



DEPARTMENT OF
ECOLOGY
State of Washington

Program Guidelines

Coordinated Prevention Grants

2010-2011 Grant Cycle

July 2009
Publication No. 09-07-030

Publication and Contact Information

This report is available on the Department of Ecology's website at <http://www.ecy.wa.gov/biblio/0907030.html>

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For more information about the Coordinated Prevention Grant program, please visit <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>

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Coordinated Prevention Grant Program

2010 – 2011 Grant Cycle

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Chapter 1: The CPG Program – General Background

The Coordinated Prevention Grant Program (CPG) is governed by the following laws and rules:

- Chapter 70.95 RCW
- Chapter 70.105D RCW
- Chapter 82.21.030 RCW

The Department of Ecology (Ecology) administers CPG through Chapter 173-312 WAC, consistent with the Model Toxics Control Act (Chapter 70.105D RCW).

The purpose of CPG is to:

- Fund local government tasks (projects) that reduce contamination of the environment.
- Provide funding assistance to local governments for local solid and hazardous waste planning and implementation.
- Encourage local responsibility for solid and hazardous waste management.
- Promote regional solutions and cooperation between governments.

There are two types of grants available through the CPG program:

1. Planning and implementation (P&I) grants for solid or hazardous waste management. These grants receive 80 percent of funds allocated by the legislature.
2. Enforcement (SWE) grants exclusively for inspections and administrative expenses necessary to enforce applicable regulations pursuant to Chapter 70.95 RCW. These grants receive 20 percent of funds allocated by the legislature.

The availability and amount of funding depends upon legislative appropriations each biennium. Ecology funds CPG grants at a level of seventy-five percent (75%) of eligible task (project) costs. The recipient provides a local cash match of at least twenty-five percent (25%). A recipient can provide 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.*
See Chapter 3, section *What are Interlocal Costs?* for more information.

CPG Goals

Ecology and local government members of the CPG Workgroup developed the CPG Goals in 2004. This same group reviewed and updated these goals during the 2004 Solid Waste Summit and as a result, five and 30-year goals were established. The goals provide a common understanding of the program between recipients and Ecology and a method of measuring whether we are meeting our goals. See Appendix F to view the CPG Goals. Contact the CPG Coordinator for information about the status of the CPG Goals.

Tasks (projects) must align with the local Ecology-approved solid or hazardous waste management plan. The tasks (projects) must also meet CPG Program eligibility requirements.

Summary of Funding Cycles

Ecology awards CPG grants in two cycles: the regular cycle and the offset cycle. The 2010-2011 grant cycle consists of one regular cycle and one offset cycle.

Regular Cycle

The regular cycle begins January 1, 2010, and expires December 31, 2011. Ecology distributes the legislative portion for this cycle using a specified formula:

- Twenty percent (20%) of funds is required for solid waste enforcement grants.
- Eighty percent (80%) is for solid and hazardous waste planning and implementation grants.

Offset Cycle

The offset cycle begins January 1, 2011, and expires December 31, 2012. CPG awards offset cycle grants through a competitive process. Funds come from un-requested funds from the regular cycle, unspent funds from the regular cycle, and any special legislative provision(s). See Appendix I for a graphic that shows how the various budget cycles correspond.

Guidelines

The 2010-2011 CPG guidelines outline all of the basic information to participate in the CPG program, administer grant-funded tasks (projects), and manage a grant. The 2010-2011 guidelines attempts to explain the requirements of the CPG Program related to:

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

Use these guidelines along with the most recent version of the Administrative Requirements for Recipients of Ecology Grants and Loans (Publication No. 91-18), also known as the *Yellow Book* (<http://www.ecy.wa.gov/biblio/9118.html>). Your regional grant officer is also available to assist. See [Table 1.1](#) for contact information.

What's New in the 2010-2011 Guidelines?

Input from the CPG Workgroup (local government advisory committee), CPG grant recipients, and Ecology staff influenced changes to the CPG Program. Initiatives in *Beyond Waste*, direction from the Legislature, and available funding led to changes this cycle.

Editorial changes

Task (Project)

CPG will use the term *task (projects)* for consistency between the proposed statewide contracts and grants system, and the Solid Waste Information Clearinghouse. The definition remains the same.

Guidelines Content

A re-organization of previous guidelines and documentation of the substantive changes identified below, are included.

Frequently Asked Questions

Sidebars throughout the document highlight frequently asked questions.

Substantive changes

New Funding Source

Due to the state's budget deficit during the 07-09 biennium and the projected budget deficit in the 09-11 biennium, the state legislature moved capital programs previously funded from the Local Toxics Control Account to the State Building Construction Account (SBCA). SBCA is supported through the sale of bonds and is now the new funding source for CPG.

Offset Cycle

The 2011-2012 offset cycle targets programs or tasks (projects) that further the *Beyond Waste* goals in the areas of Green Building, Organics and Moderate Risk Waste. The *Beyond Waste* goals come from the state's Solid and Hazardous Waste Management Plan. A supplement to the CPG guidelines, due out in early 2010, will provide more information about the offset cycle.

Spending Plans

Recipients are required to complete and submit a spending plan to Ecology as part of the grant application. Spending plans project quarterly expenditures for the entire grant period. The information in the spending plan will determine Ecology's expenditure authority and bond sales. During the grant period, if quarterly expenses exceed the amount submitted on the spending plan by more than 10 percent, the recipient must submit an adjusted spending plan and may have to wait until the following quarter for reimbursement. Recipients must communicate with their regional grant officer when adjusting their spending plan throughout the term of the agreement. Contact your regional grant officer for assistance in developing an accurate plan.

Past Spending History

The legislature and OFM looked at the CPG Program's historical spending trends showing expenditures of approximately \$25 million within a biennium. Based on historical spending trends, the legislature allocated the following for the 2009-2011 biennium:

- \$10 million of new appropriation (money to cover the first 18 months of a regular cycle and first 6 months of an offset cycle).
- \$16.275 million of re-appropriation (carried over from the 2007-2009 biennial appropriation – this money will cover the dollar amount obligated in existing grants for the last six months of the 08-09 regular cycle and the remaining 18 months of the 09-10 offset cycle).

Ecology assesses that if each CPG recipient continues to spend at its historical rate, local programs will have enough money to run at their current level through June 30, 2011. An expected new appropriation for the 2011-2013 biennium will complete budgets for existing regular and offset cycle grants. Future budget allocations are not expected to include funds that must be re-appropriated the following biennium.

Grants in Two Phases

A phased agreement contains a full scope of work for each task (project) but only authorizes a portion of the total budget until additional funds become available and existing agreements are amended. We refer to this practice as Phase 1 and Phase 2 funding, previously used only in the offset cycle. CPG will now use this method for both the regular and offset cycles.

CPG regular cycle applicants should include a full scope of work for each task (project) based on the recipient's share of the \$20.79 million (see Table 3.1). Phase 1 includes grant agreements written for an amount equal to the first six quarters of the cycle according to the recipients spending plan. By May 2011, CPG should know the budget allocation for the 2011-2013 biennium. Grant officers will begin Phase 2 by amending agreements to increase budgets to pay for the last six months of the regular cycle and remaining 18 months of the offset cycle effective July 1, 2011.

Ecology can only authorize spending up to the amount of the legislative appropriation. Ecology will evaluate spending plans to ensure we stay within that amount. Based on this evaluation, recipients that qualify for a phased grant will be notified prior to a formal grant offer.

Alternatives to Burning Grants

In 2008-09, CPG offered \$2 million for Alternatives to Burning (ATB) tasks (projects) distributed competitively through the regular cycle. Ecology will not offer a separate ATB competitive process in 2010-2011 because the budget does not contain separate funding specifically for ATB. However, ATB tasks (projects) are still eligible through the regular and competitive offset cycles.

Solid Waste Information Clearinghouse

CPG recipients must submit progress reports and Final Performance Analysis (FPA) reports on-line through the Solid Waste Information Clearinghouse. This system will allow local government to view grant information, search, and compare task (project) information. It facilitates information and resource sharing to help local governments learn from the efforts of others.

Solid Waste Enforcement Grants

CPG will reimburse solid waste facility enforcement activities when:

1. Non-compliant facilities reach compliance (or are meeting the terms of a compliance schedule) with Chapters 70.95 RCW, 173-350 WAC, and 173-351 WAC at the time of request for reimbursement.
2. The grant recipient complies with the following CPG requirements:
 - Submits copies of permits to Ecology within seven days of their issuance.
 - Submits complete permit applications to Ecology and allows 45 days for Ecology to comment on each application before a permit is issued.
 - Conducts inspections of facilities and submits inspection reports.

Performance Accountability

The CPG Program was recently audited by the state auditor. Improvement is necessary in enforcing contract requirements, and billing and reporting deadlines. As a result, grant officers are increasing effort to track and document performance in the areas of billing, reporting, and spending for each recipient. Ecology is developing criteria to add past performance into future funding decisions starting with the 2011-2012 offset cycle.

Reporting Requirements

There are two new reporting requirements in this cycle to support better grant management for both Ecology and the recipient:

- All recipients must request payment at least quarterly (every three months).
- All recipients must submit all back-up documentation with each payment request.

Ecology Regional Grant Officers / Contact Information

Each Ecology regional office employs at least one grant officer. A grant officer is a recipient's primary contact for questions related to the CPG Program and your grant. See Table 1 for the grant officer assigned to your location. Contact information is provided.

