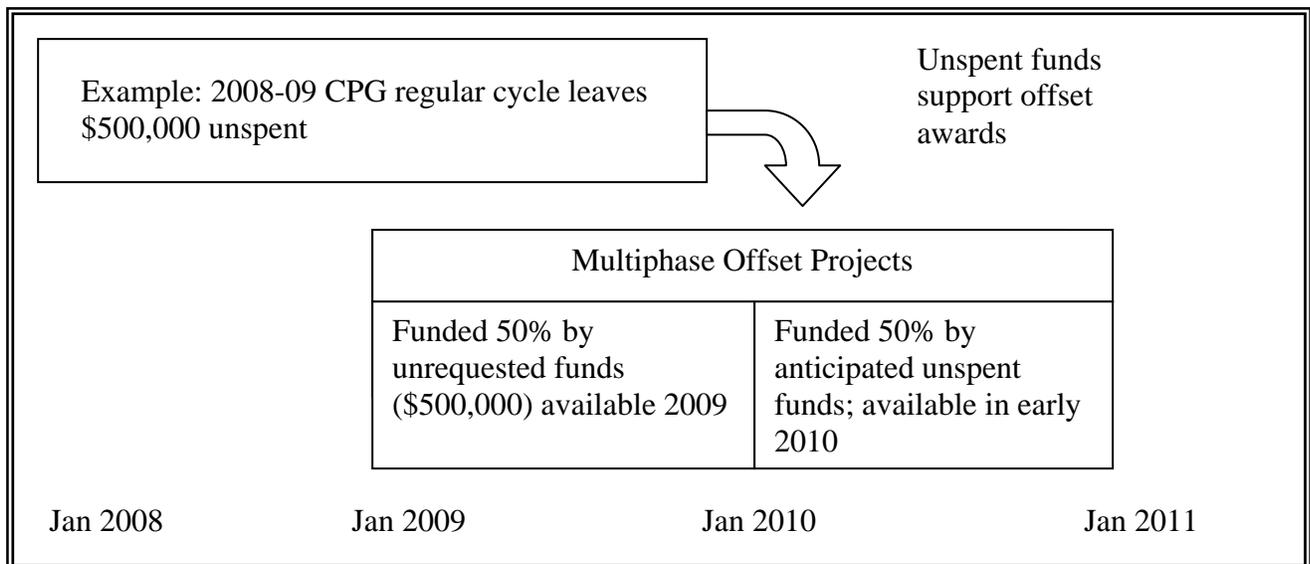
**This next section affects only these multiphase offset cycle grants.**

- Phase One will consist of unrequested money for the first year of work (typically 50 percent of the total state share).
- Phase Two will consist of unspent money, and will fund the second year.

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 in early 2010. The purpose of the amendment is to add funding for Phase Two using unspent money from the regular cycle.

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

**Table 6.3 How Multiphase Offset Projects Are Funded**



## How Do I Submit an Offset Application to Ecology?

### Step 1: Complete and submit your pre-application to your grant officer (optional)

Fill out your offset cycle application. Blank forms are located in [Appendix D](#), samples are in [Appendix E](#). Ecology grant officers can help you with your draft offset cycle grant application anytime between June 2, 2008 and June 20, 2008.

### Step 2: Ecology reviews your pre-application (optional)

If Ecology receives your grant application *by June 20, 2008*, we will review your application for eligibility and quality, and offer technical assistance. Ecology grant officers will return comments within one week.

### Step 3: Submit your final application to your grant officer.

Blank forms are located in [Appendix D](#), samples are in [Appendix E](#).

- The official deadline to submit your application to your grant officer is by **5:00 p.m. on July 16, 2008**.
- 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.
- You must submit all offset cycle forms: CPG-X, CPG-Y OFFSET, and CPG-Z OFFSET (located in [Appendix D](#)).

Ecology will not accept applications received after July 16, 2008, unless you made special arrangements with your grant officer prior to the deadline.

### Step 4: Ecology accepts or denies your final application

Your grant officer will contact you by August 1, 2008, to tell you whether or not your application met the requirements for eligibility and completeness. If your application does not meet the requirements, Ecology will not consider it for offset funding (since these grants are competitive, rewrite opportunities are not offered as they are for the regular cycle).

### Step 5: Ecology sends all applications that meet the requirements to the Award Committee

All applications that meet the requirements now enter the offset cycle award decision process.

## What Is the Offset Award Decision Process?

An Award Committee is responsible for making funding recommendations to Ecology's solid waste management team. Committee members will agree on a list of projects that meet the "Beyond Waste" Proviso funding requirements and a list of projects that the unrequested/unspent source will fund.

### Step 1: Award Committee is formed.

The Award Committee consists of four Ecology regional grant officers, four planning authority representatives, and four health jurisdiction representatives. Ecology's CPG Coordinator

facilitates the process. The Solid Waste Policy Forum, the environmental health directors, and Ecology each will select their respective Award Committee members. To find out more about this committee, or how to join, please contact the CPG Coordinator.

**Step 2: Award Committee members receive all offset cycle application forms that meet the requirements.**

The CPG Coordinator will send all offset cycle applications that meet the requirements for eligibility and readiness to proceed to the members of the Award Committee. Award Committee members will evaluate the applications based on the criteria for offset funding.

- a. If an applicant selects “Beyond Waste Proviso,” Ecology will put that application into a green building, moderate risk waste, organics, or planning category.
- b. Ecology will first group “Unrequested/ Unspent Funds” applications into solid waste enforcement or solid and hazardous waste planning and implementation projects. Solid and hazardous waste planning and implementation projects will then be grouped into waste reduction and recycling, green building, moderate risk waste, organics, and planning categories.
- c. Each reviewer will assign a number from 1 to 5 (5 being highest) for each of the five selection criteria. Reviewers will base their ratings on the application and comparison to similar projects in each category. To be as consistent as possible, the Award Committee members shall agree upon how they will use each criterion for scoring projects in each category (see [page 31](#) of this Chapter).
- d. The reviewer will enter the scores into a spreadsheet and send it to the CPG Coordinator, who will average each project’s scores from the multiple reviewers.

**Step 3: Award Committee members meet to make a funding recommendation.**

The Award Committee will meet in September 2008. At this meeting, the Award Committee will review the average scores for each project, and any inconsistencies. *(Note: if a member of the Award Committee has submitted an application, she or he will not score that application nor participate in the discussion about funding her or his project.)*

The Award Committee will use the averaged percentage score to assign the project a high, medium, or low ranking.

With available funding, the Award Committee will assign 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 not be responsible for proposing new funding amounts unless there is a specific eligibility concern or insufficient funds for good, eligible projects near the end of the award recommendation list. Instead, they will evaluate the budget through the scoring criterion **“Return on investment (budget).”**

The Award Committee will create three final lists of funding recommendations:

- “Beyond Waste” Proviso
- Offset solid waste enforcement
- Offset solid and hazardous waste planning and implementation

The Award Committee will submit these lists to Ecology's Solid Waste and Financial Assistance Program Management Team (PMT). The Award Committee may ask Ecology grant officers to verify assumptions made during the award process before making these lists final.

**Step 4: Ecology's Solid Waste and Financial Assistance Program Management Team (PMT) makes the final funding decision.**

PMT will make the final decision on whether to approve the recommended allocation of funds to the projects. Ecology may decide to fund some projects as multiphase projects, if the recipient can accept this type of funding. Before final approval, PMT will assess whether any recommendations conflict with the criteria. Your grant officer will contact you by October 1, 2008, to tell you about your award status. If you choose not to accept the award, Ecology will fund the next project in the ranking.

**Step 5: 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 6: Sign your grant agreement.**

Your grant officer will strive to send you a formal offer prior to January 1, 2009. Regardless of the date of the final signature, the grant billing period will begin on January 1, 2009, unless you designate otherwise. Once you receive a formal offer, you must:

- Have your grant agreement signed by the person with appropriate signature authority.
- Return the signed agreement 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.

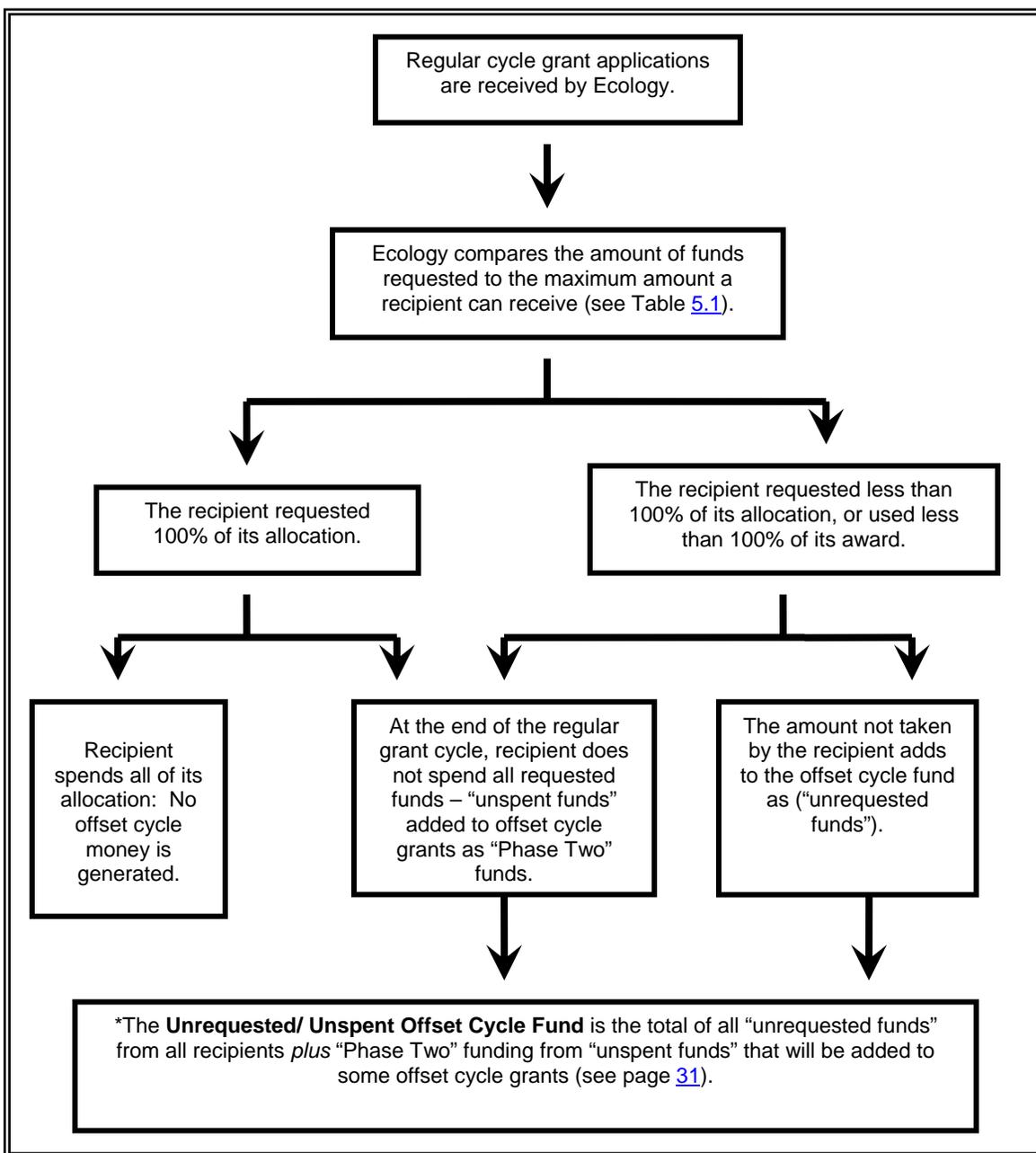
**Table 6.4 2009-2010 CPG Offset Cycle Calendar**

July 2, 2007	Ecology sends CPG Guidelines and application forms to local governments – hard copy, electronically, and posted on Ecology’s Web site.
<b>June 20, 2008</b>	<b>Pre-applications due to Ecology grant officers by 5 p.m.</b>
June 20 through July 16, 2008	Ecology reviews applications.
<b>July 16, 2008</b>	<b>Applications due to Ecology grant officers by 5 p.m.</b>
August 1, 2008	Ecology compiles applications that meet the requirements and sends those to the Award Committee members.
August 1 through August 15, 2008	Award Committee members review grant applications.
September 2008	Award Committee meets (one all-day meeting during this time period) to decide on offset cycle funding recommendations. The Committee sends recommendations to Ecology’s Program Management Team for final approval.
September 2008	PMT makes the final decision about whether or not to approve each of the offset cycle funding recommendations.
October 1, 2008	Ecology notifies applicants of offset cycle grant funds.
December 31, 2008	Grant agreements are negotiated and written.
January 1, 2009	Offset 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, 2010	Grant expiration date.
February 15, 2011	Final Performance Analysis from recipient must be submitted online via the Information Clearinghouse.

**Table 6.5 Summary Timeline of Multiphase Offset Cycle Projects**

October 31- December 31, 2008	Offset cycle grant agreements written.
January 1, 2009	Recipient receives final grant agreement and Phase One funding.
December 31, 2009	Ecology receives unspent funding from closed regular cycle agreements.
February 15, 2009	Recipient receives funding for Phase Two through an amendment. All eligible work from January 1, 2008, to December 31, 2009, can be billed to the grant.
December 31, 2010	Grants expire.
February 15, 2011	Final Performance Analysis from recipient must be submitted online via the Information Clearinghouse.

Figure 6.1 How Unrequested/ Unspent CPG Offset Cycle Funds Are Generated



\* Funds from solid waste enforcement grants goes first to offset solid waste enforcement projects. Funding from solid and hazardous waste implementation grants goes first to offset solid and hazardous waste implementation projects.



# Chapter 7: Grant Administration

This chapter provides basic information, common to all CPG agreements, about grant management practices. It will help you comply with certain administrative requirements for reimbursement, reporting, records retention, progress monitoring, and closing grants as these relate to the CPG Program.

Also included in this chapter is an introduction to the “Information Clearinghouse” on-line database.

## How Do I Get Reimbursed?

Keep in mind that payments are on a reimbursement basis. This means you must spend the money for it to be eligible for reimbursement. If you do not comply with reporting requirements as outlined in this chapter and your grant agreement, Ecology may withhold payment, refuse to amend your grant, or terminate your grant.

To receive payment, you must submit a complete reimbursement request package:

### Contents of a Complete Package

- Invoice Voucher **with original signature in blue ink** (Form A-19-1A).
- Running Budget Summary.
  - Form B2-ECY 060-7 (*with cash expenditures*).
  - Form B1-ECY 060-3 (*with interlocal costs*).
- Voucher Support:
  - Form C2, ECY 060-9 (*with cash expenditures*).
  - Form C1, ECY 060-8 (*with interlocal costs*).
- Progress Report Form:
  - ECY 070-115 (*solid waste enforcement grants*).
  - ECY 070-112 (*planning and implementation grants*).
- Final Performance Analysis (**submitted online with final payment request only**).

[Appendix F](#) contains copies of all required grant administration forms and other forms discussed in this chapter. All forms are available electronically at the CPG website: <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>. For an alternate version, please contact your grant officer.

Also, the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (the “Yellow Book”), Publication No. 91-18 (rev. 9/05), contains other forms the CPG Program uses.

If you need assistance, please contact your grant officer.

## Which Forms Do I Need?

There are three *types* of reports common to all CPG agreements. Ecology requires you to routinely fill out the first two. You will need to use the third one when the grant is complete:

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

### Invoices (Payment Requests)

Payment requests are the means to reimbursement. Unless otherwise stated in your grant agreement, a recipient shall submit a payment request at least quarterly.

1 <sup>st</sup> & 5 <sup>th</sup> Quarter	2 <sup>nd</sup> & 6 <sup>th</sup> Quarter	3 <sup>rd</sup> & 7 <sup>th</sup> Quarter	4 <sup>th</sup> & 8 <sup>th</sup> Quarter
January – March	April – June	July – September	October – December

Payment requests are due 30 days after the last day of each reporting quarter. Before processing your payment request, your Ecology grant officer **must** also receive a corresponding Progress Report. Some recipients send this report electronically in advance of the payment request.

- Recipients submitting payment requests **must** complete Payment Request Forms A-19, B-2 or B1, and C-2 or C1.

You may send your payment request package 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 the A-19 form because we need an original signature in blue ink. Please see [Table 1.1](#) for your grant officer’s contact information, including mailing addresses.

### Progress Reports

Progress reports are due 30 days after the last day of each reporting quarter. Progress reports allow your grant officer to crosscheck reported activities and the C2 (or C1) of your payment request forms. This type of verification assures compliance with eligibility and CPG Program requirements. It also assures compliance with eligibility and requirements specific to each grant agreement. There are two different progress report forms for the two types of grants:

- Recipients reporting on *solid waste enforcement grants* shall use the Solid Waste Enforcement Progress Report (form ECY 070-115).
- Recipients reporting on *planning and implementation grants* shall use the Progress Report (form ECY 070-112).

### Final Performance Analysis

The purpose of the Final Performance Analysis (FPA) is to provide a comprehensive picture of all the projects within your grant agreement. The FPA outlines and compares your expected outcomes to your actual outcomes. Ecology will use information from the FPAs to share and expand learning statewide through the Information Clearinghouse. The information will also serve to satisfy legislative requests.

You must complete the FPA form online through the Information Clearinghouse for both solid waste enforcement grants and solid and hazardous waste planning and implementation grants. Follow the online instructions. If you are unable, you must:

- Complete one FPA Coversheet for each grant agreement.

- Complete one FPA Project Analysis Worksheet for *each project* in your grant agreement.

### More Information About Project Analysis Worksheets

Project Analysis Worksheets will confirm the outcomes (successes and discussion) for each project. Even if CPG money does not fund 75 percent of the total cost of each project, you should still report in detail about all activities and costs for each project over the two-year grant period.

### Deadlines

The due date for the FPA is:

Regular Cycle Grants	By February 15, 2010
Offset Cycle Grants	By February 15, 2011
Alternatives to Burning Grants – funded in 2008	By February 15, 2010
Alternatives to Burning Grants – funded in 2009	By February 15, 2011

Your FPA **must** be received *before* your grant officer can process your final payment request.

You must submit your FPA online via the Information Clearinghouse. If you are unable, you may send your FPA via e-mail, U.S. mail, or fax. Please see Table 1.1 for your grant officer’s contact information, including mailing addresses.

### **What Will Ecology Do With My Final Performance Analysis Reports?**

Your grant officer will use your reports to assist them in formally closing-out your grant agreement. Ecology has collaborated with local government partners to develop an online reporting system called the Information Clearinghouse. The FPA’s must be submitted through this online system. The information in your reports may be useful to other local governments through this clearinghouse.

### What is the Information Clearinghouse?

Local governments have asked for a clearinghouse that:

- Helps tell the story of solid waste in Washington.
- Explains what CPG is doing and how it is valuable.
- Makes it easy to find information.
- Provides inspiration and opportunity to showcase local programs.
- Facilitates learning from others’ mistakes and successes.
- Archives and provides institutional memory for the state and local governments.
- Eliminates “reinvention of the wheel” and broadens the resource pool.
- Allows managers to cut down on the learning curve for new staff.
- Helps small counties feel less isolated and more connected.
- Gives that “fresh from a conference feeling” anytime you need some inspiration or new approaches—all with a click of a mouse.

Features available for all users include:

- **State profile:** Find statewide summaries of solid waste activities by county. These would include solid waste programs available, planning status, facility information, waste generation, recycling and disposal figures, litter collection efforts, and Ecology-funded solid waste grants.
- **County and city profiles:** Find specific county and city information including demographics, contacts, lists of solid waste activities, planning status, and what and where citizens can recycle. These would also include disposal data, household hazardous waste collection, and information about solid waste facilities.
- **Projects:** A searchable database of local government and nonprofit project descriptions, approaches, resources developed, and results. It would also tell you whom to contact for more information.
- **Outreach materials:** Find materials prepared for public education and outreach such as brochures, posters, and print material.
- **Toolbox:** Find resources to help local governments do their job. Such resources could include best management practices, studies, procedures, sample contracts, ordinances, and resolutions.
- **Calendar of events:** Find a calendar of conferences, meetings, and training opportunities.

Features available for local government users include:

- **Contact search:** Find solid waste professionals and their expertise.
- **Classifieds:** Post jobs, surplus materials, or a wanted ad here.
- **On-line reporting** for CPG Final Performance Evaluation Forms. View active and archival grants for your jurisdiction.

Once it is complete, you will be able to submit reports and share lessons you learned and materials you developed. Also, future phases will bring more features, such as on-line grant applications and reimbursement requests.

## How Will Ecology Interact With the Grant Recipient?

### Frequent Contact

Frequent contact with the recipient allows the grant officer to be responsive. If the recipient encounters difficulty carrying out the scope of work describes in the grant agreement, the grant officer and recipient may work together to make adjustments.

Your grant officer may simply call or e-mail you periodically to check in, or may actually make an on-site visit. On-site visits are common for projects involving construction.

Not only can these contacts lead to valuable information to share statewide and with the Legislature, they may assist a grant officer in managing CPG funds throughout a region.

## Grant File Documentation Review

Sometime during the two-year grant period, your grant officer may visit you to review your grant file and supporting documentation. This will satisfy audit and accounting requirements, since we do not require recipients to submit all backup documents for each payment request.

Typically backup documents include:

- Cash receipts.
- Vendor invoices.
- Monthly time sheets.
- Payroll records.

Should you prefer to submit all backup documents for each payment request, you may be exempt from this review. You may send all supporting documentation with every payment request, and not need a file review. The grant agreement will document whichever method you choose and you must use that method throughout the entire grant period.

Please see the following *Required Contents* list.

## **What Records Do I Need in My Grant File?**

### During the Grant Period and After the Grant Is Closed

For your convenience, we provide here a list of required file contents and suggested file contents. Please remember that Ecology requires grant recipients to maintain a file for **all** grant-related information for at least three (3) years after the expiration of a grant.

#### **Required Contents:**

1. A copy of the grant application (Form CPG-X, Form CPG-Y, Form CPG-Z).
2. Copy of the grant agreement and all amendments.
3. Copies of payment requests you submitted to Ecology (Forms A19, B2 or B1, and C2 or C1).
4. Backup documents, expenditure information such as:
  - Cash receipts (or copies if you must submit original elsewhere).
  - Vendor invoices.
  - Monthly time sheets.
  - Payroll records.
5. Copies of all progress report forms.
6. Copy of Final Performance Analysis form.
7. Copies of any accounting records such as applicable journal vouchers for payments, refunds, transfers, adjustments, etc., including backup documentation. *These are often the best source of information for tracking grant accounting problems and how the problems were resolved.*
8. If project earns income, documentation that shows how you recorded the income in the accounting records and how you applied it toward the grant project.

### **Additional Required Tracking:**

1. If you purchased equipment, an asset-tracking system that shows the purchase price, location of asset, and disposition history.
2. Copies of the physical inventory taken every two years.
3. If you acquire real property (land, buildings), evidence of negotiation and appraisal of the purchase price.

### **Suggested Contents:**

1. Copies of all products produced through the grant, including but not limited to:
  - Advertisements
  - Brochures
  - Fact sheets
  - Surveys
2. Copies of grant-related documents, memorandum notes, and information pertaining to the grant agreement, including correspondence.
3. Phone numbers and addresses for contacting personnel pertaining to the grant agreement.

### **How Do I Close Out a CPG Agreement?**

You must submit a final payment request, a final progress report, and the final performance analysis form to close out a grant agreement. Some grants may require you to submit more documents (your grant agreement will specify).

**Your final paperwork is due no later than 45 days after the expiration date of the grant. These documents include but may not be limited to:**

- Forms A-19, B2, C2 or C1 (final request).
- Progress Report (covers the period the final payment request covers).
- Final Performance Analysis (must be complete to include actual outcomes, successes, and lessons learned).
- Any other reports or documents as agreed to in the grant.

After receiving a complete closeout package from the recipient, an Ecology grant officer will:

- Forward the final payment request to the appropriate parties in the agency for final payment.
- Complete a Final Performance Evaluation that in effect officially closes out the grant.
- Conduct a final, on-site inspection or evaluation of work accomplished (optional).





## Chapter 8: Alternatives to Burning

This chapter contains information about the “Alternatives to Burning” grants available through a special proviso of \$2 million allocated by the Legislature.

### Why Did the Legislature Ban Outdoor Burning in Small Urban Growth Areas?

The legislature banned the burning of yard waste and land clearing debris in small urban growth areas because such burning emits large amounts of smoke that has the potential to adversely affect the health of nearby residents. The particulate matter and toxic chemicals in smoke can cause or seriously worsen the symptoms of people with impaired health such as those with:

- Asthma
- Chronic lung conditions
- Chronic heart conditions

Outdoor smoke can make healthy people, especially children and the elderly, more susceptible to asthma or other pulmonary conditions. It may also contribute to violations of the national ambient air quality standards, although that is more likely in the larger communities that had to ban outdoor burning in 2001.

The new burn bans are part of a state law passed more than a decade ago. The state has phased in this law gradually. This last provision to take effect bans nearly all outdoor burning within designated Urban Growth Area boundaries. It also bans burning land clearing debris in specific densely populated communities in counties not operating under the Growth Management Act.

### What Statutory Authority Regulates Outdoor Burning?

#### **RCW 70.94.743 Outdoor burning — Areas where prohibited**

Outdoor burning — Areas where prohibited —

(1) Consistent with the policy of the state to reduce outdoor burning to the greatest extent practical:

(a) Outdoor burning shall not be allowed in any area of the state where federal or state ambient air quality standards are exceeded for pollutants emitted by outdoor burning.

(b) Outdoor burning shall not be allowed in any urban growth area as defined by RCW 36.70A.030, or any city of the state having a population greater than ten thousand people if such cities are threatened to exceed state or federal air quality standards, and alternative disposal practices consistent with good solid waste management are reasonably available or practices eliminating production of organic refuse are reasonably available. In no event shall such burning be allowed after December 31, 2000, except that within the urban growth areas for cities having a population of less than five thousand people, that are neither within nor contiguous with any non-attainment or maintenance area designated under the federal clean air act, in no event shall such burning be allowed after December 31, 2006 (*emphasis added*).

## How will Ecology Distribute “Alternatives to Burning” Funds?

Ecology will award up to \$2 million dollars to projects that provide alternatives to backyard burning of organic materials (other than food scraps). Key points include:

- Funds are competitive.
- Ecology has established eligibility criteria specific to these funds.
- Funds are awarded through a committee process separate from the regular and offset cycle.
- There are two application periods:
  - **July 2 -- September 4, 2007** (Regular Cycle Deadline).
  - **June 20 -- July 15, 2008** (Offset Cycle Deadline).

Note: After the second application period, any funds from this proviso that are not allocated for an “Alternatives to Burning” project will be added to the offset cycle funds. See section on available funds for offset cycle in [Chapter 6](#) for more details.

## Who May Apply for “Alternatives to Burning” Funds?

Since this is not a solid waste enforcement issue, health jurisdictions are eligible to receive funds only when they are applying as designated lead implementation agency for solid waste planning and implementation.

Otherwise, eligible applicants for “Alternatives to Burning” funds are the same as for the regular cycle. See [Chapter 2](#) for more details about eligible applicants.

## What Are the Local Match Requirements?

Ecology funds alternatives to burning 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%). See section on local match requirements in [Chapter 5](#) for more details.

## What Are the Coordination Requirements for “Alternatives to Burning” Grants?

Applicants other than a local planning authority applying for solid or hazardous waste planning and implementation grants:

- *Must coordinate* with the county in accordance with the division of responsibilities outlined in their comprehensive solid waste management plan (SWMP), hazardous waste management plan (HWMP), interlocal agreement, or resolution of adoption.
- Must provide documentation that the planning authority (or designated lead agency) had the opportunity to review and confirm that the project is consistent with local solid or hazardous waste management plan(s).

Once the planning authority (or designated lead agency) confirms consistency for solid or hazardous waste planning and implementation grants, you may negotiate and sign agreements directly with Ecology. However, if specified in your SWMP or through interlocal agreement, the county may have authority to bar submittal of certain projects.

Ecology **may reject applications that are not coordinated** with the planning authority responsible for the SWMP. Ecology encourages coordination between applicants for all projects, regardless of who is lead authority. See Application Coordination Requirements in [Chapter 2](#).

## What Projects May Be Funded with “Alternatives to Burning” Funds?

Remember that a project *must* be identified as consistent with your local solid waste management plan to be eligible for CPG funding. Also, for the types of projects that provide alternatives to burning, some parts of these projects may require approvals or permits from your local health jurisdiction. For example, the health jurisdiction may need to approve or permit construction and operation of a compost facility or storing piles of wood chips.

For help in determining project eligibility, contact your grant officer. We also recommend consulting with your local health jurisdiction, depending on the type of project.

The following is intended to generate project ideas that meet the needs of your area. It is not a comprehensive list.

- **Community Chipping:** You purchase a chipper for scheduled chipping events of municipal woody debris. When the chipper is not being used for these events, other local governments may rent the chipper. See [Appendix E](#) for a sample project application using this idea. Chipped woody debris can be used for:
  - Hog Fuel.
  - Mulch.
  - Feedstock for compost.
- **Special Collection Events:** You collect yard waste and woody debris and arrange to haul it to a convenient composting facility; you pay a nominal fee to drop off your clean, woody debris. If you must haul the material a long way, the truck and trailer that hauled the material brings back finished compost. You sell the finished compost to offset the cost of transportation. Either way, you form a partnership with the facility that works to reduce the expenses of this project.
- **Regional Compost Facility:** You form a partnership with other jurisdictions to construct and manage a regional compost facility.
- **Home Composting:** Components of a home composting program include compost bins, mulching mowers or mulching blades, and education and outreach materials. You purchase these materials and sell them at a reduced rate to residents who complete your home composting workshop.
  - On a larger scale, you can offer landscaping mulch to the public for city and county weed abatement, dust abatement, and landscaping use.
- **On-Farm Composting:** As organic farming continues to gain popularity, the need for organic soil amendments increases. Some farms welcome additional organic material to add to their compost piles. For example, farmers in the Palouse area use organic material to enhance the nutrients of their fields. *Regulatory restrictions may apply.*

- You form a partnership with conservation districts and extension agents to establish and publish a network of farms that accept organic waste from the public.

In all of these ideas, partnerships play an important role. Sustainable projects will show a connection between county, community, businesses and other public groups, as well as a plan for long-range operations that are supported by county solid waste programs.

Stevens County in northeast Washington provides a good example of a county-community-public partnership:

- A fire district shares the cost of labor to run community chipping events. The district has learned that the pay back is fewer fire calls, less property damage, and improved air quality due to less backyard burning. Residents can take the chips for neighborhood projects or material is hauled to a composting facility.

Ecology's organics specialists, grant officers, and planners are available to provide technical assistance.

## How Will “Alternatives to Burning” Projects Compete for Funding?

First Ecology will evaluate each application for minimum requirements (Part A). Then, reviewers will score each project using selection criteria (Part B). Finally, each reviewer will total the score and derive a percentage score. Ecology will average this score with the percentage scores from other reviewers (Part C).

**Part A.** Ecology will evaluate each application.

The *minimum requirement* for Alternatives to Burning proviso funds is:

- The project promotes an alternative to backyard burning of municipal organic materials other than food scraps.

The *minimum requirements* for Ecology to accept your application are:

- Completeness of the application
- Readiness to proceed

If your application does not meet the minimum requirements, Ecology will contact you to assist in revising your application so that you may secure funding for 2008-2009. If unsuccessful, there may be another opportunity to secure funding for 2009-2010, provided there are still proviso funds available.

**Part B.** After your application has been accepted, the Award Committee will use the *selection criteria* below to score your application.

1. **Urban growth area:** The legislative priority for this proviso is to fund projects serving UGAs under a population of 5,000. Projects that improve an existing alternative to burning program in other communities are eligible but will receive a lower priority.
2. **Partnership / coordination:** Projects that coordinate regionally are preferred.

3. **Lasting impact:** Grant funds will develop an infrastructure that will support an ongoing project or program.
4. **Defined outcome:** The expected outcome is reasonable for the project; the disposition of material was clearly explained.
5. **Return on investment (budget):** The budget seems reasonable for the project, projected outcomes, and local circumstances.

Each criterion is worth up to 5 points. The following scoring will be used to evaluate each criterion.

<b>How well does the project meet this criterion?</b>	<b>5</b> <i>exceptional</i>	<b>4</b> <i>above average</i>	<b>3</b> <i>average</i>	<b>2</b> <i>below average</i>	<b>1</b> <i>some merit</i>	<b>0</b> <i>no merit</i>	<b>N/A</b>
Explanation:	You addressed criterion with exceptional quality.	You addressed criterion well with some superior features.	You addressed criterion adequately, but has a few weaknesses.	Needs clarification. You addressed criterion but difficult to understand.	You addressed criterion but deficiencies remain that only major or significant changes can correct.	You did not address criterion.	The criterion does not apply to the project.

The total points possible for each application are 25. If a specific criterion does not apply to your project, the reviewers may eliminate that criterion from the scoring total.

**Part C.** The final score you receive will be a percentage of the total points possible for your project (percentage based on applicable criteria). Ecology will average every score from all reviewers' scores for this final percentage score. If the scores from each reviewer are substantially different, Ecology may recalculate the averaged final score after discussion. Then, after comparison with similar projects, Ecology will assign your application a high, medium, or low ranking.

*After the award process is complete, Ecology may offer a lower award to the recipient under certain circumstances. In this situation Ecology will work directly with the recipient to adjust outcomes and project scope, and to verify a lower amount is acceptable.*

Your application should be complete and carefully prepared. The Award Committee relies on the information in your application to make funding recommendations.

## How Do I Apply for “Alternatives to Burning” Funding?

Before you write your grant application, please read [Chapter 2](#) (“Eligibility”) and [Chapter 4](#) (“How to Develop Your Projects: Goals, Outcomes and Evaluation”) and take the following steps:

- Step 1:** Define your goals.
- Step 2:** Define your desired outcomes and identify your projects to accomplish them.
- Step 3:** Develop a method to evaluate each project.
- Step 4:** Identify the activities associated with each project and develop a work plan.
- Step 5:** Develop your budget for your project(s).
- Step 6:** Coordinate with other jurisdictions in your county. See “Application Coordination” in this chapter.

### Technical Assistance

Your grant officer is available to help you at any point during the grant application process. Other Ecology staff are also available to help you develop project ideas for Alternatives to Burning grants.

## How Do I Submit an “Alternatives to Burning” Application to Ecology?

### Step 1: Complete and submit your pre-application to your grant officer (optional)

Pre-applications submitted during the regular cycle must be received by August 14, 2007, or by June 20, 2008 if submitted during the offset cycle. Blank forms are located in [Appendix D](#), samples are in [Appendix E](#).

### Step 2: Ecology reviews your pre-application (optional)

If Ecology receives your grant application by August 14, 2007 or by June 20, 2008, we will review your application for eligibility and quality, and offer technical assistance. Your grant officer will return comments within one week.

### Step 3: Submit your final application to your grant officer.

- The official deadline to submit your application to your grant officer is by **5 p.m. September 4, 2007** and **5:00 p.m. on July 16, 2008**.
- 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.
- You must submit all forms: CPG-X, CPG-Y ALTERNATIVES TO BURNING, and CPG-Z ALTERNATIVES TO BURNING (located in [Appendix D](#)).

Ecology will not accept applications received after September 4, 2007 or July 16, 2008, unless you made special arrangements with your grant officer prior to the deadline.

#### **Step 4: Ecology accepts or denies your final application**

Your grant officer will contact you by September 18, 2007 or August 1, 2008, to advise you about your application.

- If you are applying in the first application period and the project in your application DID NOT meet the requirements AND needs only minor adjustments, you will have until October 1, 2007 to work with your grant officer to amend your application for consideration and funding in 2008. Ecology will not accept applications after October 1, 2007 for funding starting in 2008.

Ecology will not accept applications for the second application period after August 1, 2008, unless you make special arrangements with your grant officer prior to the deadline.

#### **Step 5: Ecology sends all applications that meet the requirements to the Award Committee**

All applications that meet the requirements now are considered by the Award Committee.

#### **Who is on the Award Committee?**

The Award Committee will be determined by the Solid Waste and Financial Assistance Program Management Team. You may contact the CPG Coordinator for more information.

#### **Step 6: The Award Committee makes the final funding decision**

Your grant officer will contact you by October 16, 2007 or October 1, 2008, to tell you about your award status. If you choose not to accept the award, Ecology will fund the next project in the ranking.

#### **Step 7: 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 8: Sign your grant agreement**

Your grant officer will strive to send you a formal offer prior to January 1, 2008 or January 1, 2009. Regardless of the date of the final signature, the grant billing period will begin on January 1, 2008 or January 1, 2009, unless you designate otherwise. Once you receive a formal offer, you must:

- Have your grant agreement signed by the person with appropriate signature authority.
- Return the signed agreement 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.

## **What Resources Exist to Assist With Burn Ban Issues?**

A complete listing of local clean air agencies, the areas they serve, and their contact information is provided here for your convenience. Consulting with the clean air agency in your area may help to answer some questions as you develop your project.

### **Northwest Air Quality Communicators**

The NWAQC works cooperatively to provide enhanced education and outreach programs regarding air quality and public health to the communities of Washington, Oregon, Idaho and British Columbia. Membership in NWAQC includes communications professionals working in the public and not-for-profit agencies throughout the region. For more information about this group, visit their website at: [www.nwaqc.org/](http://www.nwaqc.org/).

### **Ecology's Air Quality**

Ecology's Air Quality homepage is a great resource for information about outdoor and residential burning. Follow the links to clean air agencies and maps of urban growth areas around the state. Their address is [www.ecy.wa.gov/programs/air/airhome.html](http://www.ecy.wa.gov/programs/air/airhome.html).

### **Impacted Urban Growth Areas**

On January 1, 2007, it became illegal to burn land clearing and residential yard debris inside urban growth areas with a population less than 5,000. See [Table 8.2](#) for a list of urban growth areas by county that were impacted.

**Table 8.1 Air Authority by County and Contact Information**

<p>1. <b>Olympic Region Clean Air Agency</b> (<i>Clallam, Grays Harbor, Jefferson, Mason, Pacific, Thurston Counties</i>)</p> <p>2940 B Limited Lane NW Olympia WA 98502 Telephone: (360) 586-1044 or 1-800-422-5623 Fax: (360) 491-6308; E-mail: info@oapca.org Internet: http://www.oapca.org</p>	<p>2. <b>Dept. of Ecology – Northwest Regional Office</b> (<i>San Juan County</i>)</p> <p>3190-160<sup>th</sup> Avenue SE Bellevue WA 98008-5452 Telephone: (425) 649-7000 Fax: (425) 649-7098, TTY: 1-800-833-6388</p>
<p>3. <b>Northwest Air Pollution Authority</b> (<i>Island, Skagit, Whatcom Counties</i>)</p> <p>1600 South Second Street Mount Vernon, WA 98273-5202 Telephone: (360) 428-1617 Telephone: 1-800-622-4627 (Island &amp; Whatcom) Fax: (360) 428-1620; E-mail: info@nwcleanair.org Internet: http://www.nwcleanair.org</p>	<p>4. <b>Puget Sound Clean Air Agency</b> (<i>King, Kitsap, Pierce, Snohomish Counties</i>)</p> <p>1904 Third Avenue, Suite 105 Seattle, WA 98101-2038 Telephone: (206) 343-8800 or 1-800-552-3565 1-800-595-4341 (Burn Ban Recording) Fax: (206) 343-7522; E-mail: pscleanair.org Internet: http://www.pscleanair.org</p>
<p>5. <b>Southwest Clean Air Agency</b> (<i>Clark, Cowlitz, Lewis, Skamania, Wahkiakum Counties</i>)</p> <p>11815 NE 99th Street, Suite 1294 Vancouver WA 98682 Telephone: (360) 574-3058 or 1-800-633-0709 Fax: (360) 576-0925; Internet: http://www.swcleanair.org</p>	<p>6. <b>Dept. of Ecology – Central Regional Office</b> (<i>Chelan, Douglas, Kittitas, Klickitat, Okanogan Counties</i>)</p> <p>15 West Yakima Avenue, Suite #200 Yakima, WA 98902-3401 Telephone: (509) 575-2490 Fax: (509) 575-2809, TTY: 1-800-833-6388</p>
<p>7. <b>Yakima Regional Clean Air Authority</b></p> <p>6 South 2<sup>nd</sup> Street, Room 1016 Yakima, WA 98901 Telephone: (509) 574-1410 or 1-800-540-6950 Fax: (509) 574-1411 E-mail: info@yrcaa.org Internet: http://www.co.yakima.wa.us/cleanair</p>	<p>8. <b>Dept. of Ecology – Eastern Regional Office</b> (<i>Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Stevens, Walla Walla, Whitman Counties</i>)</p> <p>4601 N. Monroe Street, Spokane, WA 99205-1295 Telephone: (509) 329-3502 Fax: (509) 329-3529, TTY: 1-800-833-6388</p>
<p>9. <b>Spokane Regional Clean Air Agency</b></p> <p>1101 West College Ave, Suite 403 Spokane, WA 99201 Telephone: (509) 477-4727 Fax: (509) 477-6828 E-mail: publicinfo@spokanecleanair.org Internet: http://www.spokanecleanair.org/ Air Quality Information Recording: 509-477-2571 Burn Information Line: 509-477-4710</p>	<p>10. <b>Benton Clean Air Authority</b></p> <p>114 Columbia Point Dr., Suite C Richland, WA 99352-4387 Telephone: (509) 943-3396 Fax: (509) 943-0505 or 943-2232 E-mail: email@bcaa.net Telephone: (509) 945-4489 (Burn Ban Recording) Internet: http://www.bcaa.net</p>
<p>11. <b>Environmental Protection Agency</b> (<i>Indian Reservations</i>)</p> <p>Telephone: (8000) 424-4EPA Internet: http://www.epa.gov/</p>	

**Table 8.2 Impacted Urban Growth Areas as of January 1, 2007**

COUNTY	Jan 1, 2007 Ban	COUNTY	Jan 1, 2007 Ban	COUNTY	Jan 1, 2007 Ban
<b>Benton</b>	Prosser Benton City	<b>Island</b>	Coupeville Langley	<b>Stevens</b>	Addy Clayton
<b>Chelan</b>	Cashmere Chelan Entiat Leavenworth Manson Sunnyslope	<b>Kittitas</b>	Cle Elum Kittitas Roslyn South Cle Elum		Chewelah Colville Hunters Kettle Falls Lake Spokane Marcus
<b>Clallam</b>	Carlsborg Clallam Bay / Sekiu Forks Joyce Sequim	<b>Lewis</b>	Pe Ell Winlock Vader Toledo Mossy Rock Morton		Northport Springdale Valley
<b>Clark</b>	LaCenter Ridgefield Yacolt	<b>Mason Pacific</b>	Belfair Raymond South Bend Long Beach Ilwaco Seaview	<b>Thurston</b>	Bucoda Grand Mound Rainier Tenino Yelm
<b>Columbia</b>	Dayton Starbuck		Cusick lone Metaline Metaline Falls Newport	<b>Walla Walla</b>	Attalia Burbank Prescott Waitsburg
<b>Cowlitz</b>	Castle Rock Woodland	<b>Pend Oreille</b>	Friday Harbor East Sound Lopez Island		Birch Bay Blaine Cherry Point Columbia Valley Everson Nooksack Sumas
<b>Douglas</b>	Bridgeport Mansfield Rock Island Waterville	<b>San Juan</b>	Bay View Concrete Hamilton La Conner Lyman March Point	<b>Whatcom</b>	Grandview Granger Mabton Moxee Naches Selah Tieton Union Gap Zillah
<b>Ferry</b>	Republic		Darrington Deer Park Medical Lake Fairfield Rockford Spangle Latah Waverly		
<b>Franklin</b>	Connell Kahlotus Mesa	<b>Skagit</b>			
<b>Garfield</b>	Pomeroy				
<b>Grant</b>	Coulee City Coulee Dam Electric City George Grand Coulee Hartline Krupp Lakeview Park Mattawa Quincy Royal City Soap Lake Warden Wilson Creek	<b>Snohomish Spokane</b>			

\*Counties that are not listed have already been addressed or there are no newly impacted UGAs as of the January 1, 2007 implementation date. If a local air agency believes that this is in error, please contact Julie Oliver at [joli461@ecy.wa.gov](mailto:joli461@ecy.wa.gov).

### Table 8.3 Calendar for Alternatives to Burning Grants

The table below includes deadlines for the first application period. See [Table 6.4](#) for deadlines associated with the second application period.