Table 1 - Ecology's Grant Officers by Region / County

Name	Address	Phone/E-Mail/Fax	County
Maureen McCormick	Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387	Ph: 509-575-2782 maum461@ecy.wa.gov Fax: 509-575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Nancy Lucas	Eastern Regional Office N 4601 Monroe Suite 202 Spokane 99205-1295	Ph: (509) 329-3432 nluc461@ecy.wa.gov Fax: (509) 329-3572	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Taisa Welhasch	Northwest Regional Office 3190 160 th Ave. SE Bellevue 98008-5452	Ph: 425-649-7266 twel461@ecy.wa.gov Fax: 425-649-7098	All grants for Snohomish and Kitsap County, King County Solid Waste Division, and King County cities of Algona, Black Diamond, Covington, Des Moines, Enumclaw, Kenmore, Kent, Kirkland, Maple Valley, Newcastle, Normandy Park, Sammamish, Seattle, and Skykomish.
Diana Wadley	Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452	Ph: 425-649-7056 dwad461@ecy.wa.gov Fax: 425-649-7098	All grants for Island, San Juan, Skagit, Whatcom County, and King County cities of Auburn, Bellevue, Bothell, Carnation, Federal Way, Issaquah, Lake Forest Park, North Bend, Redmond, Renton, SeaTac, Shoreline, Snoqualmie, Tukwila and Woodinville
Mike Drumright	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6397 mdru461@ecy.wa.gov Fax: 360-407-6305	Clark, Cowlitz, Lewis, Pierce, Skamania, Wahkiakum
Tami Ramsey	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6612 tmor461@ecy.wa.gov Fax: 360-407-6305	Clallam, Grays Harbor, Jefferson, Mason, Pacific, Thurston
CPG PROGRAM COORDINATOR			
Shelly McMurry	Department of Ecology PO Box 47600 Olympia, WA 98504-7600	Ph: 360-407-6223 smcc461@ecy.wa.gov Fax: 360-407-6102	Works directly with Grant Officers, CPG Workgroup, Offset Cycle Awards Committee
Deanna Tabor (Alternate)	Department of Ecology PO Box 47600 Olympia, WA 98504-7600	Ph: 360-407-6119 dtab461@ecy.wa.gov 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 2010-2011.

2010-2011 CPG Regular Cycle

July 6, 2009:	Guidelines and application forms available
July 24, 2009	CPG Trainings complete
August 24, 2009:	Spending/Reimbursement Plans for 08-09 regular and 09-10 offset cycle grants due
September 9, 2009:	Grant applications due
September 23, 2009:	Ecology notifies applicants of application score
September 30, 2009:	Rewritten grant applications due
October 14, 2009:	Ecology makes funding decision; notifies applicants
January 1, 2010:	Grant starting date
April - June 2011:	Grants amended to include Phase 2 funding effective July 1
December 31, 2011:	Grant expiration date

Tentative Timeline for 2011-2012 CPG Offset Cycle

March 2010:	Guidelines and application forms available
May 2010:	Pre Applications due (strongly encouraged)
July 2010:	Final grant applications due
October 2010:	Ecology makes funding decision; notifies applicants
January 1, 2011:	Grant starting date
April - June 2011:	Grants amended to include Phase 2 funding effective July 1
December 31, 2012:	Grant expiration date

Chapter 2: Eligibility

This chapter explains who can apply for a CPG grant, the pertinent application requirements, and task (project) eligibility.

Applicant Eligibility

Eligible applicants must follow the [Application Coordination Requirements](#) in this chapter. Ecology may enter into a CPG agreement with the following eligible applicants per WAC 173-312-040.

Planning and Implementation Grants

A local planning authority can apply directly to Ecology. A local planning authority is required by Chapter 70.95 RCW to adopt or update local solid waste plans (SWMP). There are three other eligible applicants that must coordinate with the local planning authority to apply:

- A city signatory to a SWMP – and only in coordination with their local planning authority. "City" means an incorporated city and town.
- A local health jurisdiction – and only in coordination with the planning authority.
- A designated lead agency – and only in coordination with the planning authority. A designated lead agency is identified in an Ecology-approved solid waste or hazardous waste management plan. Contact your regional Ecology solid waste planner for help in determining a designated lead.

Solid Waste Enforcement Grants

A local health jurisdiction can apply directly to Ecology. A local health jurisdiction is required by Chapter 70.95 RCW to enforce the rules adopted under this chapter.

Ineligible Applicants

There are no other eligible applicants for a coordinated prevention grant. Although other entities are ineligible to apply and directly receive CPG funds, they may collaborate with eligible applicants to execute CPG-funded tasks (projects). An inter-local agreement, memorandum of agreement, or contract between parties may be necessary.

Examples of entities not eligible to enter into a CPG grant agreement with Ecology, but who may collaborate with an eligible applicant include:

- Special Districts.
- Tribes.
- Schools and Universities.
- Other Government Agencies.

A port is a planning authority can it apply for CPG?

Maybe. If the port is designated lead in its county plan then it is an eligible applicant but must follow the application Coordination Requirements in this chapter. WAC 173-312-040 states an eligible applicant for planning grants is a county required by 70.95 RCW or 70.105 RCW to adopt or update a local solid waste or hazardous waste management plan. CPG extends eligibility to agencies designated lead to implement parts of the plan as identified in the plan.

Can a Tribe apply directly for CPG?

No. Chapter 70.95 RCW only talks about cities, counties and health jurisdictions being able to apply for funding. A tribe can collaborate with an eligible applicant to implement CPG funded activities but they would not be the direct recipient.

Can a planning authority delegate a portion of their allotment to another entity?

Yes. In some instances, a planning authority may **elect** to assign a portion of its allocation directly to a city or health jurisdiction and let that agency negotiate a formal agreement with Ecology. When this happens, the county is relieved from the responsibility of administering the funds and it ends the county's role in managing the use of the funds.

Who can apply for Solid Waste Enforcement money?

Health Jurisdictions are the only eligible entity to enforce. Health Jurisdictions (jurisdictional health departments and districts) are eligible to apply for grants to pay for the enforcement of rules adopted under Chapter 70.95 RCW.

Can implementation money be spent on SWE activities?

Yes, if the local planning authority agrees to allocate a portion of their implementation money to the health department.

- Private Business.
- Citizen Groups.

Application Coordination Requirements

Local health jurisdictions applying for a solid waste enforcement grant are not required to coordinate applications.

Who Needs to Coordinate?

You must coordinate your application with your local planning authority if:

- You are not a planning authority and you are applying for funds to support solid and/or hazardous waste implementation tasks (projects).
- You are a signatory to a county plan.
 - Cities that are not planning authorities *have the right to ask for, and are eligible to receive* a portion of their county’s funding allocation in proportion to their share of the total county population. The planning authority is not obligated to comply with a city’s request.
- You are a health jurisdiction applying for funds to support solid or hazardous waste implementation type tasks (projects).

A local planning authority must be aware of all CPG applications for planning and implementation grants and has the responsibility to verify the tasks (projects) in each application align with the local Ecology approved solid or hazardous waste management plan. If an applicant is not the local planning authority, the local planning authority must give permission for the applicant to apply in the regular cycle. 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 informed other eligible agencies about available grant funds. --Examples of acceptable documentation include copies of letters sent to notify plan participants about available grant funds or copies of a newspaper ad offering to consider requests from other local jurisdictions.

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

- The planning authority informed all participants in a local comprehensive solid waste or hazardous waste management plan within a reasonable time about available grant funds.
- Plan participants and other jurisdictions had an opportunity to request inclusion of their tasks (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** its responsibilities 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 Examples of Coordination Required by Applicant and Grant Type

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

Task (Project) Eligibility

Tasks (projects) are eligible for funding when they meet the following requirements:

- It implements your Ecology-approved solid waste 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 tasks (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 or disposal.
- 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 to define the extent of contamination. A health jurisdiction 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 tasks (projects), see [Appendix C](#) or contact your grant officer for assistance.

Chapter 3: Funding Cycles and Available Funds

Regular Cycle Grants

The CPG Program operates on a two-year cycle. For the 2010-2011 funding cycle, regular cycle grants begin on January 1, 2010, and expire on December 31, 2011. Funding is available for eligible applicants through the application process. CPG does not provide emergency funding.

CPG regular cycle applicants should include a full scope of work for each task (project) based on the recipient's share of the \$20.79 million (see Table 3.1). Ecology may write grants as Phase 1 and Phase 2. Phase 1 includes grant agreements written for an amount equal to the first six quarters of the cycle according to the recipients spending plan. Phase 2 includes amending the existing grant agreement to increase budgets to pay for the last six months of the regular cycle and remaining 18 months of the offset cycle effective July 1. Ecology will consult with the recipient after assessment of the spending plan to determine if a phased grant is necessary.

Planning and Implementation Grants

Eighty percent (80%) of the total CPG allocation is divided between planning authorities through a formula called base-plus funding consisting of the following two elements (see Table 3.1 for a county's share of solid and hazardous waste planning and implementation dollars).

- A fixed amount, or base for each county (\$100,000 in 2010-2011).
- A per capita amount based on the county population size (\$1.9327 per capita in 2010-2011).

Cities that are independent planning authorities and cities that coordinate with counties may at least receive funding up to the per capita allocation for their city. A county may agree to give up a portion of their allocation so a city can apply for more than their per capita amount. The per capita numbers come from the Washington Office of Financial Management population forecasts as of April 1, 2008.

Solid Waste Enforcement Grants

Twenty percent (20%) of the total CPG allocation is for solid waste enforcement tasks (projects). Ecology divides the total available dollars evenly between health jurisdictions (jurisdictional health departments and districts), except when health jurisdictions represent two or more counties. Jurisdictions representing two or more counties receive fifty percent (50%) more funding than single-county health jurisdictions.

Each single-county health jurisdiction can apply for **\$113,917**. The state of Washington has three multi-county health jurisdictions. Each multi-county health jurisdiction can apply for **\$170,876**.

Historically, applicants do not request all available solid waste enforcement (SWE) money in the regular cycle. This money is traditionally set-aside for solid waste enforcement projects competing in the offset cycle. The CPG Program is requesting an applicant to apply as usual for SWE money in the 2011-2012 regular cycle. If you are able to use additional money above the base amount offered in the regular cycle, you may submit a second

Health jurisdictions must:

- Comply with Chapter 173-350 WAC.
- Provide copies of permit applications to Ecology allowing 45 days for Ecology to comment before issuing a permit.
- Provide copies of permits to Ecology within seven days of issuance.

Non-compliance by recipients of solid waste enforcement grants may result in one or more of the following actions by Ecology:

- Refusal of payment.
- Refusal to amend a grant.
- Termination of a grant agreement.
- Request to pay back funds already reimbursed.

application. Ecology will award all unrequested money in the regular cycle to tasks (projects) based on the second applications using a process not yet defined. Consult with your regional grant officer if you plan to submit a second application.

Table 3 CPG 09-11 Biennium Distribution Figures

COUNTY	2008 POPULATION	\$20.79 million Budget			
		PER CAPITA AMOUNT (\$1.9327)	IMPLEMENTATION (includes \$100K Base)	ENFORCEMENT	TOTAL ALLOCATION
ADAMS	17,800	\$34,402	\$134,402	\$113,917	\$248,319
ASOTIN	21,400	\$41,360	\$141,360	\$113,917	\$255,277
BENTON	165,500	\$319,866	\$419,866	\$85,437	\$505,303
CHELAN	72,100	\$139,349	\$239,349	\$85,437	\$324,786
CLALLAM	69,200	\$133,744	\$233,744	\$113,917	\$347,661
CLARK	424,200	\$819,861	\$919,861	\$113,917	\$1,033,778
COLUMBIA	4,100	\$7,924	\$107,924	\$113,917	\$221,841
COWLITZ	99,000	\$191,339	\$291,339	\$113,917	\$405,256
DOUGLAS	37,000	\$71,511	\$171,511	\$85,438	\$256,949
FERRY	7,700	\$14,882	\$114,882	\$56,988	\$171,870
FRANKLIN	70,200	\$135,677	\$235,677	\$85,438	\$321,115
GARFIELD	2,300	\$4,445	\$104,445	\$113,917	\$218,362
GRANT	84,600	\$163,508	\$263,508	\$113,917	\$377,425
GRAYS HARBOR	70,900	\$137,030	\$237,030	\$113,917	\$350,947
ISLAND	79,300	\$153,265	\$253,265	\$113,917	\$367,182
JEFFERSON	28,800	\$55,662	\$155,662	\$113,917	\$269,579
KING	1,884,200	\$3,641,635	\$3,741,635	\$113,917	\$3,855,552
KITSAP	246,800	\$476,996	\$576,996	\$113,917	\$690,913
KITTITAS	39,400	\$76,149	\$176,149	\$113,917	\$290,066
KLICKITAT	20,100	\$38,848	\$138,848	\$113,917	\$252,765
LEWIS	74,700	\$144,374	\$244,374	\$113,917	\$358,291
LINCOLN	10,400	\$20,100	\$120,100	\$113,917	\$234,017
MASON	56,300	\$108,812	\$208,812	\$113,917	\$322,729
OKANOGAN	40,100	\$77,502	\$177,502	\$113,917	\$291,419
PACIFIC	21,800	\$42,133	\$142,133	\$113,917	\$256,050
PEND OREILLE	12,800	\$24,739	\$124,739	\$56,959	\$181,698
PIERCE	805,400	\$1,556,614	\$1,656,614	\$113,917	\$1,770,531
SAN JUAN	16,100	\$31,117	\$131,117	\$113,917	\$245,034
SKAGIT	117,500	\$227,095	\$327,095	\$113,917	\$441,012
SKAMANIA	10,700	\$20,680	\$120,680	\$113,917	\$234,597
SNOHOMISH	696,600	\$1,346,334	\$1,446,334	\$113,917	\$1,560,251
SPOKANE	459,000	\$887,119	\$987,119	\$113,917	\$1,101,036
STEVENS	43,700	\$84,460	\$184,460	\$56,959	\$241,419
THURSTON	245,300	\$474,097	\$574,097	\$113,917	\$688,014
WAHKIAKUM	4,100	\$7,924	\$107,924	\$113,917	\$221,841
WALLA WALLA	58,600	\$113,258	\$213,258	\$113,917	\$327,175
WHATCOM	191,000	\$369,150	\$469,150	\$113,917	\$583,067
WHITMAN	43,000	\$83,107	\$183,107	\$113,917	\$297,024
YAKIMA	235,900	\$455,929	\$555,929	\$113,917	\$669,846
TOTALS	6,587,600	\$12,732,000	\$16,632,000	\$ 4,158,000	\$20,790,000

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 task (project) costs. The recipient must provide a local match of at least twenty-five percent (25%) but may provide more.

A recipient can meet the cash match in two ways:

- Cash expenditures.
- Interlocal costs. *No other types of in-kind contributions are eligible as match.*

Cash Expenditures

Regardless of the source of funds, the term “cash expenditures” means any eligible cash outlay by the recipient. Eligible cash outlay could include:

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

Interlocal Costs

Interlocal costs are in-kind contributions as outlined in a valid written agreement between the recipient and another government. To serve as match and meet eligibility, Ecology scrutinizes interlocal costs as if the recipient incurred them. Tasks (projects) using interlocal costs as match must be specified in the grant agreement and the recipient is then required to use forms B1 and C1 when requesting reimbursement. A recipient must submit a copy of all pertinent interlocal agreements to their regional grant officer. Consult with your regional grant officer for more information about eligible local match requirements.

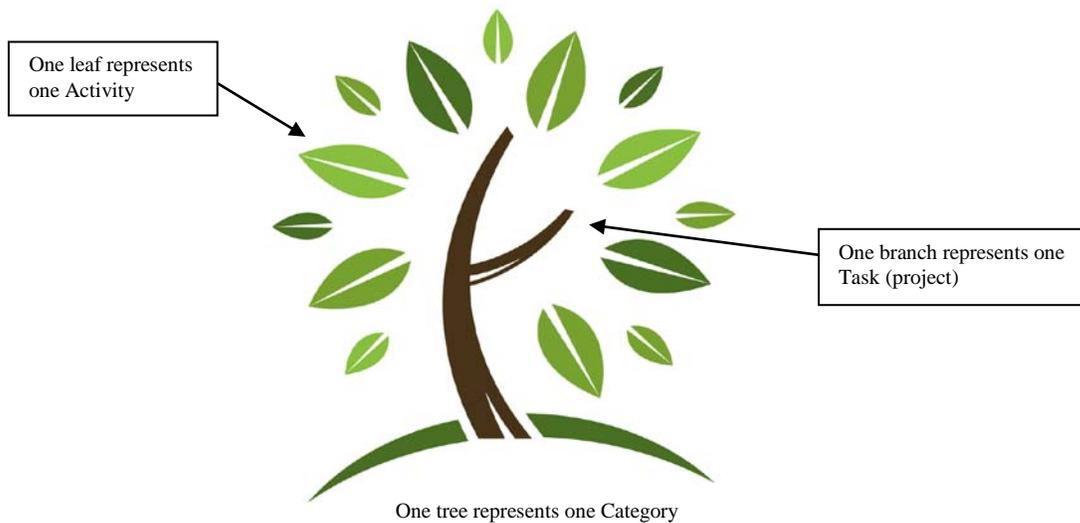
Chapter 4: Developing a Task (Project)

This chapter will help you develop a task (project). CPG's first priority is to support local governments by funding your solid waste enforcement, and planning and implementation tasks (projects). We are committed to assist you in developing a great task (project) that meets your needs, Ecology's needs, and legislative requirements. Visit <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html> for blank application forms and examples of completed application forms.

Tracking outcomes and spending is important to Ecology and the WA State Legislature. In 2001, the state conducted an audit of the CPG Program. The results of that audit led to significant changes for CPG in the following years. One of those changes directly relates to being able to tell the story: What does CPG funding accomplish? For this reason, CPG continues to place emphasis on quantitative outcomes and progress reporting.

Structure of a CPG Agreement

In the illustration below, a branch on the tree represents the structure of a CPG **task (project)**. Each leaf represents one **activity** on a branch. One **category** represents the whole tree. Put it all together and you have the basis for a CPG agreement.



Activity – The Leaves on a Branch

An activity is one or several “steps” taken to implement a grant task (project) and eventually reach the expected outcome. The work plan lists most activities. One activity may be an education or outreach activity that supports the task (project). Most tasks (projects) will benefit from this activity and Ecology encourages you to include this in your work plan if applicable to the task (project).



Task (Project) – The Branch on a Tree

A task (project) is a summary of activities working toward an expected outcome and includes:

- Task (project) Title*
- Summary Description
- **Goal Statement**
- **Outcome Statement**
- **Work Plan and Activities with Timelines**
- **Method of Evaluation**
- Estimated Budget and Spending Plan



*See section *Putting it All Together* in this chapter.

A scope of work is the chronological division of work to be performed under an agreement in the completion of a task (project). Listed below are four key areas of a scope of work in a CPG agreement that warrant further explanation:

- The goal statement.
- The outcome statement.
- The work plan.
- The method of evaluation.

Each task (project) must include a full scope of work based on the expected total cost of the task (project) over the two-year grant period. Any element in a scope of work that is not CPG eligible for reimbursement will be noted in the grant agreement.

Work Plan

The work plan is a general outline of the necessary steps taken to complete the task (project). The table below, listing activities and timelines, is an example of a work plan.