July 2, 2007	Ecology sends <i>CPG Program Guidelines</i> and application forms to local governments – hard copy, electronically, and posted on Ecology’s website.
July 2 through September 4, 2007	Application period for Alternatives to Burning applications. Local governments develop application with help from grant officers.
<b>September 4, 2007</b>	<b>Applications due to Ecology grant officer by 5 p.m.</b>
September 18, 2007	Grant officers contact applicants about meeting requirements.
September 18 - 30, 2007	Ecology grant officer works with recipients to bring applications up to meeting the requirements.
<b>October 1, 2007</b>	<b>Revised applications due to Ecology grant officer by 5 p.m.</b>
October 1 through December 31, 2007	Grant agreements drafted and formal offers mailed.
January 1, 2008	Alternatives to Burning grants starting date.
April 1, 2008	Drop-dead date for executing grants. Funds in jeopardy after this date.
Various Dates	Progress Reports due. Due dates may vary based on 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, 2009	Grant expiration date.
February 15, 2010	Final Performance Analysis from recipient must be submitted online via the Information Clearinghouse.







# **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 document which details the terms of the grant.

**Allowable Costs** are costs that directly relate to a grant project and meet all other eligibility requirements and that are not expressly prohibited in the CPG guidelines.

**Alternatives to Burning Proviso** is a funding source, specifically addressing the burn ban legislation, for projects that provide alternatives to backyard burning of organic materials.

**Amendment** means a written document that details the changes or revisions to the original terms of the grant.

**Applicant** is an entity submitting an application to Ecology for CPG funds.

**Application Coordination** is the requirement to communicate and work together on an application when two or more jurisdictions are involved.

**Authorized Official** is a person designated by the Recipient to sign a grant agreement and formal amendments, and who is also authorized to dedicate the necessary resources for the Recipient.

**Back-up Documentation** is typically expenditure information such as cash receipts (or copies if original must be submitted elsewhere), vendor invoices, monthly time sheets, and payroll records.

**Beyond Waste** is the term used to describe the State's solid and hazardous waste management plan document.

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

**Category** is a term used to describe an overarching group of grant projects dealing with similar wastes or functions. There are six CPG categories: Organics, Green Building, Waste Reduction and Recycling, Moderate Risk Waste, Solid Waste Enforcement, and Other.

**City** means any incorporated city or town.

**Close-out** is the process by which all administrative matters relative to a grant are reconciled in order to close the file.

**CPG Workgroup** is an advisory committee that reviews proposed changes to the CPG Program and makes recommendations about policy changes to the guidelines. Members include Ecology staff, county public works managers and staff, and county health department representatives.

**Ecology** means the Department of Ecology or its authorized representatives.

**Designated Authority (lead implementation agency)** means the agency designated in the Ecology approved and locally adopted local hazardous or solid waste management plan as having the principal responsibility for the execution of all or most of the plan, and the coordinating agency that delegates responsibility to other agencies to execute portions of the plan.

**Disposal Costs** means the costs associated with eligible materials transported, treated, recycled, incinerated, and placed 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, the CPG Program Guidelines, and the Yellow Book.

**Eligible Project Costs** means the sum of both state and local funds.

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

**Final Performance Analysis** is a required Ecology form that grant recipients must complete and submit with a final payment request.

**Grant** means an award of money to accomplish a public purpose authorized by statute.

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

**Green Building** is one of the six project categories. It is identified as a Beyond Waste priority and is defined in the State's Solid Waste Plan.

**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 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.105>), Hazardous Waste Management, solely because the waste is generated by households (see WAC 173-350) (<http://www.ecy.wa.gov/biblio/wac173350.html>).

**Information Clearinghouse** is a website under development that will serve the CPG Program and Recipients with online reporting and information-sharing.

**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 is *not* allowable under the Coordinated Prevention Grant Program, except as interlocal costs. See below.

**Interlocal Agreement** means an agreement between local governments (developed in accordance with Chapter 39.34 RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.34>), Interlocal Cooperation Act). The interlocal agreement shall be signed by the authorized officials of the local governments involved, and shall specify the services and facilities to be provided and any compensation between the local governments for such services and 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.

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

**Lead Implementation Agency (Designated Authority)** means the agency designated in the Ecology approved and locally adopted hazardous and solid waste management plan as having the principal responsibility for the execution of all or most of the plan, and the coordinating agency which delegates responsibility to other agencies to execute portions of the plan.

**Local Comprehensive Solid Waste Management Plan** is a plan pursuant to Chapter 70.95.080 RCW that a planning authority is required to maintain and that provides direction for managing 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** is a plan pursuant to Chapter 70.105 RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.105>) that a planning authority is required to implement and that provides direction for managing hazardous waste.

**Local Planning Authority** means the local government that is responsible for the maintenance of a Solid Waste Management Plan according to Chapter 70.95.080 RCW.

**Local Toxics Control Account** is the funding source for CPG Program.

**Match** means that portion of the eligible project costs provided by the Recipient.

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

**Moderate Risk Waste** is one of the six project categories. It is identified as a Beyond Waste priority and is defined in the State's Solid Waste Plan.

**Municipal Composting** means composting activities that are consistent with WAC 173-350, compost "urban" waste such as yard debris, woody 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.

**Offset Cycle Funds** are CPG funds that are not distributed through the Regular Cycle. The funds originate because they were either not requested or not spent by recipients in the Regular Cycle, or come from a special Proviso provided by the legislature. These funds are then awarded in a competitive process to recipients who apply for them.

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

**Organics** is one of the six project categories. It is identified as a Beyond Waste priority and is defined in the State's Solid Waste Plan.

**Outcome** means a measurable environmental or human health result.

**Overhead** is a term used to describe those costs incurred for a common purpose and not readily identifiable with a particular project.

**Phase One** is the first year of multi-phase offset cycle grants.

**Phase Two** is the second year of multi-phase offset cycle grants.

**Planning Authority** means the local government that is responsible for the maintenance of a Solid Waste Management Plan according to Chapter 70.95.080 RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95.080>).

**Planning and Implementation Grants** are grants awarded to a planning authority or lead implementation agency to implement a project identified in the county's solid and hazardous waste management plans.

**Progress Reports** are reports required to be submitted with each payment request. They briefly describe the progress of all projects in the grant agreement.

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

**Project Income** means gross income received by the Recipient and directly generated by a project, or earned only as a result of the project during the period of the grant.

**Proviso** The Washington State Legislature defines *Proviso* as, "A clause in a bill that sets out specific exceptions to the general law." For CPG, the Proviso establishes an additional funding source for specific projects.

**Recipient** means the entity that is awarded funding and is accountable for the use of the funds. The Recipient is the entire legal entity even if only one component or department is designated in the grant agreement.

**Recyclable Materials** means those solid wastes separated for recycling or reuse, such as papers, metals, and glass that are identified as recyclable materials according 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.

**Regular Cycle** is the initial two-year grant period in which each county is allocated a pre-determined fund amount.

**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).

**Roll-up Outcomes** are the units you should strive to report to Ecology in your Final Performance Analysis.

**Scope of Work** means a detailed description of the project, including measurable objectives useful for determining successful completion.

**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 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.105>) 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 of vehicles, and recyclable materials.

**Solid Waste Enforcement Grants** are grants awarded to a local health department to conduct projects that meet the requirements of Chapter 173-312 RCW (<http://www.ecy.wa.gov/biblio/wac173312.html>).

**Solid Waste Enforcement Projects** are projects that include activities to develop, support, or enforce solid waste regulations according to Chapter 173-312 RCW (<http://www.ecy.wa.gov/biblio/wac173312.html>).

**State's Solid Waste Plan (Beyond Waste)** is a 30-year plan with 5-year milestones to address the state's priorities in solid waste management.

**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.

**Supplies** means all tangible personal property other than tools or equipment.

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

**Total Project Cost** means the sum of *all* costs related to the project.

**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.

**Yard debris** means plant material commonly created in the course of maintaining yards and gardens, and through horticulture, gardening, landscaping, or similar activities. Yard debris includes but is not limited to grass clippings, leaves, branches, brush, weeds, flowers, roots, windfall fruit, vegetable garden debris, holiday trees, and tree prunings four inches or less in diameter.

**Yellow Book** is another name for Ecology's Publication No. 91-18, *Administration Requirements for Recipients of Ecology Grants and Loans*. It is supplemental guidance to the CPG Program guidelines.

# List of Acronyms

BMP	Best Management Practice
C&D	Construction & Demolition
CESQG	Conditionally Exempt Small Quantity Generator
CPG	Coordinated Prevention Grant Program
Ecology	Washington State Department of Ecology
FPA	Final Performance Analysis
FTEs	Full Time Employees
GB	Green Building
HB 1785	House Bill 1785
HHW	Household Hazardous Waste
(L)HWMP	Local Hazardous Waste Management Plan
JLARC	Joint Legislative Audit and Review Committee
LTCA	Local Toxic Control Account
MRW	Moderate Risk Waste
MSW	Municipal Solid Waste
MTCA	Model Toxics Control Act
OMB	Office of Management and Budget
ORG	Organics
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
(L)SWMP	Local Solid Waste Management Plan
WDOE	Washington Department of Ecology
WRR	Waste Reduction and Recycling

# **APPENDIX B**

## **Project Outcome Examples**



## PROJECT OUTCOME EXAMPLES

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 acceptable ones. “Roll-up outcomes” are the units you should strive to report to Ecology in your Final Performance Analysis. You may include more than one roll-up outcome in your FPA, but it is not required.

1) Organics	Sample Outcomes	Roll up outcomes
<b>Type of Project</b>		
Public Education and Outreach*	<b>Participation in response to education material</b> <b>Survey to assess knowledge or behavior</b>	Tons diverted Pounds diverted
Home Composting	<b>Participation rates of target households</b> <b>Tons of yard waste composted</b> *An average home composting bin diverts 370 lbs per year of organic material.	Number of contacts
Vermicomposting	<b>Pounds of food waste* vermicomposted</b> *A typical household of 4 generates 7 to 10 lbs per week.	Number of participants
Food Waste Composting Program	<b>Pounds of food waste* composted</b> *A typical household of 4 generates 7 to 10 lbs per week.	
Municipal Composting	<b>Tons processed at a facility</b>	
Master Composter and/or Gardener	<b>Number of participants</b>	
Native Planting/Xeriscaping	<b>Number of visitors to demonstration site (contacts)</b> <b>Number of demonstration sites</b>	
Mulching Mower/Grasscycling	<b>Pounds left on lawn</b> The average household generates 1,000 pounds of grass annually. <b>Participation rates of target households</b>	
Natural Yard Care	<b>Number using natural yard techniques in target households (participants)</b>	
Curbside Yard Debris Collection	<b>Tons collected at curb</b>	
Wood Chipping Operations	<b>Tons diverted and reused</b>	
Agricultural Waste Management and Technical Assistance	<b>Tons diverted and reused</b>	

2) Green Building	Sample Outcomes	Roll up outcomes
<b>Type of Project</b>		
Public Education and Outreach*	<b>Participation in response to education material</b> <b>Survey to assess knowledge or behavior</b>	Number of Green Building projects
Building Industry Education Project	<b>Participation rate in target population of building industry</b> <b>Survey to assess knowledge and/or adoption of green building practices</b>	Number of policies
Green Building Codes and/or Policy or Incentives	<b>Stakeholder participation rates</b>	Number of contacts
Building Material Reuse/Exchange Project	<b>Number of customers</b> <b>Tons diverted through exchange</b>	Number of participants
Deconstruction Project	<b>Number of customers</b> <b>Tons diverted through deconstruction</b>	
Recycling/Processing Facility	<b>Tons recycled or processed</b>	
Demonstration Buildings	<b>Number of visitors</b>	
Green Building Certification Project	<b>Awareness of certification program</b> <b>Number of applicants for certification program</b>	
Green Built Recognition (e.g., Construction Works)	<b>Number of builders in Built Green recognition program</b> <b>Number of homes constructed, and related environmental savings</b>	

<b>3) Waste Reduction &amp; Recycling</b>	<b>Sample Outcomes</b>	<b>Roll up outcomes</b>
<b>Type of Project</b>		
School Education and Outreach Projects	<b>Pre- / post- test Observation of behavior in follow-up with teacher or school</b>	Tons collected and/or diverted
Public Education & Outreach*	<b>Participation in response to education material</b> (i.e., recycling of more materials, recycling at work, new residents) <b>Survey to assess knowledge or behavior</b>	Pounds collected and/or diverted
Curbside Recycling	<b>Participation rates Tons collected Tons recycled</b>	Number of contacts (this could be businesses, students, general public, etc)
Drop Box Recycling	<b>Tons collected Tons recycled</b>	
Multi-Family Project	<b>Number of multi-family homes recycling</b>	
Special Collection Events	<b>Tons or pounds collected Participation rates in target community</b>	Number of participants
Waste Exchange Project	<b>Number of exchanges Tons diverted</b>	Number of projects
Waste Reduction Project*	<b>Survey to assess knowledge or behavior Tons diverted</b>	
Commercial Education and Outreach*	<b>Number of businesses practicing WRR in response to education materials</b>	Number of policies
School/Institutional Education and Outreach*	<b>Number of schools practicing WRR in response to education materials</b>	
School Recycling Project	<b>Number of schools recycling Tons recycled</b>	
Curbside Recycling	<b>Participation rates of businesses Tons recycled</b>	
Waste Exchange Project	<b>Number of exchanges Tons diverted</b>	
Market Development Project	<b>Number of new businesses in 'market' New commodities New volume capacity</b>	
In-House Project (e.g., Walk-The-Talk)	<b>Recycling rate of total waste volume Tons recycled</b>	
On-site Commercial Waste Audits	<b>Number of businesses practicing WRR in response to education visits</b>	

4) Moderate Risk Waste	Sample Outcomes	Roll up outcomes
<b>Type of Project</b>		
Toxics Reduction Education & Outreach (except PBTs)*	<b>Number of contacts</b> <b>Number of participants</b> <b>Survey to assess knowledge or behavior</b> <b>Sales data of targeted toxic products in county</b>	Tons collected Pounds collected Number of contacts
Persistent Bioaccumulative Toxins (PBT) projects (mercury, PBDE etc., including education and outreach)	<b>Mercury* or other PBTs removed from households / businesses</b> *1lb of mercury = 100,000 fluorescent tubes <b>Survey to assess knowledge or behavior</b>	Number of participants
Fixed Facility	<b>Pounds collected</b> <b>Pounds recycled or reused</b> <b>Participants (or increase)</b>	Grams of mercury collected
Mobile or Satellite Facility	<b>Pounds collected</b> <b>Pounds recycled or reused</b> <b>Participants (or increase)</b>	
Collection Events	<b>Pounds collected</b> <b>Participation rates from target population</b>	
On-site Business Assistance Program	<b>Number of businesses practicing WRR and BMPs in response to education visits</b>	
CESQG Collection	<b>Pounds collected, reused, or recycled</b> <b>Participation rates from target businesses</b>	
Electronic Waste Projects	<b>Tons collected and diverted for legitimate recycling</b> <b>Participation rates from target businesses or population</b>	
Product Take-Back Project	<b>Number of take-back locations and collection data</b> <b>Participation rates from target businesses</b> <b>Participation rates from citizens</b>	

5) Solid Waste Enforcement	Sample Outcomes	Roll up outcomes
<b>Type of Project</b>		
Customer and General Public TA	<b>Number of actions</b>	Generally, see list to the left.
Illegal dumping	<b>Number of complaints received this period</b> <b>Number of complaints resolved</b> (from this period) <b>Number of complaints resolved</b> (from previous periods)	
Enforcing Solid Waste Codes 1. Improper storage and disposal 2. Nuisance enforcement	<b>Number of complaints</b> <b>Number of enforcement</b>	
Ordinance or Solid Waste code development	<b>Number of codes/ordinances developed</b> (name and status) <b>Number of codes/ordinances reviewed</b> (name and status)	
Equipment purchases	<b>Equipment type, quantity, amount of CPG funds used</b>	
Ensuring Compliance at solid waste facilities (permitting, inspections, plan review) *includes permit exempt, biosolids land application sites)	<b>Number of enforcement actions</b> <b>Number of complaints</b> <b>Number of inspections</b> <b>Number of existing facility permits reviewed</b> <b>Number of new facility permit applications received and reviewed</b> <b>Number of permits issued</b> <b>Number of plans reviewed</b>	
Closed and Abandoned landfill	<b>Research, locate and map landfills &amp; dumps</b> <b>Assess potential environmental “hazard”</b> <b>Plan remediation if necessary</b> <b>Record landfill &amp; dump locations with property title</b>	
Other Activities Solid waste enforcement planning Biomedical waste Animal waste project		

\*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**

Eligible CPG Projects List by Category Type



# Eligible CPG Projects List by Category Type

## Other Category – Planning

### Solid Waste Plan Development, Evaluation and Updating

The state's Solid Waste Management law requires local governments to prepare a local comprehensive solid waste management plan to manage the solid waste generated within the jurisdiction (Chapter 70.95.090 RCW)

(<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95.090>).

Local governments are required to review their local comprehensive solid waste management plans every five years and update them as necessary. This is evaluating the plan to determine how well projects meet the objectives of the plan and if any plan revisions are necessary. Grant funding for updates will be limited to those elements in the plan needing revision. Plan updates must show alternative funding mechanisms for systems contained in the plan, with or without grant support.

Local comprehensive solid waste management plans and revisions must contain the elements required by Chapter 70.95 RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95>). Ecology has developed Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions (WDOE 99-502, July 1999) to assist jurisdictions in the development of these plans. Solid waste plans must also follow the Washington State Utilities and Transportation Commission's Cost Assessment Guidelines (UTC- 228-90-1, January 1997), and conform with updated versions of appropriate rules, regulations, or guidelines including Chapter 173-350 WAC (<http://www.ecy.wa.gov/biblio/wac173350.html>).

### Hazardous Waste Plan Development, Evaluation and Updating

The state's Hazardous Waste Management law requires local governments to prepare a local hazardous/moderate risk waste management plan to manage the moderate risk waste generated within the jurisdiction (Chapter 70.105.220 RCW)

(<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.105.220>). All jurisdictions have complied with this law.

Plan updates are not required for local hazardous waste/moderate risk waste plans, but Ecology strongly encourages local governments to periodically review their plans and update them as necessary. Plan updates must show dual funding mechanisms for systems contained in the plan, with and without grant support.

Local hazardous/moderate risk waste management plans and revisions should conform to Ecology's Planning Guidelines for Local Hazardous Waste Plans (WDOE 93-99, August 1994). Ecology's Implementation Guidelines for Local Hazardous Waste Plans (WDOE 92-14, July 1992) defines program implementation and sets the criteria for evaluating local government efforts to carry out the plans.

## **Other Category – Construction**

### **Constructing Facilities**

If established in the Ecology approved local solid or hazardous waste management plan, eligible construction costs can include:

- Planning and feasibility studies. (Note: Eligibility will be decided on a case-by-case basis.)
- SEPA compliance/environmental impact statements
- Permitting costs
- Operation and maintenance plans
- Preparation of design documents
- Site acquisition
- Facility construction
- Equipment

## **Waste Reduction and Recycling (WRR) Category**

### **Plan Implementation**

Implementation activities established by the approved local solid waste management plan include, but are not limited to:

### **Constructing Facilities**

Construction costs are eligible when the purpose of the facility is to manage or recover recyclables, or to reuse materials. See Other Category - *Construction* for more information about facility construction eligibility.

### **Public Education and Involvement**

Can include activities such as:

- Presentations and workshops
- Training
- School programs and award programs
- Resource centers and recycling hotlines
- Development and distribution of educational and informational materials
- Technical assistance or on-site visits to businesses and individuals

### **Program Development**

Can include activities such as:

- Administrative aspects of designing and developing a recycling infrastructure
- Evaluating program effectiveness
- Promoting a program through public service announcements or brochures

## Market Development

Can include activities such as:

- Market enhancement for products containing recycled materials, such as “Buy Recycled” programs or local procurement programs
- Sustainable market development projects, such as sustainable building
- Sustainable energy/fuel sources

## Special Collection Events

With the exception of solid waste disposal costs, all costs associated with recyclable collection events (for any material type) are eligible. If moderate risk wastes are to be collected in conjunction with a recyclable collection event, operational costs and disposal costs of the moderate risk wastes are eligible (except for disposal of usable latex paint or uncontaminated motor oil at a landfill). One example of a special collection event is:

### E-Waste

- All televisions, computers, laptop computers, portable computers and all types of computer monitors can be recycled through the new Electronic Products Recycling program beginning in 2009.
- Manufacturers are responsible to pay for collection, transportation to a processor and processing costs.
- Local governments are responsible for distributing information and education to accompany the programs established by the manufacturers. *Only the following costs are eligible for CPG reimbursement:*
  - Public information and involvement for TV, computer, laptop computers, portable computers and all types of computer monitor recycling
  - Expansion of e-waste recycling beyond covered electronic products (product stewardship efforts are preferred)
  - Technical assistance, coordination, and collaboration (staff time)

## Demonstration Projects

Most waste reduction and recycling demonstration projects are eligible if identified in the CSWMP.

## Facility Operational Expenses

Operational costs associated with recycling facilities are grant eligible. Examples of operational costs include, but are not limited to:

- Salaries/benefits of staff that collect, sort, process and/or transport recyclables.
- Other costs associated with collecting, sorting processing and/or transporting recyclables including maintenance, fuel, supplies, administration, and overhead.
- Costs associated with regulatory compliance, such as water sampling and laboratory tests at compost facilities.

## Recycling Programs

This includes but is not limited to projects such as:

- Drop Box programs
- Multi-family recycling
- Curbside recycling
- School recycling
- Waste Exchange

## Equipment

Equipment purchases are considered on a case by case basis but could include:

- Balers and compactors
- Forklifts
- Drop boxes and containers
- Residential compost bins
- Mixed Use Equipment (Municipal Solid Waste and Recyclables)
- Scales to weigh wastes are eligible only if they are used primarily for weighing recyclables.
- Collection and storage receptacles
- Collection trucks are grant eligible on a prorated basis. Only the capital costs associated with collecting recyclables (not solid waste) are eligible.

## Moderate Risk Waste (MRW) Category

### Plan Implementation

Implementation activities established by the approved local hazardous waste management plan include, but are not limited to:

#### Hazardous Waste Health and Safety

- Preparing moderate risk waste emergency response plans.
- Training in handling moderate risk waste.

#### Household Hazardous Waste Education and Compliance

This covers activities to inform and educate the public in order to reach the goals of the hazardous waste management plan. These activities may include, but are not limited to:

- Resource centers and hotlines
- Publicity
- Printed and audio-visual materials
- Product labeling
- School programs
- Developing ordinances and regulations
- Implementing ordinances and regulations
- Pesticide reduction programs
- Mercury removal programs
- Sustainable energy alternatives

### Household Hazardous Waste Collection and Disposal

The collection and disposal of hazardous/moderate risk wastes brought in from residential households is eligible for the grant-funded activities below. Small quantity generator (SQG) wastes are addressed in a following section.

#### Collection Events

Operating expenses at one-day or multiple-day events to collect hazardous substances from households are eligible. These events can be held at one site or at several sites. Some are “tailgate” events where the collection facility is moved around to several sites in one day. Collection events can include materials exchange and recycling among those attending.

#### Fixed Facilities

Operating expenses at facilities, including satellite facilities, offering collection and disposal services year-round at a fixed site, are also eligible. Generally, all costs associated with operating MRW facilities are considered to be eligible as direct costs.

#### Mobile Facilities

Operating expenses at facilities offering collection and disposal services that can be moved from site to site are eligible.

#### Uncontaminated Used Oil and Latex Paint

Grant funding will not cover the costs of disposing of uncontaminated used oil and useable latex paint at a landfill. This restriction applies whether the oil and paint are contained in lab packs or not. Recycling, re-refining, reuse and energy recovery costs, including transportation, for these materials remain eligible for grant funding. Used oil burners are eligible only if recycling or re-refining are not economically feasible or reasonably available.

#### Contaminated Used Oil

The costs of disposing of contaminated used oil collected at fixed and mobile facilities and collection events are an eligible expense.

#### Out-of-state Waste

Grant funding will cover the costs of dealing with waste from only Washington residents at fixed and mobile facilities and collection events. It will not cover the costs of waste from out of state.

#### Capital

All capital costs associated with household hazardous waste collection and disposal projects are eligible. Additional capital needed for the collection of SQG waste is eligible as long as it is done in conjunction with the collection of household hazardous waste.

#### Persistent Bioaccumulative Toxins (PBT) Projects

All related costs associated with reduction or removal of PBT Threats is eligible. This includes collection for proper management, education, policy, and/or planning efforts.

PBTs are a group of chemicals whose distinctive properties pose a unique threat to our society and environment because:

- PBTs remain in the environment for a long time without breaking down (*persistent*).
- Animals and people accumulate PBTs in their bodies, primarily from the food they eat. As these chemicals move up the food chain, they increase in concentration and linger for generations in people and the environment (*bioaccumulative*).
- Exposure to PBTs has been linked to a wide range of toxic effects in fish, wildlife and humans, including effects on the nervous system, reproductive and developmental problems, immune-response suppression, cancer, and endocrine disruption (*toxic*).
- PBTs can travel long distances and generally move easily between air, water and land. Examples include lead, mercury, and PBDEs.

#### Small Quantity Generator Implementation

Activities that inform and educate businesses in support of the goals in the hazardous waste management plan include, but are not limited to such projects as:

- Resource libraries
- Waste consultation services to help businesses find ways to generate less hazardous waste and to recycle more
- Award/incentive programs to promote better business practices
- Guidelines and other materials on waste reduction, waste reuse and recycling, and materials exchange
- Seminars, workshops and information exchanges
- Education about ordinances, regulations, and compliance requirements
- Regulatory action including, but not limited to, developing and revising ordinances, and implementing ordinances and regulations
- Collection assistance
- Collection of targeted wastes through fixed or mobile facilities, or at hazardous waste collection events, is eligible. (Disposal costs for small quantity generator wastes are not grant eligible.)
- Toxicity Reduction Programs (non-toxic cleaners, IPM, mercury thermometer exchanges)
- Small Business MRW Reduction technical assistance—on-site waste audits

### **Constructing Facilities**

Construction costs are eligible when the purpose of the facility is to store, sort, or process moderate risk waste. See Other Category - *Construction* for more information about facility construction eligibility.

### **Equipment**

Equipment purchases are considered on a case by case basis but could include:

- Mobile unit for special collection
- Trucks especially for MRW transportation
- Gas monitoring equipment
- Floor sealants

- Sumps
- Wiring

## **Green Building (GB) Category**

### **Plan Implementation**

Implementation activities established by the approved local solid waste management plan include, but are not limited to:

- Resource centers and hotlines
- Publicity
- Printed and audio-visual materials
- Product labeling
- School programs
- Developing and implementing ordinances, codes, and regulations
- Sustainable energy and building material alternatives

#### Education and Outreach Materials for Consumers

Activities that inform and educate consumers in support of the green building goals in the solid waste management plan include, but are not limited to such projects as:

- Development of residential green building education programs.
- Development of green remodeling toolkits.
- Organization of tours of green built and/or remodeled homes and/or facilities.
- Development and/or organization of materials and events aimed at promoting green building and remodeling.
- Development of case studies demonstrating the integration and value to consumers of green building features.
- Construction of demonstration sites that utilize green technologies and features.
- Development of curriculum on green building.

#### Education and Promotion Materials for Businesses

Activities that inform and educate businesses in support of the green building goals in the solid waste management plan include, but are not limited to such projects as:

- Development of training materials for contractors, builders, laborers, architects, real estate agents, lenders, and others involved in financing and constructing green buildings to green building practices (emphasizing demolition and salvage).
- Development of materials promoting local reused building materials outlets.
- Development of marketing programs for reuse and recycling of C&D waste.
- Construction of demonstration sites that utilize green technologies and features.
- Development of curriculum on green building to be given at the technical, 2-year, and 4-year college levels.

### Policy, Partnership, and Infrastructure Development

Activities that encourage the adoption of policy, the establishment of strong partnerships, and the expansion of infrastructure in support of the green building goals in the solid waste management plan include, but are not limited to such projects as:

- Work with other regulatory agencies to strategically increase infrastructure for recycling and reuse of building materials.
- Adopt and develop plans to encourage local agencies and departments to adopt green building standards consistent with Chapter 39.35D RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.35D>).
- Establish relationships with local organizations working on green building issues to identify and develop incentives, collaborate on the development of educational materials, or other activities as appropriate.
- Work with other agencies, departments, and/or organizations to develop, identify, and promote incentives to incorporate green building into policy, practice, and purchasing.
- Establish a deconstruction and salvaged building material processing facility.
- Establish a recognition program to reward businesses/agencies/departments for integrating green building and green maintenance, and construction material salvage and recycling into their standard operation procedures.
- Develop web-based resource tools for managing, tracking, and data collection/analysis for green building activities and programs

### **Demonstration Projects.**

Most green building demonstration projects are eligible if identified in the CSWMP.

## **Organics (ORG) Category**

### **Plan Implementation**

Implementation activities established by the approved local solid waste management plan include, but are not limited to:

- Home composting program
- Vermicomposting program
- Food waste composting program
- Municipal composting program
- Master composter and/or gardener
- Native planting / xeriscaping
- Mulching mower / grasscycling program
- Natural yard care program
- Curbside yard debris collection program
- Wood chipping operations program
- Agricultural waste management and technical assistance

## **Constructing Facilities**

Construction costs are eligible when the purpose of the facility is to store, sort, or process or compost organics. See Other Category - *Construction* for more information about facility construction eligibility.

## **Equipment**

Equipment purchases are considered on a case by case basis but could include:

- Chippers, tub grinders and forklifts
- Trucks are grant eligible on a prorated basis. Only the capital costs associated with collecting organics (not solid waste) are eligible.

## **Facility Operational Expenses**

Operational costs associated with composting facilities are grant eligible. Examples of operational costs include, but are not limited to:

- Salaries/benefits of staff that collect, sort, process or transport organics.
- Other costs associated with collecting, sorting processing or transporting organics including maintenance, fuel, supplies, administration, and overhead.
- Costs associated with regulatory compliance, such as water sampling and laboratory tests at publicly owned compost facilities.

## **Public Education and Involvement**

Can include activities such as:

- Presentations and workshops
- Training
- School programs and award programs
- Resource centers and recycling hotlines
- Development and distribution of educational and informational materials
- Technical assistance or on-site visits to businesses and individuals

## **Program Development**

Costs are eligible when associated with the administrative aspects of designing and developing infrastructure, evaluating program effectiveness, promoting a program through public service announcements or brochures, establishing policy or partnerships.

## **Market Development**

Market development includes activities to enhance markets for compost, such as promotional programs or demonstration programs.

## **Demonstration Projects.**

Most organics demonstration projects are eligible if identified in the CSWMP.

## **Solid Waste Enforcement (SWE) Category**

In general, eligible projects for these types of grants include:

- Local solid waste enforcement projects that focus on enforcement of rules and regulations pursuant to Chapter 70.95.220 RCW (<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95C.220>).

## **Ordinance Development and Review**

As they pertain to solid and hazardous waste management and disposal, development, review and revising includes local:

- Guidelines.
- Codes.
- Ordinances.
- Regulations.

## **Plan Review**

- Facility operations.
- Closure/post-closure.
- Biosolids applications (if delegation accepted).
- Solid and hazardous waste management plans.

## **Permitting**

- Reviewing applications for solid waste disposal sites and facilities.
- Issuing and renewing permits, waivers and variances for those sites or facilities.

## **Inspections**

- Inspecting loads coming into solid and hazardous waste sites and facilities.
- Inspections related to permitted solid and hazardous waste sites and facilities.

## **Biosolids/Septage**

Local health authorities that have accepted delegation for biosolids activities under Chapter 173-308 WAC-Biosolids Management, (<http://www.ecy.wa.gov/biblio/wac173308.html>) are eligible to receive funding for biosolids/septage activities that would not otherwise be eligible.

## **Biomedical Waste**

Residential education/outreach program in a jurisdiction where biomedical waste education is deemed necessary or appropriate.

## **Enforcement**

- Responding to complaints alleging solid and hazardous waste violations.
- Investigating solid and hazardous waste violations.
- Correcting violations of solid and hazardous waste laws.
- Monitoring equipment

- Costs associated with purchasing monitoring equipment for the purpose of preventing illegal dumping and to assist with enforcement are eligible. The equipment may be set up wherever the local health jurisdiction feels it would yield the best results. Should the equipment be rendered useless, it is the responsibility of the recipient to replace the equipment at its own expense.

## **Groundwater Monitoring**

Solid Waste Enforcement. Eligible costs include occasional sampling and monitoring performed by local health jurisdictions for the purpose of confirming the results reported by a facility owner/operator. CPG funds cannot be used by a jurisdictional health district/department to conduct monitoring activities on behalf of an owner or operator of a solid waste site or facility.

Solid and Hazardous Waste Implementation Costs. Eligible equipment costs include installation or repair of ground water monitoring wells that are designed to establish or maintain a detection monitoring network at a publicly-owned MSW landfill that was closed under WAC 173-304 (this does not include paying for installation or repair of ground water monitoring wells that are designed to define the extent of contamination at any facility or routine ground water sampling).

## **Abandoned Vehicle / Junk Car Programs**

Enforcement costs associated with projects that clean-up abandoned vehicles are eligible for reimbursement with SWE money. However, collection and recycling costs of these vehicles are NOT eligible uses of enforcement money (*collection and recycling costs may be eligible expenses for waste reduction and recycling projects*).

Vouchers for collection and recycling of junk vehicles are considered to be eligible under certain circumstances, but are not solid waste enforcement costs.

## **Closed / Abandoned Landfill Programs**

Activities associated with closed and abandoned landfills can include:

- Research associated with identifying closed and abandoned landfills
- Costs associated with locating closed and abandoned landfills
- Documenting location of closed and abandoned landfills with GPS instruments

## **Customer and General Public Technical Assistance**

General education/outreach that focuses on:

- Solid and hazardous waste regulations. (may be a MRW implementation project, see above)
- Preventing violations.







# APPENDIX D

- D – 1 Application Cover Sheet (Form X)
- D – 3 Regular Cycle Application (Forms Y and Z)
- D – 9 Offset Cycle Application (Forms Y and Z)
- D – 15 Alternatives to Burning Application (Forms Y and Z)

## Application Deadline for Regular Cycle:

- 5 p.m. on September 4, 2007.
- Re-written Applications are due 5 p.m., October 1, 2007.

A complete application includes:

- Coversheet (Form CPG–X)** An original signature on a hard copy coversheet must be received within 2 weeks of the application deadline if you submit by e-mail or fax.
- Category Information Section (Form CPG–Y)** only one for *each category*
- Project Information Section (Form CPG–Y Regular)** for *each project*
- Budget Form (Form CPG–Z Regular)**
- Proof of Application Coordination if applicable** (see Chapter 2)

## Application Deadline for Offset Cycle:

- 5 p.m. on July 16, 2008.

A complete application includes:

- Coversheet (Form CPG–X)** An original signature on a hard copy coversheet must be received within 2 weeks of the application deadline if you submit by e-mail or fax.
- Project Information Section (Form CPG–Y Offset)** for *each project*
- Budget Form (CPG –Z Offset)**

## Application Deadline for Alternatives to Burning:

- 5 p.m. on September 4, 2007
- OR
- 5 p.m. on July 16, 2008.

A complete application includes:

- Coversheet (Form CPG–X)** An original signature on a hard copy coversheet must be received within 2 weeks of the application deadline if you submit by e-mail or fax.
- Project Information Section (Form CPG–Y Alternatives to Burning)** for *each project*
- Budget Form (Form CPG –Z Alternatives to Burning)**
- Equipment Maintenance Plan if applicable**



**APPLICATION FOR COORDINATED PREVENTION GRANT**

(1) APPLICANT INFORMATION			
<input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Health District/Department <input type="checkbox"/> Other _____			
<b>Applicant Name:</b>  Address:		<b>Contact Person for Billing/Invoice Questions:</b> Name: Phone: FAX: E-Mail:	
<b>Federal Tax Identification Number:</b>		<b>Grant Reimbursements Should be Made Payable to:</b>  <b>Payments Should be Mailed to:</b> Attn: Address:	
<b>Application Contact Person (in case of questions):</b> Name: Title: Phone: FAX: E-Mail:			
(2) FUNDING REQUEST			
TOTAL APPLICATION 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.

**Signature of Authorized Official (blue ink)** \_\_\_\_\_

**Name (printed)** \_\_\_\_\_

**Title of Official** \_\_\_\_\_ **Date** \_\_\_\_\_

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

# Instructions for FORM CPG-X

## APPLICATION FOR COORDINATED PREVENTION GRANT

You may submit one Form X for an entire application package. Please submit your application package to your Ecology grant officer by 5 PM of the due date. If you e-mail the application, you must also submit a paper version of Form X with original signature in blue ink.

### (1) APPLICANT INFORMATION

Indicate the type of local government applying for CPG money.

#### Applicant

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

Provide the name, mailing address, federal tax identification of the entity that will negotiate the grant agreement with Ecology.

#### Application Contact Person

The contact person is the person who prepares this application. It should be someone who will be able to answer questions that Ecology may have about the information on the application forms.

#### Billing Contact Person

Provide the name and contact information for billing/invoice questions, name of jurisdiction receiving reimbursements, and address where Ecology should send grant payments.

### (2) FUNDING REQUEST

Before you can finish this section, you will need to complete Forms CPG-Y and CPG-Z respective to the type of grant for which you are applying: Regular, Offset, Alternatives to Burning.

#### Total Application Cost

The total cost is 100% of the total costs for all projects in this application.

#### State Funds/Grant Amount

State funds are 75% of the total costs for all projects in this application.

#### Local Match

Local match is 25% of the total costs of all projects in this application and amount of money that will be borne by the applicant. This amount could be more than 25% of the total project costs if the local contribution is more than 25% of total projects costs.

**See Chapter 5, Local Match Requirements.**

### (3) CERTIFICATION AND AGREEMENT

#### Applicant Signature

The local government official with appropriate signature authority to bind the applicant in a contractual agreement with Ecology signs and dates here. Provide the printed name and title of signatory authority.

## COORDINATED PREVENTION GRANT APPLICATION REGULAR CYCLE

(1) APPLICANT INFORMATION					
<b>Name of Applicant:</b>	<b>Recipient Grant Coordinator:</b>				
<p><b>(2) Select a Category:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Planning and Implementation Grants</b></p> <input type="checkbox"/> Waste reduction and recycling  <input type="checkbox"/> Moderate risk waste  <input type="checkbox"/> Green building  <input type="checkbox"/> Organics  <input type="checkbox"/> Other _____         </td> <td style="width: 50%; vertical-align: top;"> <p><b>Solid Waste Enforcement Grants</b></p> <input type="checkbox"/> Solid waste enforcement  <input type="checkbox"/> Other _____         </td> </tr> </table>				<p><b>Planning and Implementation Grants</b></p> <input type="checkbox"/> Waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Green building <input type="checkbox"/> Organics <input type="checkbox"/> Other _____	<p><b>Solid Waste Enforcement Grants</b></p> <input type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____
<p><b>Planning and Implementation Grants</b></p> <input type="checkbox"/> Waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Green building <input type="checkbox"/> Organics <input type="checkbox"/> Other _____	<p><b>Solid Waste Enforcement Grants</b></p> <input type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____				
<p><b>(3) Projects AND Summary Descriptions within the Category identified above</b></p> <p><u>Project Title(s)</u></p> <p>1. 2.</p> <p><u>Summary Description of Project(s)</u></p> <p>1. 2.</p>					
<p><b>(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency for Each Project (List Section and Page #):</b></p>					
(5) FUNDING REQUEST					
TOTAL CATEGORY COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH			
		Cash	Interlocal Cost		
\$	\$	\$	\$		

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title:**

**b. Goal Statement:**

**c. Outcome Statement:**

**d. Target Audience:**

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1.	
2.	
3.	

**f. Method of Evaluation**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-275

## INSTRUCTIONS FOR FORM CPG-Y – REGULAR CYCLE REGULAR CYCLE APPLICATION

Submit a separate Form Y, Sections 1-5 for each category.  
Submit a separate Form Y, Section 6 for each project.

**(1) APPLICANT INFORMATION**

Name of Applicant

Copy from CPG-X, section 1.

Recipient Grant Coordinator

Identify the coordinator for projects listed in Section 3.

**(2) CATEGORY INFORMATION**

Select one category from the list. If applying for more than one category, use a separate Form Y completing sections 1-5 for each category.

**(3) PROJECT(S) AND SUMMARY DESCRIPTION(S)**

Provide a title for each project within the selected category and **briefly** describe the project here. Details about each project must be provided in Section 6 of this form. See Appendices C & E for examples.

**(4) COMPREHENSIVE SWMP OR LOCAL HWMP CONSISTENCY**

Identify the plan and page number that supports each project.

**(5) FUNDING REQUEST**

The total cost is 100% of the total costs for all projects in this category. Grant Amount Requested is equal to or less than 75% of the total costs for all projects in this category. Local match is 25% of the total costs of all projects in this category (this amount could be more than 25% of the total project costs if the local contribution is more than 25% of total projects costs).

**(6) PROJECT INFORMATION**

Provide a separate Section 6 for each project identified in Section 3.

- a) **Project Title**– Copy from Section 3.
- 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.
- 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.
- d) **Target Audience** – describe whom this project will serve, including the approximate number of people in the target audience.
- 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 period 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.



## EXPENDITURE BUDGET REGULAR CYCLE

Use this form to develop the budget for each category in your application.

**\*Please Read the Instructions before You Fill Out this Form\***

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

1. Category Title(s)	<i>Expenditure Type</i>						8. Total category cost	9. State grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and Services	5. Travel	6. Contracts	7. Purchases		
A.								
B.								
C.								
D.								
E.								
<b>12. List purchases.</b> See instructions. 1. Item      Cost \$      Project 2. Item      Cost \$      Project							<b>10. Total cost for this application package</b>	<b>11. Total state grant requested for this application package</b>
							\$	\$

<b>13. Projects within a Category – Estimated Budget Information for Projects</b>		
<b>Category Title(s)</b>	<b>Project Title(s)</b>	<b>Project Cost</b>
A.	1. 2. 3.	1. \$ 2. \$ 3. \$
B.	1. 2. 3.	1. \$ 2. \$ 3. \$
C.	1. 2. 3.	1. \$ 2. \$ 3. \$
D.	1. 2. 3.	1. \$ 2. \$ 3. \$
E.	1. 2. 3.	1. \$ 2. \$ 3. \$

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-111

## INSTRUCTIONS FOR FORM CPG-Z – REGULAR CYCLE EXPENDITURE BUDGET

Submit one CPG Form Z for an entire application package.

- (1) NAME OF APPLICANT**  
Copy from Form CPG-X.
- (2) COLUMN 1 – CATEGORY TITLES**  
Copy from each CPG-Y, Section 2 (if applying for more than one category).
- (3) COLUMNS 2-7 – EXPENDITURE TYPE**  
For each expenditure type, indicate total dollars (state and local) you need to complete projects and achieve expected outcomes for each category.
- (4) COLUMN 8 – TOTAL CATEGORY COST**  
Add amounts in 2-7 for each category row and insert the sum here.
- (5) COLUMN 9 – TOTAL STATE GRANT AMOUNT REQUESTED ( $\leq 75\%$ )**  
Provide the amount requested as state share for each category here. This amount cannot be more than 75% of the total cost of the category.
- (6) BOX 10 - TOTAL COST FOR THIS APPLICATION PACKAGE**  
Total column 8, insert sum in 10.
- (7) BOX 11 - TOTAL GRANT AMOUNT REQUESTED FOR THIS APPLICATION PACKAGE**  
Total column 10, insert sum in 11.
- (8) SECTION 12 - PURCHASES**  
Itemize purchases for each project and the total cost for each item. See Appendix A for the definitions of *equipment*, *personal property*, *real property*, and *tools*. These are the types of purchases you need to identify here.
- (9) SECTION 13 - Projects within a Category – *Estimated Budget Information for Projects***  
List each project by title within each category for which you applied for CPG funds. Provide the *estimated* project cost for each project. This information is for grant tracking, Ecology does not require budget tracking at the project level.