Activity	Timeline
1. Update educational materials	Jun 08, 09
2. Respond to 37 solid waste complaints	Per quarter
3. Investigate illegal dump sites	On-going
4. Locate and identify 10 abandoned or illegally stored junk vehicles	Per quarter

This timeline will help determine expected spending and the quarter in which a recipient plans to request reimbursement over the two-year grant period. The work plan is the basis for developing the spending plan.

Spending Plan

The Office of Financial Management (OFM) manages the sale of bonds necessary to fund the State Building Construction Account. CPG must submit spending plans to OFM quarterly (every three months). Accurate information is necessary to acquire the revenue needed for CPG to accommodate quarterly payment requests from recipients.

For recipients, this means:

- Identify the amount you expect to spend in each quarter of a calendar year for the entire grant period. This amount should be equal to what you expect to request for reimbursement. Make adjustments as determined by your expenditures.*
- Contact your regional grant officer if you must adjust your spending plan in a quarter.
- Submit an adjusted spending plan.

For Ecology, this means:

- Ecology will submit the amount you identify in each quarter to OFM.
- Ecology assumes the amount you identify as Q1 spending will equal your Q1 payment request.*
- Ecology may contact you for additional information, if necessary.

You must submit a spending plan as part of the application package. Please contact your regional grant officer for assistance in developing an accurate spending plan.

*Additional planning is required for items that take longer to invoice and equipment exceeding \$5,000. For example, you may spend in Q1 but may not receive an invoice or equipment until Q2. In these cases, adjust your spending plan so that Ecology will submit the correct amount to OFM for reimbursement in Q3.

Outcome Statements

An outcome statement is an educated guess about what your task (project) will achieve: What is the expected, measurable result of your work? It should directly relate to the goal statement. For example, your goal is to eliminate the use of pesticides and toxins on 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 expected results on your previous year's data, data from other counties, or other research.

An outcome statement **must** include the numbers and units that will result from your efforts. You should base these numbers and units on what data you are able to measure during the two-year grant period. For tasks (projects) involving collection, a grant recipient is expected to develop an outcome relative to tons diverted. See Appendix H for more guidance.

Outcomes are not process statements, such as, “Your County plans to distribute 300 brochures”. The number of brochures you distribute is an example of an output, not an outcome. This will not pass the minimum threshold scoring process for meeting CPG requirements. While this may be a necessary activity in your task (project), it is not what you achieved. What you achieved is something that happens once someone reads the brochure.

How to Develop an Outcome

Here is an example of how to develop an outcome using the above information:

You expect ten percent of new Your County residents who receive your household hazardous waste brochure to call the hotline for information about your facility.

The outcome number is 10 percent of new Your County residents. Since CPG wants to see quantitative or measurable outcomes, you **must** convert 10 percent to an actual number. Here is an example:

- Find out how many people are new Your County residents.
 - ✓ Check data from previous years to estimate.
- Multiply by 10 percent.
 - ✓ This is now the number of people you expect will call your hotline.
- Verify this is a reasonable number and adjust if necessary.

The difference between contacts and participants:

- “Contact” typically describes some type of a communication-- a phone call, a brief encounter at a fair booth, or mailing.
- “Participant” typically describes a person(s) committed and engaged in a planned activity for a specified period to achieve a known result.

You will then state your outcome as: “Your County expects X number of new residents who receive the household hazardous waste brochure to call the hotline for information about the facility.

You are able to measure the outcome number by tallying how many callers to the hotline received the household hazardous waste brochure and are new residents.

Outcomes and the Solid Waste Information Clearinghouse

Outcomes become extremely important when they are rolled-up statewide and CPG uses them to tell the story of solid waste in Washington State. In order to accomplish this, the grant recipient must report actual outcomes through the Solid Waste Information Clearinghouse for each task (project) at the end of the grant agreement. The Information Clearinghouse is a web-based database designed to facilitate the sharing of experiences, information and resources about solid waste programs and tasks (projects) with colleagues around the state.

Outcomes	Estimated Outcomes	Actual Outcomes
Conversion Sheet		
Business Contacts: 0		Business Participants: 95
Residential Contacts: 49000		Residential Participants: 12000
Organics Diverted: 19.85 tons		MRW Diverted: 0.00 tons
Recycled: 0.00 tons (not organics or MRW)		
Other Outcomes: 1002 students (3 schools)	19.85 tons of organic material diverted from 3 schools	
Lessons Learned:	Earth Tubs may be used effectively in certain situations to handle on-site organic waste, however there are barriers. One of the key barriers is cost. This cost is related not just to the cost of the tub, but to the infrastructure that is required to support it. The infrastructure includes operations set-up (labor, utilities set-up, site preparation), on-	

As you think about an expected outcome statement, consider what information you need to tell the CPG story. Often there is more than one outcome for each task (project), choose the one that makes the biggest impact for your task (project). For example, an acceptable outcome statement looks like this:

- Twenty people will participate in a home composting workshop, diverting 8.4 tons* over a two-year period. *For conversion to tons, see Appendix E, Ecology’s Conversion Table.

Not acceptable:

- We will send 100 invitations to attend a home composting workshop.

Outcomes and the Legislature

Outcomes (and costs) are the most important measurement tools CPG uses to report to the Washington State Legislature each biennium. Equally important is the use of this information between local government professionals.

For a table of sample outcomes, see Appendix H. These samples are just suggestions and are not required outcomes for a particular task (project).

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, the “who” is Your County; the “what” is to “eliminate the use of pesticides and other toxins on playgrounds”. The target audience is “playground maintenance staff.”

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.

Another example, the “who” is Your County; the “what” is to “Increase the use of the MRW fixed facility”. The target audience is “The businesses in Your County generating small quantities of hazardous waste”.

The goal statement would then read, “Your County seeks to increase business participation at the MRW fixed facility”.

For ongoing tasks (projects), the work supports a goal (need) in your local solid or hazardous waste management plan, or the goal of meeting jurisdictional health authority obligations. Identify the goal, and focus on how your work helps you achieve that goal. *You do not need to have separate tasks (projects) for each activity, such as hotline maintenance, responding to calls, and working with recycling haulers.* Instead, these are all eligible activities within the task (project). The task (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.

It is best to spend CPG money for start up costs to get a new program going or to add elements of sustainability to an existing program. Once programs are developed and ongoing, it is best that local government sustain it.

Evaluation Method

The evaluation method describes how you will measure success: the tool used to verify your actual outcome. Tracking the success or failure of approaches to a specific task (project) may help other jurisdictions learn how to implement a similar task (project) in their jurisdiction.

Your quarterly progress reports should provide enough information to identify why you are or are not on track to meet an expected outcome. You should explain this information in the “lessons learned” section of the final performance analysis (FPA) due at the end of the grant period.

Outcomes	
Estimated Outcomes	Actual Outcomes
Conversion Sheet	
Business Contacts: 0	Business Participants: 0
Residential Contacts: 0	Residential Participants: 0
Organics Diverted: 0.00 tons	MRW Diverted: 0.00 tons
Recycled: 0.00 tons (not organics or MRW)	
Other Outcomes: The county purchased two cameras. The cameras are capable of taking hundred of pictures or video each day. We had two potential violators but could not get enough of a clear image to work with the PA. The majority of the pictures were not useful. The amount of time is took to constantly check the cameras everyday and then move them to another location was the biggest expenditure with this project. We will continue to use the cameras with our day to day solid waste work to see if we can find where they would be an asset for the county.	
Lessons Learned: The trouble with the cameras was that any motion, such as the wind blowing a leaf in front of the camera, caused it to start shooting pictures. With the budget problems of the county, the Prosecuting Attorney did not have the time to work with Environmental Health on this project. We have recently installed the cameras in Ecoblocks to try a different approach.	

How do I measure an outcome?

An outcome is an effect that is 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 task (project). Ecology may have some information available; 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, etc.).
- Participation in a behavior relating to your outcome (curbside composting or recycling, recycling drop-off, events).
- Counting the number of responses or actions.

Why should I measure my task (project) outcomes?

Ecology will use this information to satisfy legislative requests, for biennial reports, and for sharing on the Information Clearinghouse. When you evaluate your task (project), it will help:

- Ecology report to the Legislature that financial assistance through CPG is an important way to achieve environmental results.
- You learn from your tasks (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.
- Other counties have a sense of the results gained by spending a certain dollar amount (example: dollars per ton of recyclables diverted).

How can I pay for the evaluation?

Evaluation may not cost anything. However, if there is a cost, Ecology allows up to 10 percent of your task (project) budget to pay for evaluation.

If a task (project) is new or a pilot, it may take more effort and money to evaluate. Other counties have evaluation ideas from which you can learn. You may also collaborate with several other counties to share the cost to evaluate similar tasks (projects), such as a phone survey. If you need help finding ideas or partnerships, search the Information Clearinghouse or contact your grant officer.

More Information about Evaluation Methods

If you need to change your outcome statement and evaluation method during the grant period, work with your grant officer to amend your grant agreement. You may also need to adjust your work plan to achieve your outcome and goals based on mid-task (project) results. You should report your activities and any significant outputs associated with those activities in your progress report. However, the primary unit of measurement for CPG tasks (projects) is your outcome.

When is it Appropriate to Group Tasks (Projects)?

Sometimes it makes sense to group two or more tasks (projects) into one, especially when all tasks (projects) fall under the same category. When the activities for each task (project) are similar and there is little to no effort involved to achieve the outcome, grouping is encouraged.

For example, a Yard Debris Diversion Program includes backyard composting, natural yard care, and curbside yard waste collection tasks (projects). The overarching goal is to eliminate organic material (not including food scraps) from the waste stream. The overarching outcome is diversion. The effort put into each task (project) is limited to:

- Purchase 50 backyard compost bins and advertise them for sale at a reduced rate. An existing “how to” guide is provided with each bin sold.
- Attend public events; hand out existing educational materials about using least or non - toxic products for yard care.
- Work in-house to sell idea for collecting yard waste at the curb.