## COORDINATED PREVENTION GRANT APPLICATION OFFSET CYCLE

(1) APPLICANT INFORMATION	
Name of Applicant:	Recipient Grant Coordinator:
<p><b>(2) Funding Source:</b>    <input type="checkbox"/> <b>Beyond Waste Proviso</b> (complete 2a)                                            <input type="checkbox"/> <b>Unrequested/ Unspent Funds</b> (complete 2b)</p>	
<p><b>2a. Beyond Waste Proviso project selection</b> (<i>required only for Beyond Waste funding</i>)</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Mercury</div> <div style="width: 50%;"><input type="checkbox"/> Residential and Commercial Organics Recovery and Recycling</div> <div style="width: 50%;"><input type="checkbox"/> E-waste</div> <div style="width: 50%;"><input type="checkbox"/> Agricultural and Industrial Organics Recovery and Recycling</div> <div style="width: 50%;"><input type="checkbox"/> Pesticides</div> <div style="width: 50%;"><input type="checkbox"/> New Products and Technologies for Organics Recycling</div> <div style="width: 50%;"><input type="checkbox"/> Paint</div> </div> <input type="checkbox"/> Green Design, Construction, and Deconstruction projects <input type="checkbox"/> Reuse and Recycling of CDL <input type="checkbox"/> Green Building Program Promotion <input type="checkbox"/> Knowledge and Awareness of Green Building <input type="checkbox"/> Green Building Product Design  <input type="checkbox"/> Local Planning Updates with Beyond Waste Concepts <input type="checkbox"/> Local Hazardous Waste Planning Implementation  <input type="checkbox"/> Other _____ (describe)	
<p><b>2b. Unrequested / Unspent Funds project selection</b> (<i>required only for Unrequested/ unspent funds</i>)</p> <input type="checkbox"/> Solid and Hazardous Waste Planning Implementation <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div style="width: 45%;"> <input type="checkbox"/> Waste Reduction and Recycling  <input type="checkbox"/> Moderate Risk Waste  <input type="checkbox"/> Other _____ (describe)         </div> <div style="width: 45%;"> <input type="checkbox"/> Green Building  <input type="checkbox"/> Organics         </div> </div> <input type="checkbox"/> Solid Waste Enforcement	

**(3) Project AND Summary Description**

Project Title  
1.

Summary Description of Project  
1.

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

**(5) FUNDING REQUEST**

TOTAL PROJECT COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
\$	\$	\$	\$

(6) PROJECT INFORMATION (worksheet)									
<b>a. Project Title:</b>									
<b>b. Goal Statement:</b>									
<b>c. Outcome Statement:</b>									
<b>d. Target Audience:</b>									
<b>e. Work Plan and Activities with Timeline:</b>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; padding: 5px;">Activity</th> <th style="width: 40%; padding: 5px;">Timeline</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">2.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">3.</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Activity	Timeline	1.		2.		3.		
Activity	Timeline								
1.									
2.									
3.									
<b>f. Method of Evaluation:</b>									
<b>g. Lessons That Can Be Learned from Completing the Project:</b>									
<b>h. Partnerships:</b>									
<b>i. Local or Statewide Need for This Project:</b>									

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-274

# INSTRUCTIONS FOR FORM CPG-Y OFFSET OFFSET CYCLE APPLICATION

**Submit a separate CPG-Y for each Offset Project, Sections 1-6.**

**(1) APPLICANT INFORMATION**

Name of Applicant

Copy from CPG-X, section 1.

Recipient Grant Coordinator

Identify the coordinator for projects listed in Section 3.

**(2) FUNDING SOURCE**

Select which funds best apply to your project. You may be eligible for both funding sources.

- a. Select a project here if you are applying for Beyond Waste funding. See [Chapter 6](#) and [Appendix G](#) for more details.
- b. Select a project here if you are applying for unrequested/unspent funding. Select the appropriate category.

**(3) PROJECT AND SUMMARY DESCRIPTION**

Provide a title for the project within the selected category and **briefly** summarize the project work plan, partnerships involved, and strategy. Details about the project must be provided in Section 6 of this form. See [Appendix C](#) & [Appendix E](#) for examples.

**(4) COMPREHENSIVE SWMP OR LOCAL HWMP CONSISTENCY**

Identify the plan and page number that supports the project.

**(5) FUNDING REQUEST**

Show the source of the money for this project and how much you are supplying as match. For the offset application, this amount will be for the project described in (6).

**(6) PROJECT INFORMATION**

- a. **Project Title**– Copy from Section 3. Examples are available in [Appendix G](#).
- 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.
- 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.
- d. **Target Audience** – describe whom this project will serve, including the approximate number of people in the target audience.
- 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 period 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 learned about the project you completed.
- g. **Lessons That Can Be Learned from Completing the Project** – tell us what can be learned from completing the project. You can also tell us how you will share information about the project with other jurisdictions or interested parties
- h. **Partnerships** – tell us the organizations involved with the project or who has committed staff time or funds to help complete the project.
- i. **Local or Statewide Need for This Project** – tell us how the project will benefit your jurisdiction locally and/or meet a statewide need.

## EXPENDITURE BUDGET BY PROJECT OFFSET CYCLE

Use this form to develop the budget for each of project in your application.

**\*Please Read the Instructions Before You Fill Out This Form\***

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

1. Project Title	<i>Expenditure Type</i>						8. Total project cost	9. Total state grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
A.								
<i>If there are distinct sub-elements of your project, describe the budget(s) here:</i>								
A1.								
A2.								
A3.								
<p><b>10. List purchases.</b> See instructions.</p> <p>1. Item            Cost \$</p> <p>2. Item            Cost \$</p>								

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service.  
Persons with a speech disability can call 877-833-6341.

ECY 070-272

## INSTRUCTIONS FOR FORM CPG-Z OFFSET EXPENDITURE BUDGET BY PROJECT

**You must complete an CPG-Z OFFSET for each CPG-Y OFFSET.**

**(1) NAME OF APPLICANT**

Copy from Form CPG-X, Section 1.

**(2) PROJECT TITLE**

Copy from Form CPG-Y OFFSET, Section 6.

**(3) COLUMNS 2-7 – EXPENDITURE TYPE**

For each expenditure type, indicate total dollars (state and local) you need to complete the project and achieve expected outcomes.

**(4) ADDITIONAL BUDGET DETAILS**

Fill out any budget information for distinct sub-project elements in boxes A1-A3. The sub-project boxes are for application purposes only. The final grant contract will be for the total amount needed for the entire project. Example: A yard waste project may include a media campaign (\$5,000), purchase of a truck (\$20,000), and distribution of composting bins (\$15,000), with a total cost of \$40,000.

**(5) COLUMN 8 – TOTAL PROJECT COST**

Add amounts in 2-7 for each project row and insert the sum in 8.

**(6) COLUMN 9 – TOTAL STATE GRANT AMOUNT REQUESTED ( $\leq 75\%$ )**

Provide the amount requested as state share for the project in 9. This amount cannot be more than 75% of the total cost of the project.

**(7) SECTION 10 - PURCHASES**

Itemize purchases for this project and the total cost for each item. See [Appendix A](#) for the definitions of *equipment*, *personal property*, and *real property*. These are the types of purchases you need to identify here.

## COORDINATED PREVENTION GRANT APPLICATION ALTERNATIVES TO BURNING

(1) APPLICANT INFORMATION			
Name of Applicant:	Recipient Grant Coordinator:		
<b>(2) Projects AND Summary Description</b> <u>Project Title(s)</u> 1. 2. <u>Summary Description of Project(s)</u> (include expected end-product, for example: wood chips or compost, if applicable) 1. 2.			
<b>(3) Comprehensive Solid Waste Management Plan For Each Project (List Section and Page #):</b>			
<b>(4) Proof of Application Coordination, attach documentation (if applicable):</b>			
<b>(5) FUNDING REQUEST</b>			
TOTAL APPLICATION COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
\$	\$	\$	\$

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title:**

**b. Goal Statement:** *The goal of this project is to provide an alternative to the burning of municipal organic materials other than food scraps.*

**c. Outcome Statement: (in tons of organic material)**

The applicant expects  tons of yard and woody debris will be diverted from burning annually.

*How will the collected organic material be used?*

**d. Work Plan and Activities with Timeline**

Activity	Timeline
1.	
2.	
3.	

**e. Method of Evaluation:**

**f. Area(s) Served:**

Will this project serve a newly affected Urban Growth Area?      CIRCLE:    Yes /    No

Will this project serve a previously affected Urban Growth Area?    CIRCLE:    Yes /    No

List the area(s) served by this project:

**g. Regional Coordination:**

**h. Equipment Purchase(s):** *List equipment purchases in Form-Z of this application package.*

If purchasing equipment, you must include a long-term maintenance plan for each piece purchased.

You must attach as a separate document. Document attached:    Yes /    No

**i. Sustainable Elements:**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-273

## INSTRUCTIONS FOR FORM CPG-Y ALTERNATIVES TO BURNING APPLICATION

**Submit a separate CPG-Y Alternatives to Burning, Section 6 for each project.**

**(1) APPLICANT INFORMATION**

Name of Applicant

Copy from CPG-X, section 1.

Recipient Grant Coordinator

Identify the coordinator for projects listed in Section 3.

**(2) PROJECT(S) AND SUMMARY DESCRIPTION(S)**

Provide a title for each project and **briefly** describe the project here. Details about each project must be provided in Section 6 of this form. See [Chapter 8](#) for information about eligible projects.

**(3) COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN CONSISTENCY**

Briefly describe how the project(s) within your application are consistent with your CSWMP and provide the chapter, page and section number of your plan that supports this.

**(4) APPLICATION COORDINATION**

If you are not the planning authority, name the jurisdiction you are coordinating to apply for these funds.

**(5) PROJECT FUNDING REQUEST**

The total cost is 100% of the total costs for all projects in this application. Grant Amount Requested is equal to or less than 75% of the total costs for all projects in this application. Local match is 25% of the total costs of all projects in this application (this amount could be more than 25% of the total project costs if the local contribution is more than 25% of total projects costs).

**(6) PROJECT INFORMATION**

Provide a separate Section 6 for each project identified in Section 2.

- a. **Project Title**— copy from Section 2.
- b. **Goal Statement** – a goal statement is provided.
- c. **Outcome Statement** – state how many tons of backyard organic material or woody debris you expect to divert from burning by completing this project and identify the disposition of the collected organic material.
- d. **Work Plan and Activities with Timeline** – list the key steps/activities needed to accomplish your expected outcomes AND include an estimated completion date or period for each activity. Briefly highlight milestone activities (outputs) and any capital purchases that will be made to support the project goals.
- e. **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.
- f. **Area(s) Served** – circle yes or no to indicate whether this project will serve a new or previously affected Urban Growth Area. If yes, identify the area(s) served by your project. For example, political subdivision, regional governmental unit, district, municipal or public corporation, including cities, towns, and counties,
- g. **Regional Coordination** – list the local agencies or partners involved with the project or who have committed staff time or funds to help complete the project.
- h. **Equipment Purchase(s)** - if purchasing equipment, you **must** attach a long-term maintenance plan for each piece purchased. List equipment purchases in Form-Z of this application package.
- i. **Sustainable Elements** - describe the long-term plan for an on-going project after December 31, 2009.





## EXPENDITURE BUDGET BY PROJECT

Use this form to develop the budget for each of project in your application.

FORM CPG-Z  
ALTERNATIVES  
TO BURNING

**\*Please Read the Instructions Before You Fill Out This Form\***

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

1. Project Title(s)	<i>Expenditure Type</i>						8. Total project cost	9. Total state grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
1.								
2.								
3.								
4.								
<b>12. List purchases.</b> See instructions. 1. Item      Cost \$      Project 2. Item      Cost \$      Project							<b>10. Total cost for this package</b>  \$	<b>11. Total grant amount requested for this package</b>  \$

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-271

## **INSTRUCTIONS FOR FORM CPG Z ALTERNATIVES TO BURNING EXPENDITURE BUDGET BY PROJECT**

- (1) NAME OF APPLICANT**  
Copy from Form CPG-X, Section 1.
- (2) PROJECT TITLE(S)**  
Copy from Form CPG-Y Alternatives to Burning, Section 6.
- (3) COLUMNS 2-7 – EXPENDITURE TYPE**  
For each expenditure type, indicate total dollars (state and local) you need to complete projects and achieve expected outcomes.
- (4) COLUMN 8 – TOTAL PROJECT COST**  
Add amounts in 2-7 for each project row and insert the sum here.
- (5) COLUMN 9 – TOTAL STATE GRANT AMOUNT REQUESTED ( $\leq 75\%$ )**  
Provide the amount requested as state share for each project here. This amount cannot be more than 75% of the total cost of the project.
- (6) BOX 10 - TOTAL COST FOR THIS APPLICATION PACKAGE**  
Total column 8, insert sum in 10.
- (7) BOX 11 - TOTAL GRANT AMOUNT REQUESTED FOR THIS APPLICATION PACKAGE**  
Total column 9, insert sum in 11.
- (8) SECTION 12 - PURCHASES**  
Itemize purchases for each project and the total cost for each item. See [Appendix A](#) for the definitions of *equipment*, *personal property*, and *real property*. These are the types of purchases you need to identify here.

**Application Forms  
(Samples)**



# APPENDIX E

## Sample Applications

- E – 1 Regular Cycle (Forms X, Y, Z)
- E – 17 Offset Cycle (Forms X, Y, Z)
- E – 31 Alternatives to Burning (Forms X, Y, Z)

## Sample Progress Reports

- E – 35 Planning and Implementation grants
- E – 36 Solid Waste Enforcement grants
- E – 38 Final Performance Analysis



## APPLICATION FOR COORDINATED PREVENTION GRANT

<b>(1) APPLICANT INFORMATION</b>			
<input checked="" type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Health District/Department <input type="checkbox"/> Other _____			
<b>Applicant Name:</b> <b>Greer Bay County</b> <b>Address: 1234 85<sup>th</sup> St. E</b> <b>Greer Bay, WA 91234</b>		<b>Contact Person for Billing/Invoice Questions:</b> Name: <b>Sue Fiscal</b> Phone: <b>(123) 456-7892</b> FAX: <b>(123) 456-7891</b> E-Mail: <b>sfiscal@co.greerbay.wa.us</b>	
Federal Tax Identification Number: 91-0000157			
<b>Application Contact Person (in case of questions):</b> Name: <b>Summer Days</b> Title: <b>Recycling Coordinator</b> Phone: <b>(123) 456-7890</b> FAX: <b>(123) 456-7891</b> E-Mail: <b>sdays@co.greerbay.wa.us</b>		<b>Grant Reimbursements Should be Made Payable to:</b> Greer Bay County  <b>Payments Should be Mailed to:</b> Attn: <b>Accounts Receivable</b> Address: <b>1234 85th St E</b> <b>Greer Bay, WA 91234</b>	
<b>(2) FUNDING REQUEST</b>			
TOTAL APPLICATION COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$291,677</b>	<b>\$214,883</b>	<b>\$76,794</b>	<b>\$</b>

### 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.

Signature of Authorized Official (blue ink) June Andrew

Name (printed) June Andrew

Title of Official Department Director      Date 8/19/2007

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.



## COORDINATED PREVENTION GRANT APPLICATION REGULAR CYCLE

(1) APPLICANT INFORMATION			
<b>Name of Applicant:</b> <b>Greer Bay County</b>	<b>Recipient Grant Coordinator:</b> <b>Summer Days</b>		
<b>(2) Select a Category:</b>			
<b>Planning and Implementation Grants</b> <input checked="" type="checkbox"/> Waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Green building <input type="checkbox"/> Organics <input type="checkbox"/> Other _____		<b>Solid Waste Enforcement Grants</b> <input type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____	
<b>(3) Projects AND Summary Descriptions within the Category identified above</b>			
<u><b>Project Title(s)</b></u> <b>1. Public Education and Outreach</b>			
<u><b>Summary Description of Project(s)</b></u> <b>1. 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.</b>			
<b>(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency for Each Project (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.</b>			
<b>(5) FUNDING REQUEST</b>			
TOTAL CATEGORY COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$78,500</b>	<b>\$58,875</b>	<b>\$19,625</b>	<b>\$</b>

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title: Public Education and Outreach**

**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.**

**d. Target Audience: 68,400 residents of Greer Bay County.**

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1. Update brochures with information on materials and resources related to waste reduction, reuse and recycling	March 2008
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 (2008-2009)
3. Develop new booth display for community events	March 2008
4. Attend Greer Bay County Fair, Home and Garden Show, and the Family Earth Fair	8-1-08 & 8-3-09; 5-15-08 & 5-15-09; 4-22-08 & 4-22-09
5. Advertise and support Earth Day or America Recycles Day Events	Apr 08 and Apr 09; Nov 08 and Nov 09
6. Advertise 2good2toss online materials exchange	ongoing
7. Update recycling calendars to include additional information on our HHW Facility and composting options	Oct 08 and 09
8. Send out calendars to all single-family residential garbage customers in the County	Dec 08 and 09
9. Maintain a reference library of videos, books and curriculum materials	ongoing
10. Evaluation at community events, workshops	twice a year 08 and 09

**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 '08 and then in '09, 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.**

**(1) APPLICANT INFORMATION**

**Name of Applicant:**  
Greer Bay County

**Recipient Grant Coordinator:**  
Summer Days

**(2) Select a Category:**

**Planning and Implementation Grants**

- Waste reduction and recycling
- Moderate risk waste
- Green building
- Organics
- Other \_\_\_\_\_

**Solid Waste Enforcement Grants**

- Solid waste enforcement
- Other \_\_\_\_\_

**(3) Projects AND Summary Descriptions within the Category identified above**

**Project Title(s)** \_\_\_\_\_

**1. Public Education and Outreach**

**Summary Description of Project(s)**

1. 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.

**(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency for Each Project (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) FUNDING REQUEST**

TOTAL CATEGORY COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
\$15,000	\$11,250	\$3,750	\$

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title: Public Education and Outreach**

**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.**

**d. Target Audience: Motivated homeowners of Greer Bay County.**

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1. Approach Master Gardeners for partnership	March 2008
2. Workshops held	3 times a year, 2008-2009
3. 20 volunteers identified	
4. Bin sale held	April 2008-2009
5. Evaluation of bin sale results	December 09

**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.**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-275

**(1) APPLICANT INFORMATION**

**Name of Applicant:**  
Greer Bay County

**Recipient Grant Coordinator:**  
Matt Robert

**(2) Select a Category:**

**Planning and Implementation Grants**

- Waste reduction and recycling
- Moderate risk waste
- Green building
- Organics
- Other \_\_\_\_\_

**Solid Waste Enforcement Grants**

- Solid waste enforcement
- Other \_\_\_\_\_

**(3) Projects AND Summary Descriptions within the Category identified above**

**Project Title(s)**

**1. Moderate Risk Waste Collection and Disposal**

**Summary Description of Project(s)**

**1. 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.**

**(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency for Each Project (List Section and Page #): This project helps implement the goals of the 2003 Greer Bay County Solid Waste Management Plan (page 65-69).**

**(5) FUNDING REQUEST**

TOTAL CATEGORY COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
\$198,177	\$148,633	\$49,544	\$

**(6) PROJECT INFORMATION (worksheet)**

**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.**

**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:**

Activity	Timeline
1. The fixed facility is open to residents every other Wednesday and the 1st Saturday of each month.	ongoing
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.	ongoing
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.	ongoing
6. Advertising and informational brochures updated and distributed	Once a year, 2008-2009

**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.**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-275



## EXPENDITURE BUDGET REGULAR CYCLE

FORM  
CPG-Z  
REGULAR CYCLE

Use this form to develop the budget for each category in your application.

**\*Please Read the Instructions before You Fill Out this Form\***

Name of Applicant: Greer Bay County

1. Category Title(s)	<i>Expenditure Type</i>						8. Total category cost	9. State grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
A. WRR	\$45,000	\$8,500	\$4,000	\$1,000	\$17,000	\$ 3,000	\$ 78,500	\$ 58,875
B. ORG	\$9,000	\$6,000					\$15,000	\$11,250
C. MRW	\$80,000				\$95,177	\$23,000	\$198,177	\$148,633
D.								
E.								
12. List purchases. See instructions. 1. N/A 2. N/A							<b>10. Total cost for this application package</b>	<b>11. Total state grant requested for this application package</b>
							\$291,677	\$218,758

<b>13. Projects within a Category – Estimated Budget Information for Projects</b>		
<b>Category Title(s)</b>	<b>Project Title(s)</b>	<b>Project Cost</b>
<b>A. Waste reduction and recycling</b>	1. <b>Public Education and Outreach</b> 2. 3.	1. <b>\$78,500</b> 2. \$ 3. \$
<b>B. Organics</b>	1. <b>Public Education and Outreach</b> 2. 3.	1. <b>\$15,000</b> 2. \$ 3. \$
<b>C. Moderate Risk Waste</b>	1. <b>MRW Collection and Disposal</b> 2. 3.	1. <b>\$198,177</b> 2. \$ 3. \$
D.	1. 2. 3.	1. \$ 2. \$ 3. \$
E.	1. 2. 3.	1. \$ 2. \$ 3. \$

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-111





## COORDINATED PREVENTION GRANT APPLICATION REGULAR CYCLE

(1) APPLICANT INFORMATION					
<b>Name of Applicant:</b> <b>Peas County Health District</b>	<b>Recipient Grant Coordinator:</b> <b>Alfa Romeo</b>				
<b>(2) Select a Category:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Planning and Implementation Grants</b>  <input type="checkbox"/> Waste reduction and recycling  <input type="checkbox"/> Moderate risk waste  <input type="checkbox"/> Green building  <input type="checkbox"/> Organics  <input type="checkbox"/> Other _____                 </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Solid Waste Enforcement Grants</b>  <input checked="" type="checkbox"/> Solid waste enforcement  <input type="checkbox"/> Other _____                 </td> </tr> </table>				<b>Planning and Implementation Grants</b> <input type="checkbox"/> Waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Green building <input type="checkbox"/> Organics <input type="checkbox"/> Other _____	<b>Solid Waste Enforcement Grants</b> <input checked="" type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____
<b>Planning and Implementation Grants</b> <input type="checkbox"/> Waste reduction and recycling <input type="checkbox"/> Moderate risk waste <input type="checkbox"/> Green building <input type="checkbox"/> Organics <input type="checkbox"/> Other _____	<b>Solid Waste Enforcement Grants</b> <input checked="" type="checkbox"/> Solid waste enforcement <input type="checkbox"/> Other _____				
<b>(3) Projects AND Summary Descriptions within the Category identified above</b> <u><b>Project Title(s)</b></u> <ol style="list-style-type: none"> <li>1. Litter and Illegal Dump Enforcement</li> <li>2. Biomedical Waste</li> <li>3. Biosolids Compliance</li> <li>4. Enforcing solid waste codes</li> </ol> <u><b>Summary Description of Project(s)</b></u> <ol style="list-style-type: none"> <li>1. Investigation of illegal dumping and improper solid waste handling. Database tracking and public awareness is included in this project.</li> <li>2. 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 are an effective way to enforce the solid waste codes.</li> <li>3. Inspection of each biosolids facility on a quarterly basis. Review of sampling and analysis plans, public hearings and comments, and complaint response.</li> <li>4. Research and response to general inquiries by the public, facilities, elected officials, and other organizations. Implementing and interpreting 173-350 for solid waste handling.</li> </ol>					
<b>(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency for Each Project (List Section and Page #):</b> Chapter 12, page 20-30, of the 2002 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 2005 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) FUNDING REQUEST					
TOTAL CATEGORY COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH			
		Cash	Interlocal Cost		
<b>\$173,625</b>	<b>\$99,000</b>	<b>\$74,625</b>	<b>\$</b>		

(6) PROJECT INFORMATION (worksheet)	
<b>a. Project Title:</b> Litter and Illegal Dump Enforcement	
<b>b. Goal Statement:</b> 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.	
<b>c. Outcome Statement:</b> 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.	
<b>d. Target Audience:</b> Peas County citizens impacted by illegal dumping and littering.	
<b>e. Work Plan and Activities with Timeline:</b>	
Activity	Timeline
1. Update 10 educational materials, distribute 500 copies	Feb 08
2. Maintenance on database	June 08 and June 09
3. 15-20 responses per quarter per year	Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec
4. Evaluate response time and quality	Nov 09
<b>f. Method of Evaluation</b> 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.	