You may find it appropriate to group the above three tasks (projects) since they all fall under the same category, the activities are related, and little effort is involved to achieve the same outcome.

The effectiveness of the Information Clearinghouse will drive the need for grouping.

You will not group tasks (projects) when more than one category is involved or when:

- The activities for individual tasks (projects) are different.
- They do not work toward the same outcome.
- The effort to achieve the outcome is significant.

Take the above example, for instance and consider the effort put into each task (project) is the following:

- Hold two workshops per year for backyard composting and expect to sell 50 compost bins at a reduced price per workshop. The recipient will follow-up with participants in six month intervals.
- Recruit at least two neighborhood associations per year to participate in a natural yard care demonstration task (project). The recipient will ensure every household in each neighborhood will be pesticide free. The recipient will conduct an annual follow-up with each household.
- Work with your hauler to implement curbside yard waste collection. Implementation occurs in stages. A large-scale education and outreach campaign is necessary.

You will find the Information Clearinghouse will be most effective when you are able to search for and generate information about a specific task (project). In this example, there is a greater risk in losing the details of lessons learned for each task (project) if they are combined.

If you are still unsure about grouping, or would like help developing your tasks (projects), contact your grant officer for assistance. Your grant officer will help make the determination based on standards established to maximize tracking and spending for each task (project) in the Information Clearinghouse.

Category – The Whole Tree

A category is a term used to describe an overarching group of grant tasks (projects) working to address similar wastes or functions. There are six CPG categories:



Organics (ORG)



Green Building (GB)



Waste Reduction & Recycling (WRR)



Moderate Risk Waste (MRW)



Solid Waste Enforcement (SWE)



Other

A CPG agreement may include one category or several. It is important to categorize tasks (projects) appropriately for effective tracking in the Information Clearinghouse. To help you determine which category is the best fit for your task (project), try asking yourself the following:

Q. Does this task (project) involve enforcing applicable regulations pursuant to RCW 70.95.220? If yes – it is safe to assume this task (project) fits in the **solid waste enforcement** category.

Q. Does this task (project) involve:

- Yard debris?
- Natural yard care?
- Food waste, or composting?

If yes – it is safe to assume this task (project) fits in the **organics** category.

Q. Does this task (project) involve promoting the use of:

- Least toxic or non-toxic construction materials?
- The use of building materials exchange sites?
- Recycling or reusing building materials?
- Promoting deconstruction rather than demolition?
- Establishing code or policy incentives related to construction?

If yes – it is safe to assume this task (project) fits in the **green building** category.

Q. Does this task (project) involve collection, disposal or education related to **moderate risk waste**, or environmentally preferable purchasing policy related to reducing MRW? If yes – it is safe to assume this task (project) fits in the MRW category.

Q. Does this task (project) involve education about or collection of material that is recyclable (not including material that specifically falls under MRW, ORG or GB)? If yes – it is safe to assume this task (project) fits in the **waste reduction and recycling** category.

Q. Does this task (project) involve an update to a local solid or hazardous waste management plan? If yes – it is safe to assume this task (project) fits in the **other** category.

Education and outreach is not a category of CPG; however, education is usually a key factor in the success of any task (project). More about education and outreach is in the next section.

If you are still unsure about which category is the best fit for your task (project), contact your grant officer for assistance. We recognize these categories may overlap. Your grant officer will identify the appropriate category based on standards established in the Solid Waste Information Clearinghouse to maximize tracking and spending for each category.

Putting it All Together

As we continue to see similarities in tasks (projects), we are able to define standard titles. Standard task (project) titles will make it easier for solid waste professionals to query the Information Clearinghouse and view all similar tasks (projects) statewide. The type of work /activities in a task (project) will help determine the appropriate category and grouping for each task (projects).

For blank copies and examples of completed application forms with goals, outcome statements, spending plans and evaluation methods, visit <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

Chapter 5: How Do I Apply?

Before you apply for a Coordinated Prevention Grant, review Chapter 2, *Eligible Entities*. If you are eligible to apply for CPG, the following information will guide you through the application process.

By now, you have prepared your grant application based on the guidance provided in Chapter 4, *Developing a Task (Project)*, and technical assistance from your grant officer.

You should now verify the following is complete before you submit your application:

- Application coordination accomplished.
- Work plan developed along with activities identified for each task (project).
- Budget developed for each task (project).
- Spending Plan complete by quarter for entire grant period.
- Goal defined for each task (project).
- Outcome defined for each task (project).
- Method of evaluation outlined for each task (project).
- Tasks (projects) named appropriately to accommodate the Information Clearinghouse.
- Appropriate category identified for each task (project).
- All forms CPG-X, Y & Z are complete as instructed.

Make sure your application is complete!

Ecology will return an incomplete application to the applicant. An applicant cannot receive an extension to the application deadline for an incomplete application.

Submit your Application

Ecology will accept regular cycle grant applications anytime between July 6, 2009 and September 9, 2009. The official deadline to submit a CPG regular cycle grant application to your grant officer is 5:00 p.m. on September 9, 2009.

You may submit your application by e-mail, fax, or hard copy. If you submit your application by e-mail or fax, you **must** also send a hard copy of Form CPG-X with an original signature (in blue ink) to your grant officer.

You **must** submit all regular cycle forms fully completed:

- CPG-X
- CPG-Y
- CPG-Z

Ecology will not accept incomplete applications, or applications received after September 9, 2009 (unless you made special arrangements with your grant officer prior to the deadline).

Minimum Threshold Scoring Process

The scoring system for regular cycle grant applications ensures applications are complete, tasks (projects) have defined outcomes, and tasks (projects) are ready to proceed on January 1. Each task (project) **must** achieve at least 16 points for it to be eligible for funding.

Ecology will not score an application on the category information or on the application coversheet (Form CPG-X); however, if either of these sections are incomplete, Ecology will cease review and immediately return the application. Ecology will not complete a review and score an application until it is complete. Ecology will not authorize extensions because an application was incomplete.

Technical Assistance

Avoid a re-write -- work with your regional grant officer.

Ecology Checks for Completeness

Ecology will review your application for meeting the following requirements:

- The application is complete (see list under *Scoring* below).
- Each task (project) achieves a minimum threshold score.
- Each task (project) is ready to proceed upon approved grant funding.

Scoring

If your application includes more than one task (project), a score for one task (project) will not affect the score or funding for any other task (project) in your application.

Each task (project) can receive up to 18 possible points. In summary, Ecology scores each task (project) in the following areas:

- Task (project) title is appropriate for listed activities.
- Goal statement relates to outcome statement.
- Outcome statement is quantitative and measurable.
- The task (project) specifies a target audience.
- Work Plan sufficiently describes the steps taken to reach the outcome.
- Method of evaluation will measure the outcome and the method is feasible.

Ecology will score each application using the information provided in the application and the following criteria:

- ✓ 3 points -- Information is complete or only minor changes needed.
- ✓ 1-2 points -- Information requires a discussion.
- ✓ 0 points -- Information is not clear or does not make sense.

Ecology will return any task (project) scoring 16 points or less for a rewrite. You will need to rewrite only the areas that score less than three points.

Contact your grant officer for a copy of the checklist used by Ecology to score an application.

Your Application Status

Your grant officer will contact you by September 23, 2009 with the status of your application.

- If any tasks (projects) in your application DID NOT receive at least 16 points, see ***Rewrite your task (project).***
- If all tasks (projects) in your application DID receive at least 16 points, see ***Ecology writes the grant agreement.***

Ecology Will Not Fund Tasks (projects) That:

- ✓ Do not meet the imposed deadlines.
- ✓ Do not pass the minimum threshold score for the second time.

Re-write your Task (Project)

Your grant officer will give you specific feedback to help you re-write the areas of your task (project) that scored lower than three points.

- Submit your re-written application to your grant officer by **5:00 p.m. on September 30, 2009.** Ecology will not accept rewritten applications after September 30, 2009, unless you make special arrangements with your grant officer prior to the deadline.

Your Re-write is Accepted or Denied

Your grant officer will contact you by October 14, 2009 with the status of your re-write.

- If your re-written task (project) DID NOT receive at least 16 points for a second time, Ecology will not fund that specific task (project).
- If your re-written task (project) DID receive at least 16 points, see ***Ecology writes the grant agreement.***

Ecology Writes the Grant Agreement

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

Sign Your Grant Agreement

Your grant officer will make every effort to send you a formal offer prior to December 31, 2009. The effective date of your grant agreement is January 1, 2010, regardless of any delays in the grant process. A formal offer consists of the grant agreement and a Procurement Certification Form verifying the procurement process you will use throughout the grant period. Once you receive a formal offer, you **must:**

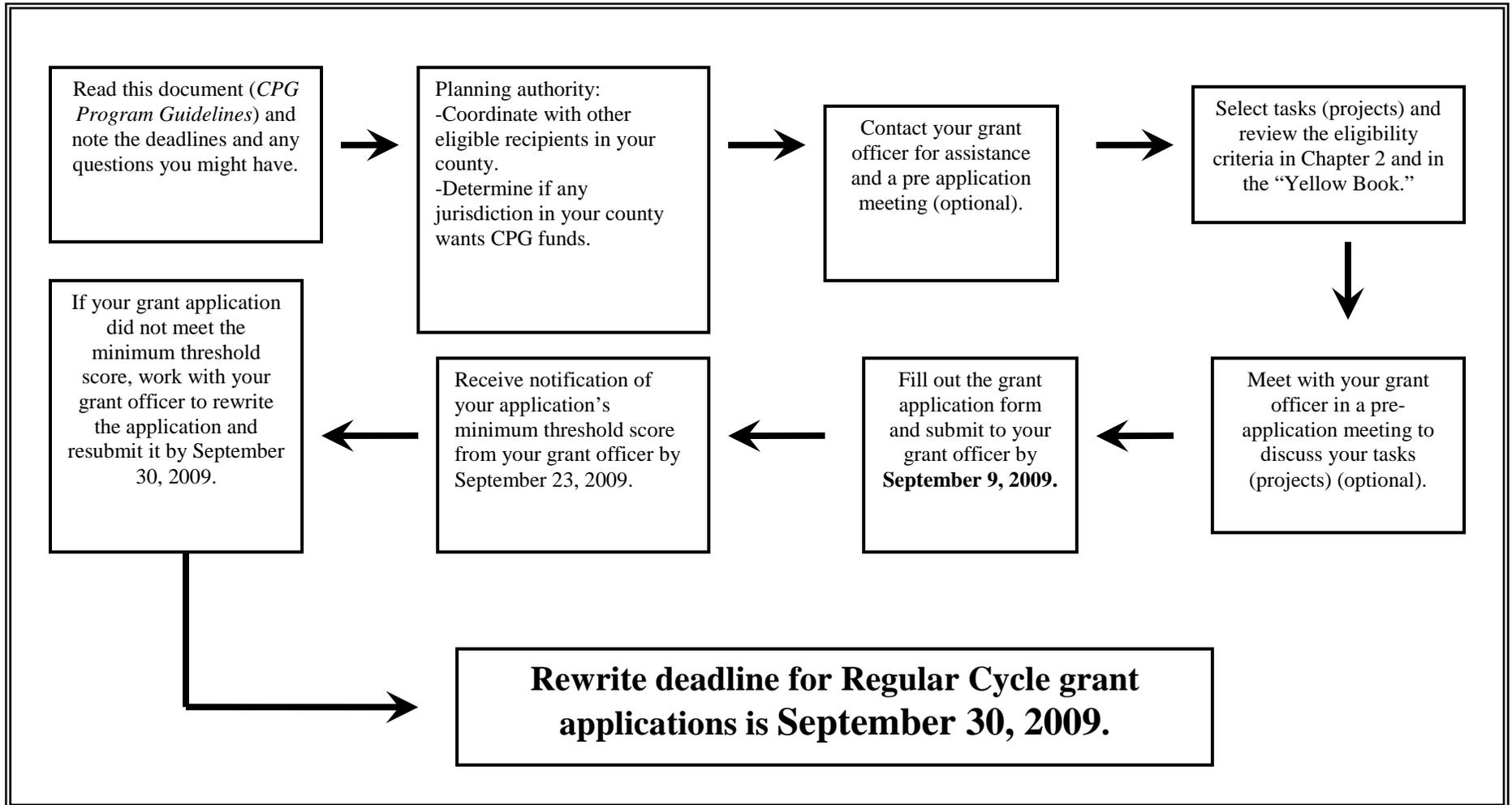
- Have two copies of the grant agreement and Procurement Certification Form signed in blue ink by the person with appropriate signature authority.
- Return the signed agreement to your grant officer within 45 days of receiving it.

Please work with your grant officer to address any timing issues, such as the schedule for your approval body (or authorized signatory authority).

Table 4 2010-2011 CPG Regular Cycle Calendar

July 6, 2009	Ecology sends <i>CPG Program Guidelines</i> and application forms to local governments – hard copy, electronically, and posted on Ecology’s website.
July 6 through September 9, 2009	Application period for regular cycle applications. Local governments develop application with help from grant officers.
September 9, 2009	Applications due to Ecology grant officer by 5 p.m.
September 23, 2009	Grant officers contact applicants about meeting requirements and passing minimum threshold score for their application.
September 23 - 30, 2009	Ecology grant officer works with recipients to rewrite any applications that did not meet the minimum threshold score.
September 30, 2009	Rewritten applications due to Ecology grant officer by 5 p.m.
October 14, 2009	Ecology makes funding decision; notifies applicants
October 14 through December 31, 2009	Grant agreements drafted and formal offers mailed.
January 1, 2010	Regular cycle grant starting date.
April 1, 2010	Drop-dead date for executing (signing) grants. Funds in jeopardy after this date.
April 30 July 30 October 30 January 30	Quarterly calendar year progress reports due. Reports are due 30 days after the respective billing period ends except for the last quarter. The last quarter progress report is due 45 days after the grant expires.
April – June 2011	Agreements amended to include Phase 2 funding effective July 1.
December 31, 2011	Regular cycle grant expiration date.
February 14, 2012	Final payment request and progress report due, along with the Final Performance Analysis.

Figure 1 Regular Cycle Grant Application Process



Chapter 6: Managing a CPG Agreement

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.

Ecology may withhold reimbursement, refuse to amend your agreement, or terminate your agreement for non-compliance with reporting requirements as outlined in your grant agreement and this chapter.

Tips for Successful Grant Management

- Regularly review your agreement, special terms, and general terms and conditions.
- Maintain a grant file. See below, *What records do I need in my grant file?*
- Read the instructions corresponding with the required forms before submitting a payment request.
- Keep an electronic calendar of all reporting deadlines with early reminders to keep on top of important dates.
- Maintain an accurate spending plan.
- Communicate with your grant officer early if there are any potential changes to a task (project)'s scope of work or budget.

Communicate immediately with your grant officer if it appears you will not spend your entire grant award.

All CPG recipients should review the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (the *Yellow Book*), Publication No. 91-18 (rev. 9/05). This document establishes the administrative requirements for all grants and loans administered through the Washington State Department of Ecology. The CPG Program Guidelines may be more stringent than the rules outlined in the *Yellow Book*. If you do not find answers to your questions in either of these documents, contact your regional grant officer for assistance.

How Do I Get Reimbursed?

To receive payment, you **must** submit a complete package.

BEFORE submitting your payment request, you **must** provide the following information on the Information Clearinghouse:

- Progress Report Form:
 - Solid Waste Enforcement tasks (projects).
 - Solid Waste Implementation tasks (projects).
- Final Performance Analysis (submitted with final payment request only).

Your grant details page on the Information Clearinghouse will take you to the applicable form.

Instructions on how to submit forms on the Information Clearinghouse are available in Chapter 7.

Review your Agreement, and Terms and Conditions

It is important that you carefully review the budget, timeline, reporting requirements and outcome statements of your grant agreement.

Contents of a Complete Payment Request Package

New this cycle is the requirement to submit all supporting documentation as backup with each payment request. Ecology will write this requirement into the final grant agreement in the *Billing and Reporting* section as part of a complete submittal package. Recipients **must** provide clear, legible back-up documents in an orderly manner. The recipient will organize back-up documents to reflect the order of each item's placement on the C2 (or C1). At their discretion, each regional grant officer may return payment requests to the recipient for further organization of supporting documentation. Contact your regional grant officer if you have questions about how to organize your documents.

Submit hard copy to your grant officer:

- Invoice Voucher **with original signature in blue ink** (Form A-19-1A).

Submit electronically (or hard copy) to your grant officer:

- Form B2-ECY 060-7 (*for grants set up with cash expenditures as match*).
- Form B1-ECY 060-3 (*for grants set up with interlocal costs as match*).
- Voucher Support:
 - Form C2, ECY 060-9 (*for grants set up with cash expenditures as match*).
 - Form C1, ECY 060-8 (*for grants set up with interlocal costs as match*).
- Supporting Documents, expenditure information:
 - Copies of cash receipts.
 - Vendor invoices.
 - Timesheets.
 - Payroll records.
 - Update the spending plan for remainder of grant period, if needed.

All required grant administration forms and other forms discussed in this chapter are available electronically on the CPG web page at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

Reporting Forms and Instructions

There are three *types* of reports common to all CPG agreements. Ecology requires the first two submitted regularly according to the terms of your grant agreement. The third one is required when the grant is complete:

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

Invoices (Payment Requests)

Spending plans and payment requests are the means to reimbursement. Starting this cycle, recipients shall submit a payment requests at least quarterly (every three months), including documentation to support all costs incurred as listed on the C2 (or C1).

1 st & 5 th Quarter	2 nd & 6 th Quarter	3 rd & 7 th Quarter	4 th & 8 th Quarter
Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec

Contact your regional grant officer if you did not spend or if you are requesting a deviation from this requirement. Payment requests are due 30 days after the last day of each calendar quarter. Before a grant officer can process a payment request, the recipient must submit a corresponding progress report through the Information Clearinghouse. Ecology grant officers must approve the progress report.

- Recipients submitting payment requests **must** complete Payment Request Forms A-19, B-2 (or B1), and C-2 (or C1).
- Recipients **must** submit supporting documentation (new this cycle) including copies of receipts, vendor invoices, timesheets and payroll records. Time accounting **must** list:
 - Person, contractor or subcontractor.
 - Hourly rate for each person, contractor or subcontractor.
 - Number of hours worked on a CPG task (project).
 - Date(s) of hours worked.

CPG only reimburses actual time spent on a grant task (project) at a regular rate of pay. CPG does not pay an overtime rate.

Ecology accepts payment requests by U.S. mail or fax but prefers to receive them electronically. If the recipient chooses to submit a payment request electronically or by fax, you must also send the original A-19 with signature (in blue ink) by U.S. mail. See [Table 1.1](#) for your grant officer’s contact information, including mailing addresses.

Acquisition and Management of Property valued over \$5,000

Acquisition: The recipient must submit a written request to Ecology to purchase any equipment or real property (property) with a purchase price of \$5,000 or more with CPG funding. The request shall include the justification for the purchase of the property, the total cost, the intended use, a serial or vehicle identification number (if available before purchase or as soon as possible after purchase), and the anticipated useful life of the property. Ecology must approve in writing prior to purchase.