(6) PROJECT INFORMATION (worksheet)	
<b>a. Project Title:</b> Biomedical Waste	
<b>b. Goal Statement:</b> The goal of this project is to ensure proper handling of biomedical waste in Peas County as per PCC 24.06 Solid Waste Rules.	
<b>c. Outcome Statement:</b> 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.	
<b>d. Target Audience:</b> Employees working at biomedical facilities, transportation companies, and the general public.	
<b>e. Work Plan and Activities with Timeline:</b>	
Activity	Timeline
1. Develop schedule for inspections and audits	Jan 08
2. Complaints received and recorded	ongoing
3. Follow-up on complaints as necessary	ongoing
4. 2 inspections at XYZ Clinic	June 08, Nov 08, June 09, Nov 09

5. 2 inspections at Beth Clinic	July 08, Dec 08, July 09, Dec 09
6. 2 inspections at Fall Wall Medical	Aug 08, Dec 08, Aug 09, Dec 09
7. 2 inspections at Med Waste Soup	Aug 08, Dec 08, Aug 09, Dec 09
8. 10 inspections at ReMove	Sept 08, Nov 09
9. Evaluation	Dec 09

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

**(6) PROJECT INFORMATION (worksheet)**

**a. 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.

**d. Target Audience:** General public and biosolids handlers and transporters.

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1. Develop schedule for inspections and audits	Jan 08
2. Complaints received and recorded	Ongoing
3. Follow up on complaints as necessary	Ongoing
4. 3 inspections at E. Transport	Apr 08, Jan 09, Nov 09
5. 3 inspections at Lay of the land site	Apr 08, Feb 09, Oct 09
6. 3 inspections at Class A Processing	Aug 08, Mar 09, Dec 09
7. 3 inspections at Class B Handling	Aug 08, Mar 09, Dec 09
8. Evaluation	Dec 09

**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.

**(6) PROJECT INFORMATION (worksheet)**

**a. 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:** Peas County Health District expects to provide 300-320 consultations a year in an accurate and timely fashion. 10% fewer complaints will result.

**d. Target Audience:** Peas County citizens, public officials, and solid waste facilities.

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1. Update reference materials	Mar 08
2. Research emerging issues	As needed
3. Revise PCC 24.08 Demolition and Inert Landfill Regs	Nov 08
4. Evaluate response time and quality	Oct 08 and Oct 09

**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.

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

*ECY 070-275*

## EXPENDITURE BUDGET REGULAR CYCLE

Use this form to develop the budget for each category in your application.

**\*Please Read the Instructions before You Fill Out this Form\***

Name of Applicant: Peas County Health District

1. Category Title(s)	<i>Expenditure Type</i>						8. Total category cost	9. State grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
A. Solid Waste Enforcement	\$ 130,000	\$ 25,000	\$15,000	\$1,000		\$2,625	\$173,625	\$99,000
B.								
C.								
D.								
E.								
<b>12. List purchases.</b> See instructions. 1. Item      Cost \$      Project 2. Item      Cost \$      Project							<b>10. Total cost for this application package</b>  <b>\$173,625</b>	<b>11. Total state grant requested for this application package</b>  <b>\$99,000</b>

<b>13. Projects within a Category – Estimated Budget Information for Projects</b>		
<b>Category Title(s)</b>	<b>Project Title(s)</b>	<b>Project Cost</b>
A. SWE	1. Litter and Illegal Dump Enforcement 2. Biomedical Waste 3. Biosolids Compliance 4. Enforcing Solid Waste Codes	1. \$94,000 2. \$14,625 3. \$16,250 4. \$48,750
B.	1. 2. 3.	1. \$ 2. \$ 3. \$
C.	1. 2. 3.	1. \$ 2. \$ 3. \$
D.	1. 2. 3.	1. \$ 2. \$ 3. \$
E.	1. 2. 3.	1. \$ 2. \$ 3. \$

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. \ Persons with a speech disability can call 877-833-6341.

ECY 070-272

APPLICATION FOR COORDINATED PREVENTION GRANT

(1) APPLICANT INFORMATION			
<input checked="" type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Health District/Department <input type="checkbox"/> Other _____			
<b>Applicant Name:</b> <b>Solano County Public Works</b> Address: <b>12 100<sup>th</sup> St. W</b> <b>Pablano, WA 98623</b>		<b>Contact Person for Billing/Invoice Questions:</b> Name: <b>Tom Fiscal</b> Phone: <b>(400) 987-7887</b> FAX: <b>(400) 987-9999</b> E-mail: <b>tom.fiscal@co.solano.wa.us</b>	
<b>Federal Tax Identification Number:</b> 91-000050			
<b>Application Contact Person (in case of questions):</b> Name: <b>Margaret Ray</b> Title: <b>Recycling Coordinator</b> Phone: <b>(400) 987-1234</b> FAX: <b>(400) 987-9999</b> E-mail: <b>Ray.margaret@co.solano.wa.us</b>		<b>Grant Reimbursements Should be Made Payable to:</b> Solano County Public Works  <b>Payments Should be Mailed to:</b> Attn: <b>Accounts Receivable</b> Address: <b>12 100th St. W</b> <b>Pablano, WA 98623</b>	
(2) FUNDING REQUEST			
TOTAL APPLICATION COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$36,300</b>	<b>\$27,225</b>	<b>\$9,075</b>	<b>\$</b>

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.

Signature of Authorized Official (blue ink) Richard Simpson

Name (printed) Richard Simpson

Title of Official Solano Co. Exec      Date 8/25/2007

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.



## COORDINATED PREVENTION GRANT APPLICATION OFFSET CYCLE

(1) APPLICANT INFORMATION	
<b>Name of Applicant:</b> <b>Solano County Public Works</b>	<b>Recipient Grant Coordinator:</b> <b>Margaret Ray</b>
<b>(2) Funding Source:</b> <input checked="" type="checkbox"/> <b>Beyond Waste Proviso</b> (complete 2a) <input type="checkbox"/> <b>Unrequested/ Unspent Funds</b> (complete 2b)	
<b>2a. Beyond Waste Proviso project selection</b> ( <i>required only for Beyond Waste funding</i> ) <input type="checkbox"/> Mercury <input type="checkbox"/> Residential and Commercial Organics Recovery and Recycling <input type="checkbox"/> E-waste <input type="checkbox"/> Agricultural and Industrial Organics Recovery and Recycling <input type="checkbox"/> Pesticides <input type="checkbox"/> New Products and Technologies for Organics Recycling <input checked="" type="checkbox"/> Paint  <input type="checkbox"/> Green Design, Construction, and Deconstruction projects <input type="checkbox"/> Reuse and Recycling of CDL <input type="checkbox"/> Green Building Program Promotion <input type="checkbox"/> Knowledge and Awareness of Green Building <input type="checkbox"/> Green Building Product Design  <input type="checkbox"/> Local Planning Updates with Beyond Waste Concepts <input type="checkbox"/> Local Hazardous Waste Planning Implementation  <input type="checkbox"/> Other _____ (describe)	
<b>2b. Unrequested / Unspent Funds project selection</b> ( <i>required only for Unrequested/ unspent funds</i> ) <input type="checkbox"/> Solid and Hazardous Waste Planning Implementation <input type="checkbox"/> Waste Reduction and Recycling <input type="checkbox"/> Green Building <input type="checkbox"/> Moderate Risk Waste <input type="checkbox"/> Organics <input type="checkbox"/> Other _____ (describe)  <input type="checkbox"/> Solid Waste Enforcement	

**(3) Project AND Summary Description**

**Project Title**

**1. Recycled Content Paint Purchasing**

**Summary Description of Project**

1. This project will increase the use of recycled content latex paint by promoting purchase of recycled content paint by small government institutions such as school districts, county and city offices, and parks. Solano County will work with recycled paint processors and retailers to conduct this project.

Solano County will also develop a local marketing strategy, educate institutional purchasers about the benefits of recycled content paint, and incorporate purchasing language into contracts. This will take the form of small workshops and/or a traveling road show about recycled paint. In conjunction with this effort Solano County will collaborate with the national paint product stewardship dialogue to establish take-back infrastructure with paint manufacturers.

**(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #): Chapter 3, page 10, section 3.1.2: Encourage purchase of recycled content products. Chapter 8, page 107, section 8.3.5 Manage and properly dispose of latex paint.**

**(5) FUNDING REQUEST**

TOTAL PROJECT COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$36,300</b>	<b>\$27,225</b>	<b>\$9,075</b>	<b>\$</b>

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title:** Recycled Content Paint Purchasing

**b. Goal Statement:** The goal of this project is to develop a closed-loop recycling system for latex paint in Solano County by encouraging small government purchase of recycled-content paint.

**c. Outcome Statement:** 80% of audience will be more aware of recycled content paint and its benefits. Two (2) new recycled content paint purchasing policies will be adopted by target audience in first year. By year two, three significant purchases will be recycled content paint, representing 1,000 gallons of recycled paint purchased instead of virgin paint.

**d. Target Audience:** 5 school districts, one county public works, three cities (Monarch, Blaxo, and Juniper) and the county parks department.

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1. Identify target audience: users and purchasers a. identify key barriers	Quarter 1, 2009
2. Identify recycled paint processors and retailers a. determine interested parties	Quarter 1, 2009
3. Work with paint suppliers to establish a demonstration booth/ show	Quarter 2, 2009
4. Schedule workshops and road show	Quarter 2, 2009
5. Provide recycled content purchasing language to interested parties	Quarter 3, 2009
6. Survey participants about their awareness of the benefits of RCP	Quarter 4, 2009
7. Two participants establish RCP policies	Quarter 4, 2009
8. Support and provide technical assistance to these purchasers a. continue to market success to others	Quarter 1-3, 2010
10. Track quantities of RCP purchased: 3 major purchases/ 1,000 gallons	Quarter 1-4, 2010

**f. Method of Evaluation:** Follow-up phone calls will be made to all participants in workshops and road shows in year one. Organizations that have adopted paint purchasing policies will be asked for gallons purchased in year two.

**g. Lessons That Can Be Learned from Completing the Project:** This project will demonstrate that small governments can successfully purchase recycled content latex paint and come away satisfied with its quality. These agencies can then be leaders for their peers and provide valuable lessons to others and the national paint dialogue.

**h. Partnerships:** Paint processors (to be identified), the Product Stewardship Institute, Northwest Product Stewardship Council, General Administration, and EPA.

**i. Local or Statewide Need for This Project:** Latex paint is a huge volume and expense to Solano County at 50% of the MRW budget and over 20,000 lbs collected and disposed. Very little recycled content is purchased by state or local agencies. Solano County believes that marketing the benefits of recycled content paint to local organizations, these "first adopters" will begin to lead others to do the same. RCP will become more valuable and, hence, more latex paint will be recycled by the private industry.

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-274





## EXPENDITURE BUDGET BY PROJECT OFFSET CYCLE

Use this form to develop the budget for each of project in your application.

**\*Please Read the Instructions Before You Fill Out This Form\***

Name of Applicant: Solano County Public Works

1. Project Title	<i>Expenditure Type</i>						8. Total project cost	9. Total state grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
<b>A. Recycled Content Paint Purchasing</b>	15,000	3,750	5,000		12,550		36,300	27,225
<i>If there are distinct sub-elements of your project, describe the budget(s) here:</i>								
<b>A1. Marketing</b>			5,000		12,550			
<b>A2. Evaluation and Follow-up</b>	15,000	3,750						
A3.								
<b>10. List purchases.</b> See instructions. 1. Item            Cost \$ 2. Item            Cost \$								

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service.  
Persons with a speech disability can call 877-833-6341.

ECY 070-272







**COORDINATED PREVENTION GRANT APPLICATION  
OFFSET CYCLE**

<b>(1) APPLICANT INFORMATION</b>	
<b>Name of Applicant:</b> <b>Fantastic County Solid Waste Division</b>	<b>Recipient Grant Coordinator:</b> <b>Phil A. Bin</b>
<b>(2) Funding Source:</b> <input type="checkbox"/> <b>Beyond Waste Proviso</b> (complete 2a) <input checked="" type="checkbox"/> <b>Unrequested/ Unspent Funds</b> (complete 2b)	
<b>2a. Beyond Waste Proviso project selection</b> ( <i>required only for Beyond Waste funding</i> ) <input type="checkbox"/> Mercury <input type="checkbox"/> Residential and Commercial Organics Recovery and Recycling <input type="checkbox"/> E-waste <input type="checkbox"/> Agricultural and Industrial Organics Recovery and Recycling <input type="checkbox"/> Pesticides <input type="checkbox"/> New Products and Technologies for Organics Recycling <input type="checkbox"/> Paint  <input type="checkbox"/> Green Design, Construction, and Deconstruction projects <input type="checkbox"/> Reuse and Recycling of CDL <input type="checkbox"/> Green Building Program Promotion <input type="checkbox"/> Knowledge and Awareness of Green Building <input type="checkbox"/> Green Building Product Design  <input type="checkbox"/> Local Planning Updates with Beyond Waste Concepts <input type="checkbox"/> Local Hazardous Waste Planning Implementation  <input type="checkbox"/> Other _____ (describe)	
<b>2b. Unrequested / Unspent Funds project selection</b> ( <i>required only for Unrequested/ unspent funds</i> ) <input checked="" type="checkbox"/> Solid and Hazardous Waste Planning Implementation <input type="checkbox"/> Waste Reduction and Recycling <input type="checkbox"/> Green Building <input type="checkbox"/> Moderate Risk Waste <input checked="" type="checkbox"/> Organics <input type="checkbox"/> Other _____ (describe)  <input type="checkbox"/> Solid Waste Enforcement	
<b>(3) Project AND Summary Description</b> <u><b>Project Title</b></u> <b>1. Classroom Education for Worm Bins</b>  <u><b>Summary Description of Project</b></u> <b>1. This project will create a “worm bin” mascot for a two-day exciting composting presentation for 6th graders. At the end of the two day presentation, 6th graders will take home plans for making their own worm bin, a list of supplies, and a composting pledge card.</b>	
<b>(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #):</b> <b>Chapter 5, page 139-150, section 5.5.4: Divert and recycle food waste from residential waste streams and institutional settings.</b>	

<b>(5) FUNDING REQUEST</b>			
TOTAL PROJECT COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$30,000</b>	<b>\$22,500</b>	<b>\$5,000</b>	<b>\$2,500</b>

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title:** Classroom Education for Worm Bins

**b. Goal Statement:** The goal of this project is to provide 6th grade students with tools, tips, and enthusiasm to recycle their food waste into compost.

**c. Outcome Statement:** 30% of students will start and maintain a home composting system 6 months after the presentation was given to their classroom.

**d. Target Audience:** 4 school districts, representing 50 classrooms of 6th graders.

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
<u>1. Develop presentation materials, identify EALRs</u>	<u>Quarter 1, 2009</u>
<u>2. Test effectiveness of presentation materials, contact peers for feedback</u>	<u>Quarter 1, 2009</u>
<u>3. Market program</u>	<u>Quarter 2, 2009</u>
<u>4. Schedule presentations</u>	<u>Quarter 2, 2009</u>
<u>5. Give presentations</u>	<u>Quarter 3, 2009-10</u>
<u>6. Survey students to determine use of worm bins at home</u>	<u>Six months after presentations</u>
<u>7. Final report</u>	<u>December, 2009</u>

**f. Method of Evaluation:** Short participant surveys will be distributed to 6th grade students to assess their participation in worm bin composting and knowledge of their proper care after the presentation.

**g. Lessons That Can Be Learned from Completing the Project:** This project will demonstrate that classrooms can be a key component for education about food waste. Additionally target materials for 6th grade students will be developed, tested, and made available through the Ecology Information Clearinghouse.

**h. Partnerships:** The city of Polenta will contribute \$2,500 in interlocal costs to the match. School district staff and educators will be active stakeholders in the worm bin program.

**i. Local or Statewide Need for This Project:** Food waste, by weight, can be up to 30% of the waste stream in certain institutions. Programs are needed to collect and maintain local food waste composting systems—such as backyard programs. Additionally, new leaders are needed for food waste composting in the younger generations.

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-274



## EXPENDITURE BUDGET BY PROJECT OFFSET CYCLE

Use this form to develop the budget for each of project in your application.

**\*Please Read the Instructions Before You Fill Out This Form\***

Name of Applicant: Fantastic County Solid Waste Division

1. Project Title	<i>Expenditure Type</i>						8. Total project cost	9. Total state grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
A. Classroom Education for Worm Bins	20,000	5,000	2,500	2,500			30,000	22,500
<i>If there are distinct sub-elements of your project, describe the budget(s) here:</i>								
A1.								
A2.								
A3.								
<b>10. List purchases.</b> See instructions. 1. Item      Cost \$ 2. Item      Cost \$								

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ECY 070-272



**APPLICATION FOR COORDINATED PREVENTION GRANT**

(1) APPLICANT INFORMATION			
<input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Health District/Department <input type="checkbox"/> Other _____			
<b>Applicant Name:</b> <b>Popular County Health Department</b> Address: <b>7 Way North</b> <b>Ashlu, WA 98555</b>	<b>Contact Person for Billing/Invoice Questions:</b> Name: <b>Rachel Fiscal</b> Phone: <b>(360) 111-6666</b> FAX: <b>(360) 111-5555</b> E-mail: <b>rachel@co.solano.wa.us</b>		
<b>Federal Tax Identification Number:</b> 91-004881			
<b>Application Contact Person (in case of questions):</b> Name: <b>Summ Guye</b> Title: <b>Solid Waste Manager</b> Phone: <b>(360) 767-0000</b> FAX: <b>(360) 767-9999</b> E-mail: <b>summ@co.popular.wa.us</b>	<b>Grant Reimbursements Should be Made Payable to:</b> Popular County Health Department  <b>Payments Should be Mailed to:</b> Attn: <b>Accounts Receivable</b> Address: <b>PO Box Fiscal Drive</b> <b>Ashlu, WA 98555</b>		
(2) FUNDING REQUEST			
		LOCAL MATCH	
TOTAL APPLICATION COST	STATE FUNDS/GRANT AMOUNT	Cash	Interlocal Cost
\$55,000	\$41,250	\$13,750	\$

**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.

**Signature of Authorized Official (blue ink)** Bill Recycling

**Name (printed)** Bill Recycling

**Title of Official** Popular Co. Health Director      **Date** 8/10/2007

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.



## COORDINATED PREVENTION GRANT APPLICATION OFFSET CYCLE

### (1) APPLICANT INFORMATION

**Name of Applicant:**

**Popular County Health Department**

**Recipient Grant Coordinator:**

**Summ Guye**

**(2) Funding Source:**  **Beyond Waste Proviso** (complete 2a)

**Unrequested/ Unspent Funds** (complete 2b)

**2a. Beyond Waste Proviso project selection** *(required only for Beyond Waste funding)*

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Mercury    | <input type="checkbox"/> Residential and Commercial Organics Recovery and Recycling  |
| <input type="checkbox"/> E-waste    | <input type="checkbox"/> Agricultural and Industrial Organics Recovery and Recycling |
| <input type="checkbox"/> Pesticides | <input type="checkbox"/> New Products and Technologies for Organics Recycling        |
| <input type="checkbox"/> Paint      |  |
- Green Design, Construction, and Deconstruction projects
- Reuse and Recycling of CDL
- Green Building Program Promotion
- Knowledge and Awareness of Green Building
- Green Building Product Design
- Local Planning Updates with Beyond Waste Concepts
- Local Hazardous Waste Planning Implementation
- Other \_\_\_\_\_ (describe)

**2b. Unrequested / Unspent Funds project selection** *(required only for Unrequested/ unspent funds)*

- Solid and Hazardous Waste Planning Implementation
- |  |   |
|--|---|
| <input type="checkbox"/> Waste Reduction and Recycling | <input type="checkbox"/> Green Building |
| <input type="checkbox"/> Moderate Risk Waste           | <input type="checkbox"/> Organics       |
| <input type="checkbox"/> Other _____ (describe)        |   |
- Solid Waste Enforcement

### (3) Project AND Summary Description

**Project Title**

**1. Solid Waste Complaint Response & Enforcement E-system**

**Summary Description of Project**

**1. This project will use grant funds to develop a new solid waste complaint and response system that will increase efficiency, and reduce paper usage. With the recent budget shortage within the department, it is crucial to provide an efficient complaint response system with limited staff and resources. This project, once implemented, will reduce staff time required dramatically by incorporating the following elements:**

- **Solid waste enforcement and response database that is accessible from the field via PDA.**
- **Citizen complaint website on the internet to reduce calls to the department**
- **Educational materials to all county citizens to inform them of the new system**

(4) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency (List Section and Page #): **CSWMP Ch. 11 pp. 1-8 Solid Waste Administration and Enforcement**

**(5) FUNDING REQUEST**

TOTAL PROJECT COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$55,000</b>	<b>\$41,250</b>	<b>\$13,750</b>	<b>\$</b>

**(6) PROJECT INFORMATION (worksheet)**

**a. Project Title:** Solid Waste Complaint Response & Enforcement E-system

**b. Goal Statement:** The goal of this project is to reduce the amount of staff time and paper required to respond to illegal dumping complaints and other solid waste enforcement issues by developing an electronic system to track complaints.

**c. Outcome Statement:** The Health Department will respond to approximately 500 complaints per year, and currently, all of these complaints are handled with a paper system. By developing an electronic system, staff time spent on response as well as paper usage can be reduced. It is the goal of the department to develop a system that will completely eliminate the need for paperwork from receipt to closure of any complaint, with the exception of citations. It is expected that staff time can be reduced by 25%, average response time can be reduced from 5 days to 2 days and 250 lbs. of paper will be saved per year.