Management: The recipient must develop an inventory control system, including physical inventory to document the ongoing use and location of the property. The inventory shall be submitted to Ecology annually while the property is in use. The recipient shall investigate, document, and report to Ecology any loss, theft or damage of property upon discovery of such conditions. The recipient will follow manufacturer recommended maintenance procedures to keep the property in good operating condition.

Use of Property: The recipient shall submit a written request to Ecology of any intent to change the use of the property as outlined in the grant agreement, including uses past the expiration date of the agreement. Disposition of the property shall be determined by Ecology and documented in writing.

Disposition of Property: The regional grant officer may authorize the recipient to

- Retain title of the property purchased under the agreement and reimburse Ecology 75 percent of fair market value.
- Sell the property purchased under the agreement and reimburse Ecology 75 percent of the sale price.
- Sell the property purchased under this agreement for fair market value and direct the proceeds back into any grant eligible task (project).

Progress Reports

A recipient is required to submit a progress report for each calendar quarter of the grant period. The recipient must submit a corresponding progress report on the Information Clearinghouse before Ecology will process a payment request. Progress reports allow grant officers to crosscheck information with the itemized expenses on the C2 (or C1) of a payment request. In certain circumstances, a recipient may not submit a payment request in a calendar quarter. The recipient is still required to submit a progress report for that quarter.

Verification assures compliance with the terms of a grant agreement, CPG eligibility, and other CPG requirements. There are two progress report forms:

Planning and Implementation Progress Report Form

Reports for planning and implementation grants should explain the accomplishments during the reporting period and are usually only a paragraph or two for each task (project) in the grant agreement. A recipient should provide enough detail to support the costs incurred in the corresponding payment request. Grant officers will use the information from the report to crosscheck the expenses itemized in the payment request. Grants officers will also evaluate task (project) progress on the scope of work outlined in the grant agreement.

Solid Waste Enforcement Progress Report Form

Reporting for solid waste enforcement grants provides more data than narrative. The recipient will input data on the Information Clearinghouse, through a series of required fields and all other pertinent fields. On-line reporting will facilitate a connection to Ecology's Solid Waste Facilities Database and for local governments to report facility specific information. Grant officers will evaluate task (project) progress on the scope of work outlined in the grant agreement. The Information Clearinghouse will tally the progress reports into a final Solid Waste Enforcement report totaling the outcomes for the entire grant cycle.

Other reports may be required according to your grant agreement. These reports shall be up-loaded into the Information Clearinghouse after the recipient creates the quarterly progress report. See your grant agreement for other required reports, and see Chapter 7 for instructions to up-load them.

Final Performance Analysis (FPA)

The purpose of the FPA is to show comprehensive results for all the tasks (projects) within a grant agreement. The FPA outlines and compares expected outcomes to actual outcomes, lessons learned and costs. Sharing this information through the Information Clearinghouse expands learning statewide. It will also satisfy Ecology and legislative requirements.

Even if CPG money does not fund 75 percent of the total cost of each task (project), you should still report in detail all activities and costs for each task (project) over the two-year grant period. Providing this level of detail will help CPG make the case for increased future funding for the CPG Program. Accurate reporting also assists other jurisdictions considering a similar task (project) in understanding the full cost. See Chapter 7 for how to submit FPA reports.

A recipient must complete the FPA form for all planning and implementation tasks (projects) and only for a special task (project) in a solid waste enforcement (SWE) grant. The types of special tasks (projects) requiring an FPA include “learning tasks (projects)” other jurisdictions may want to duplicate including but not limited to:

- Closed and Abandoned Landfill Inventory
- Groundwater Monitoring
- Illegal Dump Prevention
- Enforcement related to a Hulk Vehicle Recycling Program

FPA's for regular SWE work such as enforcing solid waste codes are not required. If you are unsure, consult your regional grant officer.

Deadlines

A recipient must submit an FPA concurrent with submitting a final payment request and no later than 45 days after grant expiration. In most cases, this will be:

Regular Cycle Grants	By February 14, 2012
Offset Cycle Grants	By February 14, 2013

A recipient must submit an FPA through the Information Clearinghouse. If a recipient does not have access to the internet, contact your regional grant officer. See Table 1.1 for grant officer contact information.

How Will Ecology Interact With the Grant Recipient?

Frequent Contact

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 tasks (projects) involving construction.

Frequent contact between recipient and grant officer allows the grant officer to respond to grant related issues. If, for example, the recipient encounters difficulty carrying out the scope of work described in the grant agreement, the grant officer and recipient can work together to make adjustments.

These contacts lead to sharing valuable information statewide and with the legislature. Effective communication also assists grant officers in managing CPG funds throughout a region.

What Records Do I Need in My Grant File?

The list of list below provides information regarding required file contents and suggested file contents. If you have questions about grant file management, contact your regional grant officer.

Required Contents:

1. Copy of the grant application (Form CPG-X, Form CPG-Y, Form CPG-Z, Spending Plan).
2. Copy of the grant agreement and all amendments, and any contract award documents including interlocal agreements.
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.
 - Time sheets.
 - Payroll records.
5. Copies of all progress report forms (printed from the Information Clearinghouse).
6. Copy of Final Performance Analysis (printed from the Information Clearinghouse).
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 task (project) earns income, documentation showing how you recorded the income in the accounting records and how you applied it toward the grant task (project).

Ecology requires grant recipients maintain a file of **all** grant-related information for at least three (3) years after the expiration of a grant agreement.

Additional Required Tracking:

1. If you purchased property, the recipient must document as defined above:
 - Recipient's request to purchase property.
 - Ecology's prior written approval to purchase property.
 - Inventory control system.

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?

After a final progress report, Final Performance Analysis, and final payment request are submitted to your grant officer, your grant officer confirms them complete and processes them. Your grant officer will then take steps to close your grant agreement.

Final paperwork is due no later than 45 days after the expiration date of the grant. Final documents include:

- Forms A-19, B2, C2 or C1 (final request).
- Progress Report (corresponds with the period the final payment request covers).
- Final Performance Analysis for all planning and implementation tasks (projects), and special solid waste enforcement tasks (project) . See Final Performance Analysis (FPA) above.
- Any other reports or documents as outlined in your grant agreement.

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

After the above items are processed, your regional grant officer:

- May conduct a final, on-site inspection or evaluation of work accomplished.
- Will complete a Final Performance Evaluation. This officially closes out the grant.

Chapter 7: Solid Waste Information Clearinghouse

What is the Solid Waste Information Clearinghouse?

The Washington State Solid Waste Information Clearinghouse (Information Clearinghouse) is a web-based database designed to help local government professionals share their experiences, information, and resources about solid waste programs and activities with colleagues around the state. The Information Clearinghouse allows you to submit reports, share lessons learned, and materials developed, or borrow ideas from already developed materials and tasks (projects).

The site is also valuable to other professionals—elected officials, industry, associations, and so on—interested in our state’s solid waste information. The public, viewable-only version of the site is available at <https://fortress.wa.gov/ecy/swicpublic/>. If you are searching for information—and not adding or changing information on the site—use the public site. No password is necessary.

If you are accessing the Information Clearinghouse to add information, you need to be a registered user and login through the Secure Access Washington site. Only local government solid waste, hazardous waste, environmental health, health department or Ecology staff may become a registered user. See page 40 for instructions on how to register. All information added via the registered user site will automatically update the public version on the site.

Available Features For All Users

- **State Profile:** Find statewide summaries of solid waste activities by county. These 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/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 profiles include disposal data, household hazardous waste collection, and information about solid waste facilities. Registered users are encouraged to update and populate this information for enhanced accuracy.
- **Projects:** A searchable database of local government and nonprofit task (project) descriptions, approaches, resources developed, and results. It tells you whom to contact for more information. This is where the CPG funded “tasks (projects)” or projects are accessible to the public and peers.
- **Resources:** Find materials prepared for public education and outreach such as brochures, posters, and print material. Find resources to help local governments do their jobs as best management practices, studies, procedures, sample contracts, ordinances, and resolutions.
- **Training Conferences:** View a calendar of conferences, meetings, and training opportunities. All users are able to submit their relevant meetings or workshops to this calendar, but all events require approval before appearing on the site.
- **Classified Ads:** View listings for surplus equipment, job announcements, requests for proposals and partnership opportunities. All users are able to submit classified ads, but all ads require approval before appearing on the site.

Available Features For Local Government Users

- **On-line reporting** for CPG Final Performance Analysis and progress report forms. View active and archival grants for your jurisdiction.
- **Contacts : Search for** solid waste professionals and their expertise.
- **City/County Profile:** Add and edit information about your staff, budget, planning status and local legislation, litter prevention programs, haulers, and solid waste activities for your jurisdiction.
- Add non-Ecology funded Projects and Resources: These projects and resources are just as valuable to your peers as the projects and resources you post as part of your CPG reporting requirements. Share your knowledge and showcase your programs!

Click on “Tutorial” in the top banner to learn how to edit and post information on the Information Clearinghouse.



What are the benefits of the Information Clearinghouse?

- 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 display 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 rural counties feel less isolated and more connected to their peers.

How do I become a registered user?

1. Visit <https://secureaccess.wa.gov>
2. Click "**Register for Secure Access Washington**". Fill out the form and submit it.
3. After you receive an e-mail confirming creation of your account, return to the site and log in.
4. Find the “Add Service” button on the left and click it.
5. Find the entry for **Ecology** and click the "**View Available Services**" button
6. Scroll down until you find "**Solid Waste Information Clearinghouse**" and click **Apply**.
7. The system will ask you to provide additional info (you will need to indicate which jurisdiction you work for and whether you are Solid Waste or Health staff).
8. Once the system approves your access, you will receive an e-mail.

Note: The system will cancel your account if you are inactive for several months. If this occurs, you will need to reregister. You are required to change your password **every 90 days** (state government requirement).