**d. Target Audience:** Current number of complaint submitters, approximately 500 each year.

**e. Work Plan and Activities with Timeline:**

Activity	Timeline
1. Develop database for solid waste complaint data	Quarter 1, 2009
2. Research and acquire field-ready portable device for complaint responders	Quarter 1, 2009
3. Develop Internet site for citizens to file complaints	Quarter 3, 2010
4. Test system for use, and implement	Quarter 4, 2009
5. Distribute educational materials to all citizens about website	Quarter 2, 2010

**f. Method of Evaluation:**

- Amount of hours spent on response
- Amount of paper consumed department-wide
- Average response time
- Survey of citizen awareness

**g. Lessons That Can Be Learned from Completing the Project:** This project will provide insight into the ability for a health department's, or any other enforcement agency's ability to utilize and maintain an entirely paper-free system for response and enforcement; and in doing so, reduce staff time. Upon completion of this project, other health departments will be able to determine a feasible option for their enforcement system based on the success of this project.

FORM  
CPG-Y  
Offset Cycle

**h. Partnerships:** Popular County Solid Waste Division, Surrounding City Solid Waste Division

**i. Local or Statewide Need for This Project:** Due to the recent increase in illegal dumping and citizen complaints, along with a budget shortage, the health department is finding timely response & enforcement to be a difficult task. By making it possible for citizens to file a complaint by internet and inspectors to receive complaints via PDA in the field the response time and staff hours dedicated to

**enforcement will be reduced. By implementing this project, the budget issue will be abated in a more permanent manner rather than temporarily solve the problem by adding staff and paying them with grant funding. In addition, this project will also reduce the amount of paper resources consumed by the health department every year, thus leading by example in waste reduction. It is the belief of the department that this will also serve as a pilot project for other counties to use as an example for reducing their staff time and resource usage.**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

*ECY 070-274*



### EXPENDITURE BUDGET BY PROJECT – CPG-Z OFFSET

Use this form to develop the budget for each of project in your application.

**\*Please Read the Instructions Before You Fill Out This Form\***

Name of Applicant: Popular County Health Department

1. Project Title	Expenditure Type						8. Total project cost	9. Total state grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
<b>A. Solid Waste Complaint Response &amp; Enforcement E-system</b>	20,000	5,000			20,000	10,000	55,000	41,250
<i>If there are distinct sub-elements of your project, describe the budget(s) here:</i>								
<b>A1. Field equip.</b>						10,000	10,000	7,500
<b>A2. Database development</b>					20,000		20,000	15,000
<b>A3.</b>								
<b>10. List purchases.</b> See instructions. 1. Item PDAs Cost \$ 10,000 2. Item Cost \$								

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ECY 070-272



## APPLICATION FOR COORDINATED PREVENTION GRANT

(1) APPLICANT INFORMATION			
<input checked="" type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Health District/Department <input type="checkbox"/> Other _____			
<b>Applicant Name:</b> <b>Goldfinch County Solid Waste</b>  Address: <b>Goldfinch County Solid Waste</b> <b>123 Your Street</b> <b>Sparrow, WA 99999</b>		<b>Contact Person for Billing/Invoice Questions:</b> Name: <b>Woody Barkley</b> Phone: <b>360-888-8899</b> FAX: <b>360-888-9000</b> E-Mail: <b>wbar@goldfinch.co.wa.us</b>	
<b>Federal Tax Identification Number:</b> 91-333444		<b>Grant Reimbursements Should be Made Payable to:</b> <b>Goldfinch County Solid Waste</b>  <b>Payments Should be Mailed to:</b> Attn: <b>Goldfinch County Solid Waste</b> Address: <b>123 Your Street</b> <b>Sparrow, WA 99999</b>	
<b>Application Contact Person (in case of questions):</b> Name: <b>Grant O. Fisher</b> Title: <b>Recycling Coordinator</b> Phone: <b>(123) 456-7890</b> FAX: <b>(123) 456-7891</b> E-mail: <b>gfish@goldfinch.co.wa.us</b>			
(2) FUNDING REQUEST			
TOTAL APPLICATION COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
<b>\$40,000</b>	<b>\$30,000</b>	Cash	Interlocal Cost
		<b>\$10,000</b>	<b>\$</b>

### 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.

**Signature of Authorized Official (blue ink)**           *Nomo Burns*          

**Name (printed)**           Nomo Burns          

**Title of Official**           County Director                                **Date**           9/4/2007          

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

*ECY 070-109 (Rev. 7/07)*



## COORDINATED PREVENTION GRANT APPLICATION ALTERNATIVES TO BURNING

(1) APPLICANT INFORMATION			
<b>Name of Applicant:</b> <b>Goldfinch County Solid Waste</b>	<b>Recipient Grant Coordinator:</b> <b>Grant O. Fisher</b>		
<b>(2) Projects AND Summary Description</b> <b>Project Title(s)</b> <b>1. Community Chipping</b> <b>Summary Description of Project(s)</b> (include expected end-product, for example: wood chips or compost, if applicable) <b>1. Goldfinch County Solid Waste will purchase a chipper for 6 scheduled community chipping events per year. City and county parks and recreation departments will rent and maintain the chipper for annual cleanup projects around the county through interlocal agreements with incorporated towns (Crowsville &amp; Mallard), Goldfinch County Solid Waste, and the Goldfinch County Roads and Transportation department. This equipment will also be available to other local government groups as requested. Interlocal agreements will be developed as necessary.</b>  <b>The county plans to assume a loan in an amount that satisfies the 25% required match. Anticipated project income will be used to repay the loan, pay for equipment maintenance and labor to operate the community chipping events. Income generated from renting the chipper to other local government groups when it is not in use for scheduled events will help sustain the community chipping project.</b>			
<b>(3) Comprehensive Solid Waste Management Plan For Each Project (List Section and Page #):</b> <b>Chapter 6, page 6-18, section 6.5.4: Continue collecting and chipping brush.</b>			
<b>(4) Proof of Application Coordination, attach documentation (if applicable):</b> <b>Interlocal agreement doctrines between Goldfinch County Solid Waste and the following: Crowsville, Mallard, Goldfinch County Roads and Transportation department (attached)</b>			
<b>(5) FUNDING REQUEST</b>			
TOTAL APPLICATION COST	STATE FUNDS/GRANT AMOUNT	LOCAL MATCH	
		Cash	Interlocal Cost
<b>\$40,000</b>	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$</b>

(6) PROJECT INFORMATION (worksheet)

a. Project Title: **Community Chipping**

b. Goal Statement: **The goal of this project is to provide an alternative to the burning of municipal organic materials other than food scraps.**

c. Outcome Statement: (in tons of organic material)

The applicant expects  tons of yard and woody debris will be diverted from burning annually.

*How will the collected organic material be used?*

Chips will first be offered to event participants and then any remaining chips will be used by city and county parks and recreation departments.

d. Work Plan and Activities with Timeline

Activity	Timeline
1. Schedule events, coordinate with parks and rec, purchase chipper	January- March 2008
2. Chipper available when not being used in community events	On-going
3. Community chipping events (one per month at locations TBD)	Mar, Apr, May, Aug, Sept , Oct

e. Method of Evaluation: **The county will estimate the weight of yard or woody debris brought to the chipping events.**

f. Area(s) Served:

Will this project serve a newly affected Urban Growth Area? CIRCLE:  Yes / No

Will this project serve a previously affected Urban Growth Area? CIRCLE: Yes /  No

List the area(s) served by this project: The towns of Crowsville, Mallard, Eagle Bay and City of Sparrow.

g. Regional Coordination: **Through interlocal agreement, Goldfinch County and the previously listed towns and cities will work together to use the purchased equipment and to utilize the wood chips.**

h. Equipment Purchase(s): *List equipment purchases in Form-Z of this application package.*

If purchasing equipment, you must include a long-term maintenance plan for each piece purchased.

You must attach as a separate document. Document attached:  Yes / No

i. Sustainable Elements: **Project income, regional coordination.**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-273

## EXPENDITURE BUDGET BY PROJECT

Use this form to develop the budget for each of project in your application.

**\*Please Read the Instructions Before You Fill Out This Form\***

Name of Applicant: Goldfinch County Solid Waste

1. Project Title(s)	Expenditure Type						8. Total project cost	9. Total state grant amount requested (≤75%)
	2. Salaries and benefits	3. Overhead	4. Goods and services	5. Travel	6. Contracts	7. Purchases		
1. Community Chipping						\$40,000	\$40,000	\$30,000
2.								
3.								
4.								
<b>12. List purchases.</b> See instructions. 1. Item Chipper Cost \$ 40,000 Project Community Chipping 2. Item Cost \$ Project							<b>10. Total cost for this package</b>	<b>11. Total grant amount requested for this package</b>
							<b>\$40,000</b>	<b>\$30,000</b>

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-271





**GOLDFINCH COUNTY SOLID WASTE**  
**123 Your Street**  
**Sparrow, WA 99999**

September 4, 2007

Dear Department of Ecology:

This document is intended to satisfy the requirements of Ecology's Coordinated Prevention Grants program to provide a separate attachment for a long-term maintenance plan for the intended purchase of a chipper as outlined in our CPG application.

Currently the CH260 Chipper is the largest commercial type chipper sold by Northeast Implement Corporation (NIC). NIC will provide an operators manual with the CH260 Chipper that includes a chapter on chipper and knife maintenance. We will be glad to furnish Ecology with a copy of this manual upon request.

Goldfinch County Solid Waste is committed to ongoing maintenance and repair of this equipment and will ultimately be responsible for the same. The county will keep a maintenance record associated with the equipment and provide a copy to Ecology with each quarterly report.

However, it is the intention of the county and local jurisdictions identified in the CPG application to enter into an interlocal agreement, that will outline:

- Goldfinch County staff will provide routine maintenance and repair for the life of the chipper per manufacturer's instructions.
- Costs associated with the maintenance and repair shall be projected over the life of the chipper.
- Projected costs shall be borne proportionate to the use of the chipper by participating local jurisdictions.

We hope that this plan satisfies Ecology's requirement for long-term maintenance of this equipment. If you have any questions, or need something more, please contact me.

Sincerely,

Nomo Burns, County Director



## Coordinated Prevention Grants Progress Report

### SOLID AND HAZARDOUS WASTE PLANNING AND IMPLEMENTATION GRANTS

**Requirements and Instructions:** You must submit a progress report corresponding with each reimbursement request before your Ecology grant officer can begin processing that request. A request for reimbursement package includes this form and forms A19-1A, B2 or B1, and C2 or C1. Contact your grant officer for help completing this form.

### Grant Information

Recipient:	<b>Shrub County Solid Waste Program</b>
Grant Number:	<b>G0800012</b>
Months Covered by this Report: <i>Month/Yr – Month/Yr</i> (Reporting period must correspond with the Payment Request reported on Form A19-1A)	<b>July 2008-September 2008</b>
Ecology Grant Officer:	<b>Grant O. Fisher</b>

### Project Information

*Briefly describe what you did in the time period identified above toward accomplishing the expected outcomes as outlined in your grant agreement. Your grant officer will contact you if more information is needed.*

**Category 1: Waste Reduction and Recycling:** In the public outreach project, we designed, constructed, and set up a booth at the Shrub County Fair (July 20th-29th); approximately 2,400 county residents visited the booth. 158 instructional brochures were given to residents about recycling and sustainable purchasing. A basic recycling information in Shrub County website was built and will be added to as time allows.

**Category 2: Moderate Risk Waste:** Collected, sorted, packed and prepared for the shipment of 176,874 pounds of moderate risk waste to recycling, storage, treatment, and/or disposal facilities. During this period, the MRW facility served 457 participants, consisting of 322 households and 15 SQGs.

**Prepared By: Reese Cycle**

**Date: October 2, 2008**

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-112 (Rev. 7/07)



## Coordinated Prevention Grants Progress Report

### SOLID WASTE ENFORCEMENT GRANTS

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<b>Grant Number:</b> <b>G0800003</b>	<b>Identify Period and Type of Report:</b>
<b>Recipient:</b> <b>Shrub-Greer Bay Health District</b>	Quarterly Report: <b>1st Quarter (Jan-Mar 2008)</b> (identify year and months covered by report) Annual Report: _____ (identify year covered by report)
<b>Project Coordinator (Recipient):</b> <b>Jen Specter</b> <b>Phone Number:</b> <b>(123) 456-7890</b>	<b>Grant Officer (Ecology):</b> <b>Grant O. Fisher</b>

### Grant Activities for this Reporting Period

Illegal Dumping/Improper Disposal		Comments, if any
Number of Complaints Received This Period:	<b>16</b>	
Number of Complaints Resolved: <i>(also include past complaints not previously resolved)</i>	<b>11</b>	Initial site visits: <b>12</b> Follow up site visits: <b>14</b> Other contacts: <b>21 (phone calls, letters written, etc.)</b>

Permits		Name of Facility
Number of Applications Reviewed:	<b>2</b>	<b>Upper Lower Valley Transfer Station, Greer Bay City MRW Facility</b>
Number of Permits Issued:	<b>1</b>	<b>Upper Lower Valley Transfer Station</b>

Inspections <i>(attach inspection reports for facilities per grant agreement)</i>		Name of Facility
Number of Inspections:	<b>1</b>	<b>Billy Goat Bluff Limited Purpose Landfill</b>
Number of Other Visits:	<b>0</b>	

Plan Reviews		Type of Plan and Name of Facility
Number of Plans Reviewed:	<b>0</b>	<b>Work continues on the Red Rock Crab Transfer Station WAC 173-350 full application. Draft and final sections of the application are on schedule are being reviewed as we receive them.</b>

Customer and General Public Technical Assistance		Comments, if any
Number of Actions:	<b>28</b>	<b>Contacts were made by phone and in-person visits.</b>

<b>Landfill Groundwater Monitoring Reports</b>		<b>Name of Facility</b>
Number of Groundwater Monitoring Reports Reviewed:	<b>2</b>	<b>Upper Lower Valley Transfer Station, Billy Goat Bluff Limited Purpose Landfill</b>

<b>Ordinance Development and Review</b>		<b>Name of Ordinance</b>
Number of Ordinances Developed:	<b>0</b>	
Number of Ordinances Reviewed:	<b>0</b>	

<b>Other Activities or Equipment Purchases</b>		
<b>8 Biosolids Field Application Reviews and Approvals</b>		
<b>Percent of Activities Funded by CPG</b>		
<b>75%</b>		
Prepared by: <b>Jen Specter</b>	Date: <b>4/3/2009</b>	Phone: <b>(123) 456-7890</b> e-mail address: <b>jspec@cohealth.shrubgreerbay.wa.us</b>

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-115 (Rev. 7/07)

## Coordinated Prevention Grants Final Performance Analysis

**Final payment requests are due 45 days after your grant expires or when your project concludes, whichever comes first.** You must submit your FPA online via the Information Clearinghouse. If you are unable, you may send your FPA via e-mail, U.S. mail, or fax.

### Grant Information

Recipient:	Greer Bay County
Recipient Contact:	Summer Days
Grant Number:	G0800001
Total CPG Funds Awarded:	\$291,667
Total CPG Funds Used:	\$291,667
Total Local Contribution (25% Match or more):	\$ 76,794

### Project Analysis

The CPG Program requires you to report only on projects that are funded by CPG. However, we strongly encourage you to report on all solid and hazardous waste planning and implementation, and solid waste enforcement projects you performed.



## Project Analysis Worksheet

<b>Category</b> Waste Reduction and Recycling					
<b>Project Title</b> Public Education and Outreach					
CPG Grant # <b>G0800001</b>			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):	<p><b>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.</b></p>				
Estimated total project cost (over two years, includes local contribution):	<b>\$78,500</b>				
Estimated percentage funded by CPG (may be less than 75%):	<b>70%</b>				
Expected outcomes (from grant agreement):	<b>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.</b>				
Actual outcomes (numerical and/or narrative):	<b>Our surveys showed a 6% increase in awareness about recycling and other County programs (4,104 residents = 6% of the population)</b>				
Cost per unit outcome (see instructions sheet):	<b>\$13,083 per one percent increase in awareness or \$19 per person</b>				
Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions):	<b>None</b>				
Project start date:	<b>Approximately January 1992</b>				
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):	<b>68,400 residents of Greer Bay County.</b>				
Method of evaluation and list of measurement tools	<b>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</b>				

used/created (how did you evaluate the success of the project?):	<p>events in 08 and then in 09, 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.</p> <p>Evaluation Tool created: survey for public events (attached)</p>
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.):	<p>1) updated brochures (attached)</p> <p>2) new booth display (photos attached)</p> <p>3) updated recycling calendars (mailed copy to grant officer in January 2009)</p>
Partners involved (optional):	<p>Boy Scouts (tree recycling)</p> <p>Ecology and other counties (2good2toss)</p>
Essential Academic Learning Requirement (EALR) created for school program (optional):	None
Date Form Completed:	January 30, 2010
Check here if you would like Ecology to highlight this project as a local “success story” <input type="checkbox"/>	
<b>Project Contact Information</b>	
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

<b>Category Organics</b>					
<b>Project Title Public Education and Outreach</b>					
CPG Grant # <b>G0800001</b>			OR <input type="checkbox"/> Not Funded By CPG		
New Project <input checked="" type="checkbox"/> OR Ongoing Project <input type="checkbox"/> Project End Date (if Applicable):					
Summarize or describe project (1-2 paragraphs):	<p><b>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.</b></p>				
Estimated total project cost (over two years, includes local contribution):	<b>\$15,000</b>				
Estimated percentage funded by CPG (may be less than 75%):	<b>75%</b>				
Expected outcomes (from grant agreement):	<p><b>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.</b></p>				
Actual outcomes (numerical and/or narrative):	<p><b>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.</b></p>				
Cost per unit outcome (see instructions sheet):	<b>\$0.16 per lb of yard waste diverted from the landfill</b>				
Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions):	<p><b>ABC Plastics Recyclers donated part of the cost of the bins, which allowed us to buy 50 more bins than originally planned.</b></p>				
Project start date:	<b>January 1, 2008</b>				
Estimated staff time (FTEs):	<input checked="" 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):	<p><b>Motivated homeowners of Greer Bay County (15 trainees and 250 people buying bins)</b></p>				
Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?):	<p><b>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.</b></p>				

Lessons learned (optional if not CPG funded):	<b>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.</b>
List of materials created (brochures, reports, displays, etc.):	<b>Advertisements for bin sales</b>
Partners involved (optional):	<b>Master Gardener Foundation</b>
Essential Academic Learning Requirement (EALR) created for school program (optional):	<b>None</b>
Date Form Completed:	<b>February 2, 2010</b>
Check here if you would like Ecology to highlight this project as a local “success story” <input type="checkbox"/>	
<b>Project Contact Information</b>	
Name:	<b>Summer Days</b>
Title:	<b>Recycling Coordinator</b>
Phone Number:	<b>123-456-7890</b>
E-Mail Address:	<b>sdays@co.greerbay.wa.us</b>
Website:	<b>www.co.greerbay.wa.us</b>

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## Project Analysis Worksheet

<b>Category</b> Moderate Risk Waste					
<b>Project Title</b> MRW Collection and Disposal					
CPG Grant # <b>G0800001</b>			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):	<b>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.</b>				
Estimated total project cost (over two years, includes local contribution):	<b>\$198,177</b>				
Estimated percentage funded by CPG (may be less than 75%):	<b>75%</b>				
Expected outcomes (from grant agreement):	<b>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.</b>				
Actual outcomes (numerical and/or narrative):	<b>258,600 lbs of hazardous waste were diverted over two years. The fixed facility was open to residents every Wednesday and the 1st Saturday of each month. Proper disposal of MRW helped ensure safe drinking water and healthy environmental conditions for future generations.</b>				
Cost per unit outcome (see instructions sheet):	<b>\$1.55 per lb of hazardous waste diverted</b>				
Funding sources for this project other than CPG and normal local contributions (if applicable – see instructions):	<b>None</b>				
Project start date:	<b>Approximately January 1997</b>				
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):	<b>Residential customers and CESQG business customers with hazardous waste that use the HHW facility, or approximately 3% of the county population.</b>				
Method of evaluation and list of measurement tools used/created (how did you evaluate the success of the project?):	<b>We measured participation and waste volumes. HHW 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 billing.</b>				

Lessons learned (optional if not CPG funded):	<b>None</b>
List of materials created (brochures, reports, displays, etc.):	<b>Advertising and informational brochures (attached)</b>
Partners involved (optional):	<b>Contract with Lenny Enterprises</b>
Essential Academic Learning Requirement (EALR) created for school program (optional):	<b>None</b>
Date Form Completed:	<b>February 12, 2010</b>
Check here if you would like Ecology to highlight this project as a local “success story” <input type="checkbox"/>	
<b>Project Contact Information</b>	
Name:	<b>Matt Roberts</b>
Title:	<b>MRW Specialist</b>
Phone Number:	<b>123-456-7893</b>
E-Mail Address:	<b>mrobert@co.greerbay.wa.us</b>
Website:	<b>www.co.greerbay.wa.us</b>

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# APPENDIX F

## Various Administration Forms

### Payment Request Forms

F – 1	A19
F – 3	B2
F – 5	C2

### Progress Report Forms

F – 7	Planning and Implementation Grants
F – 8	Solid Waste Enforcement Grants

### Other Forms

F – 9	Formal Amendment Request
F – 13	Grant File Contents

\* Final Performance Analysis form is available online through the Information Clearinghouse.



# Form A

Form <b>A19-1A</b> (Rev. 10/00)  ECY 060-02		 <b>State of Washington</b> <b>INVOICE VOUCHER</b>		AGENCY USE ONLY														
		AGENCY NO.		LOCATION CODE		P.R. OR AUTH. NO.												
<b>AGENCY NAME</b>		3. Payment Request No.:																
1. Proj. Off: _____ Prog: Solid Waste and Financial Assistance  Washington State Department of Ecology P.O. Box 47600, Olympia, WA 98504-7600		4. Agreement No:																
2. Grant/Loan Recipient (Warrant is to be payable to)        Fed ID 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		Effective Date		Expiration Date				Project Officer Approval for Payment/Performance Certification    Date:										
8		Billing Period from		to														
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																
<b>All payments are made subject to federal and/or state audit</b>																		
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	
				ALLOC	BUDGET UNIT				MOS									
ACCOUNTING APPROVAL FOR PAYMENT									DATE			WARRANT TOTAL		WARRANT NUMBER				

*Ecology is an Equal Opportunity Employer.*

## INSTRUCTIONS FOR COMPLETING FORM A

- (1) Enter the name and program of the 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 numbered consecutively.
- (4) Enter the grant 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: LTCA is the fund source administered by Ecology which supports CPG agreements.
- (10) AMOUNT OF GRANT from FUND: Enter the amount of the grant 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 AMOUNTS 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 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.

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**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

(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				
							(9)

(10) Name of Ecology fund and fund share (%) that supports this group of costs.	<b>Fund: LTCA Share: 75%</b>
(11) Compute fund amount. Multiply box 9 above by the fund share (%) in line 10 and enter the result.	

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## 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) The Ecology administered fund which supports this group of costs is LTCA. Below it, enter the percentage of eligible costs which will be supported by that fund as specified in the agreement (fund share for CPG is 75%).
- (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.

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# 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
<b>TOTALS BY ELEMENT</b>						<b>(8)</b> \$

ECY 060-9 (4/04) 2

## 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.

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<p><u>Requirements and Instructions:</u> You must submit a progress report corresponding with each reimbursement request before your Ecology grant officer can begin processing that request. A request for reimbursement package includes this form and forms A19-1A, B2 or B1, and C2 or C1. Contact your grant officer for help completing this form.</p>	
<b>Grant Information</b>	
Recipient:	
Grant Number:	
Months Covered by this Report: <i>Month/Yr – Month/Yr</i> (Reporting period must correspond with the Payment Request reported on Form A19-1A)	
Ecology Grant Officer:	
<b>Project Information</b>	
<p><i>Briefly describe what you did in the time period identified above toward accomplishing the expected outcomes as outlined in your grant agreement. Your grant officer will contact you if more information is needed.</i></p>	
<b>Prepared By:</b>	<b>Date:</b>

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*ECY 070-112 (Rev. 7/07)*





## SOLID WASTE ENFORCEMENT GRANTS PROGRESS REPORT

<b>Grant Number:</b>	<b>Identify Period and Type of Report:</b>
<b>Recipient:</b>	Quarterly Report: <small>(identify year and months covered by report)</small> Annual Report: <small>(identify year covered by report)</small>
<b>Project Coordinator (Recipient):</b> <b>Phone Number:</b>	<b>Grant Officer (Ecology):</b>

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: <small>(also include past complaints not previously resolved)</small>	

Permits	Name of Facility
Number of Applications Reviewed:	
Number of Permits Issued:	

Inspections <small>(attach inspection reports for facilities per grant agreement)</small>	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:

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

*ECY 070-115 (Rev. 7/07)*



## COORDINATED PREVENTION GRANT FORMAL AMENDMENT REQUEST FORM

<b>(1) Identity</b>	
Recipient Name:	Grant Contact:

<b>(2) Grant Number:</b>
--------------------------

<b>(3) Type of Formal Amendment-check all that apply</b>	
<input type="checkbox"/> New Category and Projects (Fill out 4, 5, 6, 7, 8)	<input type="checkbox"/> Change in Project Descriptions (Fill out 4, 5, 8)
<input type="checkbox"/> New Project in Existing Category (Fill out 4, 5, 7, 8)	<input type="checkbox"/> Change in Grant Maximum Eligible Cost (Fill out 7 and related changes)

<b>(4) Category</b>		
<input type="checkbox"/> Organics	<input type="checkbox"/> Green building	<input type="checkbox"/> Solid waste enforcement
<input type="checkbox"/> Waste reduction and recycling	<input type="checkbox"/> Moderate risk waste	<input type="checkbox"/> Other

<b>(5) Projects and Summary Descriptions - list all current and new projects in the category</b>	
<b>Project Title:</b>	
a.	
b.	
<b>Summary Descriptions – list only for new or revised projects in the category</b>	
a.	
b.	

<b>(6) Comprehensive Solid Waste Management Plan or Local Hazardous Waste Plan Consistency -list section and page #)</b>	

<b>(7) Funding Changes - Check all that apply. Give revised Category Budgets for lines A – D</b>	
<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 \$

<b>A. Category Budget</b>			
TOTAL COST	GRANT AMOUNT REQUESTED	LOCAL MATCH	
		Cash	Interlocal Cost
\$	\$	\$	\$
<b>B. Category Budget</b>			
TOTAL COST	GRANT AMOUNT REQUESTED	LOCAL MATCH	
		Cash	Interlocal Cost
\$	\$	\$	\$
<b>C. Category Budget</b>			
TOTAL COST	GRANT AMOUNT REQUESTED	LOCAL MATCH	
		Cash	Interlocal Cost
\$	\$	\$	\$
<b>D. Category Request</b>			
TOTAL COST	GRANT AMOUNT REQUESTED	LOCAL MATCH	
		Cash	Interlocal Cost
\$	\$	\$	\$

<b>(8) PROJECT INFORMATION</b> -fill out all sections for new projects or revised sections for a change in project descriptions
<b>(a) Project Title</b>
<b>(b) Goal Statement</b>
<b>(c) Outcome Statement</b>
<b>(d) Target Audience</b>
<b>(e) Work Plan and Activities with Timeline</b>
<b>(f) Method of Evaluation</b>

If you need this publication in another format, please call the Solid Waste & Financial Assistance Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ECY 070-113 (Rev. 7/07)

## Instructions for Formal Amendment Request Form

*The form is not required for moving money between projects or categories when the Scope of Work and/or dollar amount of your grant agreement remains the same. This form can be accepted any time after your original agreement has been signed.*

Please submit a revised CPG-Z form if you add new categories.

This form is required if you are requesting a change to:

- **Scope of Work:** Examples are adding a new project, or changing existing project descriptions
- **Maximum Eligible Cost**

### How to fill out the amendment form:

- (1) Name the recipient (same as grant agreement).
- (2) Name grant recipient contact (the person who can answer questions about this request).
- (3) Identify the grant you are requesting to amend.
- (4) Check all boxes that apply to your request:
  - New Category and Projects - *to add a new project that falls into a category not already identified in the grant agreement.*
  - New Project in Existing Category - *to add a new project to an existing category in the grant agreement.*
  - Change in Project Scope of Work - *for changes impacting an existing project.*
  - Change in Grant Maximum Eligible Cost - *to increase or decrease this grant's maximum eligible cost.*
- (5) Name category to be changed
- (6) List existing and new proposed projects for the category identified in Section 5. If your request impacts more than one category, complete a new form—Sections 5-9—for each category and attach to this request.
- (7) 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.
- (8) Check all boxes that apply to your request:

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.
- (9) Complete this section for each project impacted. Provide a separate Section 9 for each project within the category identified in Section 5. Complete 9a-f for new projects. For existing projects, complete 9a and provide only information that will change based on this request. 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 C](#)).
  - 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 period 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 learned from your completed project.

## GRANT FILE CONTENTS

Grant recipients are required to maintain a file for all grant related information. This file provides documentation for review and accounting purposes. Below are items **required** for your file and also items **suggested** for your file.

### **Required Contents:**

- (1) Copy of the grant application (Form CPG-X; Form CPG-Y; Form CPG-Z).
- (2) Copy of the grant agreement and all amendments (if any).
- (3) Copies of payment requests submitted for reimbursement (Forms A19, B2, and C2).
- (4) Backup expenditure information such as:
  - a. Cash receipts (or copies if original must be submitted elsewhere).
  - b. Vendor invoices.
  - c. Monthly time sheets.
  - d. Payroll records.
- (5) Copies of all progress report forms.
- (6) Copy of Final Performance Analysis form.
- (7) Copies of any accounting records such as applicable journal vouchers for payments, refunds, transfers, adjustments, etc. including backup documentation. These records are often the best source of information for tracking grant accounting problems and their solutions.
- (8) If project income is earned – documentation that shows how you recorded the income in the accounting records and how it is applied toward the grant project
- (9) **Additional Required Tracking:**
- (10) If you purchase equipment - asset tracking system that shows the purchase price, location of asset, and disposition history; copy of a physical inventory taken every two years.
- (11) If you acquire real property (land, buildings) – evidence of negotiation and appraisal of the purchase price.
- (12) **Suggested Contents:**
- (13) Copies of all products produced through the grant, including but not limited to:
  - a. Advertisements
  - b. Brochures
  - c. Fact sheets
  - d. Surveys
- (14) Copies of grant related documents, memorandum notes and information pertaining to the grant agreement, including correspondence.
- (15) Phone numbers and addresses for contacting personnel pertaining to the grant agreement.



# APPENDIX G

## Offset Cycle Key Projects \$4 MILLION BEYOND WASTE PROVISIO

Use the chart to select projects goals, key projects, and outcome units for Beyond Waste Proviso funding.

Other project ideas are welcome if they work towards key goals in Beyond Waste. Please contact your grant officer before applying for projects which are not on this list.



## A. Reducing Small Volume Hazardous Materials and Wastes (MRW Category)

ISSUE	PRIORITY GOALS OF BEYOND WASTE PROVISIO	BW INITIATIVE	KEY PROJECTS	OUTCOME UNITS
Mercury	<ul style="list-style-type: none"> <li>Reduce exposure to mercury</li> <li>Reduce demand for mercury containing products</li> <li>Ensure proper end-of-life management</li> <li>Increase demand for non-mercury devices</li> </ul>	Reduce threats from mercury	<ul style="list-style-type: none"> <li>Collections and exchanges that ALSO include stewardship and prevention efforts for thermometers, mercury switches and thermostats, auto switches, and fluorescent lamps</li> <li>Take-back partnerships with retailers and manufacturers</li> <li>Outreach materials (specifically related to prevention, stewardship, or PBT awareness)</li> </ul>	Mercury collected # of bulbs, switches, etc. # of policies developed # of projects Number of contacts Number of participants
E-waste	<ul style="list-style-type: none"> <li>Reduce disposal of electronics to landfill</li> <li>Increase demand for closed-loop electronics management</li> <li>More opportunities are available for electronics recycling and are used by citizens</li> </ul>	Develop an electronics product stewardship infrastructure	<ul style="list-style-type: none"> <li>Expansion and promotion of a local electronic product stewardship infrastructure</li> <li>Local business technical assistance with electronics recycling or design for environment products</li> <li>National or state efforts to expand electronic product stewardship infrastructure</li> <li>Promote and institutionalize the purchase and use of “greener” electronics and recycling programs in local government and local businesses</li> </ul>	Tons collected # of units collected Number of contacts Number of participants Lead collected (in lbs.) # of projects # of policies
Pesticides	<ul style="list-style-type: none"> <li>Reduce demand for high toxicity or vanity pesticides</li> <li>Reduce wastes associated with pesticide use</li> </ul>	Ensure proper use of pesticides, including effective alternatives	<ul style="list-style-type: none"> <li>Integrated pest management (IPM) outreach to city departments, schools, landscapers, etc.</li> <li>Healthy soils programs or “Natural Yard” days</li> <li>Training for workers and homeowners on reducing use of pesticides and using alternatives to pesticides</li> <li>Research and identify priority nonagricultural pesticides to target (for statewide purposes)</li> </ul>	Number of contacts Number of participants Pounds of pesticides reduced # of IPM policies implemented or adopted
Paint	<ul style="list-style-type: none"> <li>Increase demand and use of recycled paint</li> <li>Encourage and support a closed-loop paint management system</li> </ul>	Reduce and manage all architectural paint wastes	<ul style="list-style-type: none"> <li>Promote the use of recycled content paint with contractors and consumers</li> <li>Assist with take-back infrastructure development</li> </ul>	Number of contacts Number of participants # of purchasing policies adopted or implemented Tons of paint waste eliminated or recycled Gallons of recycled paint sold

## B. Increasing Recycling for Organic Material (Organics Category)

ISSUE	PRIORITY GOALS OF BEYOND WASTE PROVISIO	BW INITIATIVE	KEY PROJECTS	OUTCOME UNITS
Residential and Commercial Organics Recovery and Recycling	<ul style="list-style-type: none"> <li>Increase residential and commercial diversion of yard debris and food waste</li> <li>Reduce disposal of organics</li> </ul>	Increase residential and commercial organics recovery programs	<ul style="list-style-type: none"> <li>Develop <i>integrated</i> programs and projects that involve school, residential, commercial, and institutional programs</li> <li>On-site or off-site demonstration of food waste composting at farmers markets, restaurants, grocery stores, institutions, and/or government locations</li> <li>Facility infrastructure</li> <li>Training</li> <li>Collection containers promotion</li> </ul>	Tons diverted or recycled # of contacts # of participants
Agricultural and Industrial Organics Recovery and Recycling	<ul style="list-style-type: none"> <li>Increase industrial and agricultural organics recovery</li> <li>Reduce disposal of organics</li> </ul>	Develop a strategy to increase industrial and agricultural organics recovery	<ul style="list-style-type: none"> <li>Infrastructure and projects that compost agricultural and industrial materials</li> </ul>	Tons and material types diverted or recycled # of participants
New Products and Technologies for Organics Recycling	<ul style="list-style-type: none"> <li>Increase availability and types of recycled organic products</li> <li>Create robust markets</li> </ul>	Develop new products and technologies for organic residuals	<ul style="list-style-type: none"> <li>End-use research (such as characterizing product, demonstration of end uses, market research, novel-use pilot projects)</li> <li>Create demand for finished compost and other recycled organic products for storm water management and erosion control</li> </ul>	# demonstration/research sites operating # cubic yards of organics sold Tons diverted and material types of organics used for feedstock

## C. Making Green Building Practices Mainstream (Green Building Category)

ISSUE	PRIORITY GOALS OF BEYOND WASTE PROVISIO	PLAN INITIATIVE	KEY PROJECTS	OUTCOME UNITS
Green Design, Construction, and Deconstruction Projects	<ul style="list-style-type: none"> <li>• Increase incentives for green design, construction, and deconstruction</li> <li>• Remove key barriers for green design, construction, and deconstruction</li> </ul>	Provide incentives that encourage green design, construction, and deconstruction and begin removing disincentives	<ul style="list-style-type: none"> <li>▪ Develop incentives</li> <li>▪ Work with other regulatory agencies</li> <li>▪ Develop green building partnerships</li> <li>▪ Adopt LEED green building standards in local agencies or departments</li> </ul>	# of green building policies developed # of green building projects (actual)
Reuse and Recycling of C&D	<ul style="list-style-type: none"> <li>• Increase demand for recycling and reusing building materials</li> <li>• Expand infrastructure for recycling and reusing building materials</li> </ul>	Expand capacity and markets for reusing and recycling construction and demolition materials	<ul style="list-style-type: none"> <li>▪ Deconstruction processing facility</li> <li>▪ Marketing programs</li> <li>▪ Promote reuse stores</li> <li>▪ Develop training for green building and demolition</li> </ul>	# of participants Tons recycled or diverted
Green Building Program Promotion	<ul style="list-style-type: none"> <li>• Increase awareness of green building programs</li> <li>• Increase the number of green buildings</li> </ul>	Provide and promote statewide residential green building programs	<ul style="list-style-type: none"> <li>▪ Promote outcomes through case studies, tours, and other publicity avenues</li> </ul>	# of green building projects (actual)
Knowledge and Awareness of Green Building	<ul style="list-style-type: none"> <li>• Increase participation in green building programs</li> <li>• Increase awareness of green building benefits</li> </ul>	Increase awareness, knowledge, and access to green building resources	<ul style="list-style-type: none"> <li>▪ Residential green building education program</li> <li>▪ Green building remodeling toolkits</li> <li>▪ Demonstration sites</li> <li>▪ Train contractors, builders, laborers, architects, real estate agents, lenders</li> </ul>	# of participants
Green Building Product Design	<ul style="list-style-type: none"> <li>• Increase demand and use of green building products</li> </ul>	Encourage innovative product design	<ul style="list-style-type: none"> <li>▪ Recognition programs</li> </ul>	# of green building projects or products (actual)

### D. Local Planning (Other Category)

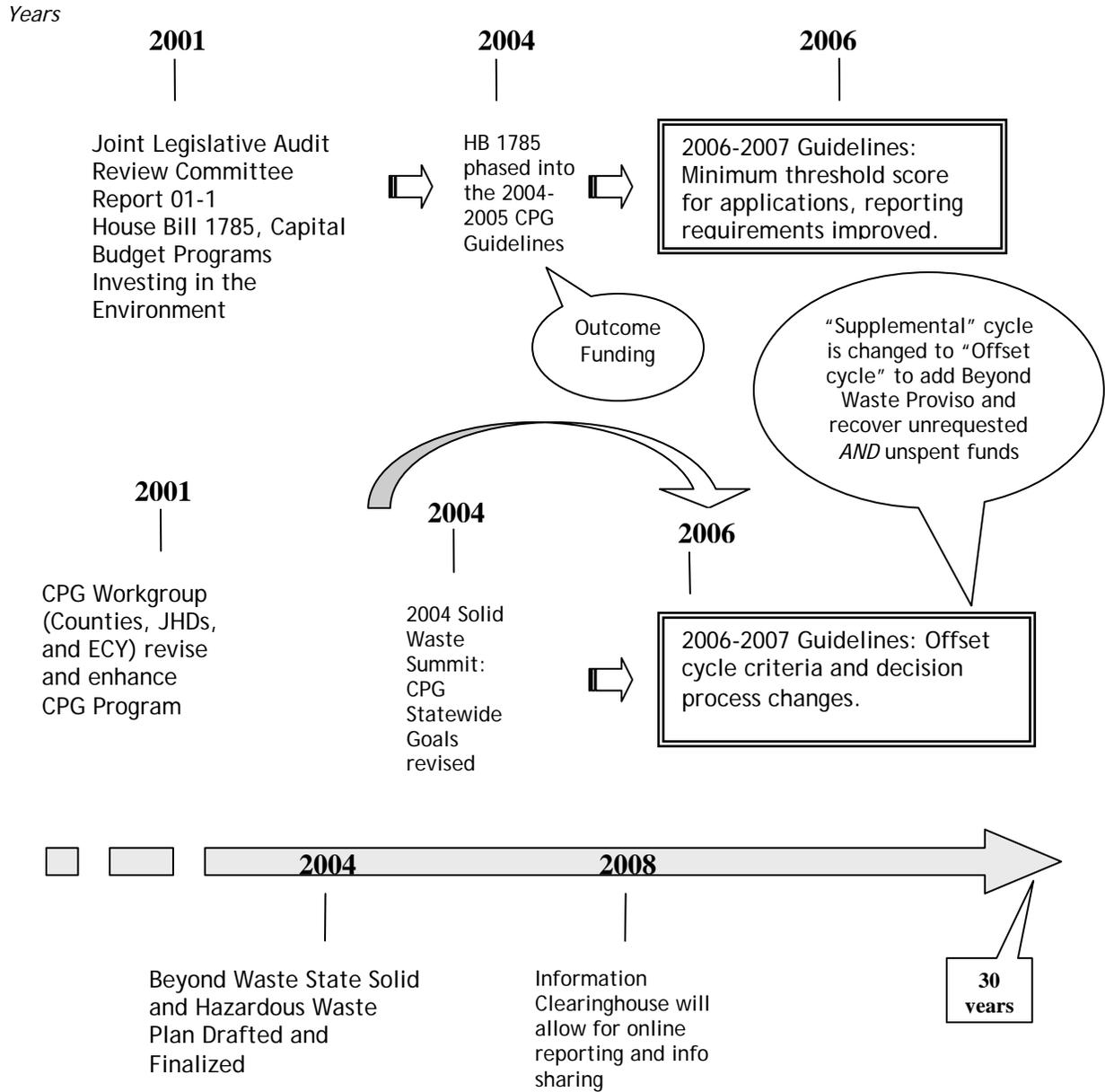
ISSUE	PRIORITY GOALS OF BEYOND WASTE PROVISIO	PLAN INITIATIVE	KEY PROJECTS	OUTCOME UNITS
Solid and Hazardous Waste Plan Updates	<ul style="list-style-type: none"> <li>Local plan updates incorporate concepts of Beyond Waste</li> </ul>	Local plan updates incorporate concepts of Beyond Waste	<ul style="list-style-type: none"> <li>Update local plans for solid and hazardous waste management</li> </ul>	# of participants # of plan updates
Implementation of Hazardous Waste Plans	<ul style="list-style-type: none"> <li>Work plan for implementing current local HW plan</li> <li>CESQGs receive active assistance in management and reduction of MRW</li> </ul>	Fully implement local hazardous waste plans	<ul style="list-style-type: none"> <li>Develop local capacity for technical assistance to CESQGs</li> <li>Participate in sector campaigns and voluntary leadership programs (partnership with ECY)</li> </ul>	# of CESQGs served on-site
Hazardous Waste Plan Updates	<ul style="list-style-type: none"> <li></li> </ul>		<ul style="list-style-type: none"> <li>Update local HW plan according to local HW planning guidelines</li> </ul>	# of plan updates

# **APPENDIX H**

## **Timeline of Significant Changes to the CPG Program**



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





# **APPENDIX I**

## **Frequently Asked Questions**



## Frequently Asked Questions

### **Q. What if my re-written 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 offset cycle. Please see the *Minimum Threshold Score* section at the end of this chapter for more information.

### **Q. What if I miss the rewrite deadline?**

**A.** If you miss the application rewrite deadline, you may submit your rewritten application during the offset application cycle. However, you are not guaranteed funding during the offset cycle. You will be competing with other applicants, as described in [Chapter 6](#).

### **Q. When do I submit an application for the offset cycle?**

**A.** Submit offset cycle applications by June 20, 2008. Do not submit an application for the offset cycle at the same time you submit your regular cycle grant application. Please see [Chapter 6](#) for more information on the offset cycle.

### **Q. What if I need an emergency grant?**

**A.** CPG does not award emergency grants because we award all of the available funds at the beginning of the grant cycle.

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

**A.** Contact your grant officer to if you wish to make changes to your grant agreement. The requirements for changes to a grant agreement depends on which cycle funds your grant and what types of changes you are interested in making. You may need to fill out a formal amendment request form (located in [Appendix F](#)). This form helps gather the information needed to write an amendment. Not all amendments require this form. Your grant officer will tell you if you need to use this form and will help you complete the form.



# **APPENDIX J**

## **CPG Statewide Goals**



## **CPG Statewide Goals**

In June 2004 Ecology hosted the third State Solid Waste Summit, titled “Setting the Course for the Future.” One of the accomplishments of that Summit was to develop statewide goals for the Coordinated Prevention Grant Program. The goals are as follows:

### 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):**

1. 100% of residents have access to electronics recycling without end-of-life fees
2. 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):**

1. 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
2. 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
3. 95% of residents have access to an organics recycling program
4. 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):**

1. Residential and commercial green building education programs are available to developers, contractors, builders, and local governments in every county in Washington
2. 30 jurisdictions have programs to promote the purchase of green homes and the use of green building features
3. 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):**

1. 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):**

1. 60% of MSW is recycled or diverted rather than disposed
2. MSW generation is less than 4 pounds per person per day
3. 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. *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.