How do I log in as a registered user?

1. Visit <https://secureaccess.wa.gov/>
2. Under **Returning Users** select, **Login to Secure Access!**
3. Enter your User ID and password and select **Login**.
4. Once logged in, select **"Services"** in the left-hand column.
5. Select **Solid Waste Information Clearinghouse** from your Services with Access box to take you to the Information Clearinghouse homepage.
6. Select **"Registered User Access Page"** at the top of the page.

How do I view grant details?

1. Log in as a **Registered User**.
2. Select **Register User Access Page** at the top of the page.
3. Scroll down to **"Submit/Update Project Information"**.
4. Select the hyperlinked grant number to take you to the **"Grant Details"** page. Here you will find:
 - a. A copy of the agreement and amendments.
 - b. A list of the tasks (projects) under this agreement. You will find the most recent first. There could be multiple pages. Grant officers are the only users who can add tasks (projects) to ensure consistency with the agreement.
 - c. List of progress reports and ability to add progress reports.
 - d. Budget Table.

How do I submit progress reports?

Once you are on the Grant Details page, scroll down to **"Add Progress Report"**. The level of detail you must report depends on what type of an agreement you have.

Tasks

Task List Complete [Add Task](#)

Title	Project Cost	BW	Posted	FPA Submitted Date	FPA Returned Date	FPA Approval Date
College/University On-site Composting	\$36,000.00	No	Yes			
Community Recycle Days	\$92,000.00	No	Yes			
School Recycling Assistance	\$48,896.00	No	Yes			
Wastemobile Haz Waste Collection Events	\$148,000.00	No	Yes			
Total Cost:	\$324,896.00					

Documents

No documents are available for this grant.

Document Type:

Location:

Progress Reports

[Add Progress Report](#)

No progress reports found.

Grant Spending

Grant Spending By Categories

Category	Ecology Allocated	Local Gov Allocated	Ecology Spent	Local Gov Spent	Percent	Edit	Delete
Organics	\$27,000.00	\$9,000.00	\$0.00	\$0.00	0.00 %	Edit	Delete
Waste Reduction and Recycling	\$105,672.00	\$35,224.00	\$0.00	\$0.00	0.00 %	Edit	Delete
Moderate Risk Waste	\$104,877.00	\$34,959.00	\$0.00	\$0.00	0.00 %	Edit	Delete
Totals:	\$237,549.00	\$79,183.00	\$0.00	\$0.00	0.00 %		

For Planning and Implementation Grants

Input your updated information and select "Save". This will send an e-mail to your grant officer for approval.

For Solid Waste Enforcement Grants

This on-line report will facilitate a connection to Ecology's Solid Waste Facilities Database and for local governments to report facility specific information. This will ensure coordination with Ecology facility staff on enforcement issues. The Information Clearinghouse will automatically tally quarterly reports into a final SWE report.

Step 1: Go to the SWE Progress Reporting Page

From your Registered User Access Page, scroll down to "Submit/Update Project Information". Click on the grant number related to the progress report you want to submit. This will take you to the Grant Details page for this agreement. Scroll down to the "Add SWE Progress Report" link and click on it. Your screen should look like this:

The screenshot shows the "Solid Waste Enforcement Progress Report" form. At the top, there is a navigation bar with the Department of Ecology logo and the Information Clearinghouse logo. Below the navigation bar, there are links for Home, State Profile, City/County Profiles, Projects, Resources, Training/Conferences, Classifieds, Registered User Links, Thurston County User Page, Contacts, Tutorial, My Classified Ads, and My Events. The main content area is titled "Solid Waste Enforcement Progress Report" and includes a legend for required fields. The form contains several sections: 1. General Information: Grant No: G0800210, Organization: Thurston County Public Health & Social Services, Project Contact: Gerald Tousley, Report From Date: 1/1/2009, Report To Date: 4/1/2009, Funding Cycle: 08-09 Regular, Grant Officer: Tami Ramsey, Percent of Activities Funded by CPG: 50, Request Payment: Yes, Payment Request Number: 4. 2. Grant Activities for Reporting Period (or other period): Illegal Dumping/Improper Disposal: Number of Complaints Received this Period: 50, Number of Complaints Resolved (from this period): 25, Number of Complaints Resolved (from previous period): 20. Customer and General Public Technical Assistance: Number of Actions: 100. Code/Ordinance Development and Review: Number of Codes/Ordinances Developed: 2, Number of Code/Ordinances Reviewed: 2. Other Activities: CPG Funded and Other fields. Each activity section includes a CPG Funding Level dropdown (Full, Partial, None) and a Comments text area.

Washington State Solid Waste Information Clearinghouse

Home State Profile City/County Profiles Projects Resources Training/Conferences Classifieds
Registered User Links: Thurston County User Page Contacts Tutorial My Classified Ads My Events

[<<Go Back to Grant Page](#)

Solid Waste Enforcement Progress Report

* Denotes Required Field

Grant No: G0800210 *Report From Date: 1/1/2009
Organization: Thurston County Public Health & Social Services *Report To Date: 4/1/2009
Project Contact: Gerald Tousley Funding Cycle: 08-09 Regular
*Percent of Activities Funded by CPG: 50 Enter integer only. Grant Officer: Tami Ramsey
Request Payment: Yes Payment Request Number: 4

Grant Activities for Reporting Period (or other period)

Illegal Dumping/Improper Disposal CPG Funding Level: Full Partial None
*Number of Complaints Received this Period: 50 Enter integer only. *Number of Complaints Resolved: (from this period) 25 Enter integer only.
*Number of Complaints Resolved: (from previous period) 20 Enter integer only. Comments: (list major types of complaints)

Customer and General Public Technical Assistance CPG Funding Level: Full Partial None
*Number of Actions: 100 Enter integer only. Comments:

Code/Ordinance Development and Review CPG Funding Level: Full Partial None
*Number of Codes/Ordinances Developed: 2 Enter integer only. *Number of Code/Ordinances Reviewed: 2 Enter integer only.

Other Activities
CPG Funded: Other:

Facility Permitting, Inspections and Environmental Monitoring
 CPG Funding Level: Full Partial None

*Total number of existing facility permits reviewed: *Enter integer only.*

*Total number of new facility permit applications received & reviewed: *Enter integer only.*

*Total number of permits issued: *Enter integer only.*

*Number of enforcement actions: *Enter integer only.*

*Number of complaints: *Enter integer only.*

Comments:

*Total number of inspections: *Enter integer only.*

Other Plans or Reports

Other Types of Facilities (Biosolids, Exempt, etc.) CPG Funding Level: Full Partial None

Complete the required fields and all other pertinent fields, then click “Save”. Once you click “Save”, your information will appear with an “Edit” option to update information at any time. You must “Save” before Step 2 is accessible.

Facility Permitting, Inspections and Environmental Monitoring
 CPG Funding Level: Full Partial None

Total number of existing facility permits reviewed: 2

Total number of new facility permit applications received & reviewed: 1

Total number of permits issued: 1

Number of enforcement actions: 5

Number of complaints: 20

Comments:

Total number of inspections: 50

Other Plans or Reports

Other Types of Facilities (Biosolids, Exempt, etc.) CPG Funding Level: Full Partial None

Step 2: Enter Ordinance, Equipment and Facility Info

Code/Ordinance Development and Review

Enter the name of any Code/Ordinance reported on this period, then click “Save”. Continue until you have entered all codes and ordinances reported this period. By clicking “Save”, the information you enter will appear in a list you are able to “Edit” or “Delete” at any time.

Code/Ordinance Development and Review

Add New Code/Ordinance Developed:

Code/Ordinance Name:

Add New Code/Ordinance Reviewed:

Code/Ordinance Name:

Equipment Purchases

Enter a description of the type of equipment purchased, the quantity of each type, and the total dollar amount of CPG funds for all pieces. Click "Save". Continue until you have entered all equipment purchased for this reporting period. By clicking "Save", the information you enter will appear in a list you are able to "Edit" or "Delete" at any time.

Equipment Purchases
Add New Equipment Purchase:

Equipment Type	Quantity	CPG Funds
 <input type="text"/>	<input type="text"/>	<input type="text"/>

New Facility Permit Application Reviewed

If you received a permit application from a new facility this reporting period, enter the name of the facility and indicate the status of the permit review. If you submitted the permit to Ecology for review during this reporting period, enter the date you submitted the permit to Ecology. Click "Save". Repeat this process for the Add New Facility Permit Issued section, if applicable. By clicking "Save", the information you enter will appear in a list you are able to "Edit" or "Delete" at any time.

Facility Permitting, Inspections and Environmental Monitoring
To provide more detail, complete the facility specific information below.
New Facility
Add New Facility Permit Application Reviewed

Facility Name	Review Status	Date to Ecology for Review
 <input type="text"/>	<input type="radio"/> Complete <input type="radio"/> Incomplete <input type="radio"/> Review Pending <input checked="" type="radio"/> Unknown	<input type="text"/> 

Add New Facility Permit Issued

Facility Name	Issue Date	Date permit to Ecology
 <input type="text"/>	<input type="text"/> 	<input type="text"/> 

Existing Permitted Solid Waste Facilities

This section includes a drop down list that should identify all permitted solid waste facilities in your jurisdiction. Select the facility in the facility drop down list you are reporting on and complete the table as appropriate. When finished entering the appropriate information for this section, click “Save”. The report will appear as complete. You can edit the report at any time. You may add another existing permitted facility report or move to Step 3.

Existing Permitted Solid Waste Facilities

Add Permitted Solid Waste Facility

Facility: Capitol Auto Recycling
Type name if not found at left:

Permit Renewal: Capitol Auto Recycling
New Facility Type: Select a Facility Type
Renewal Status: Select a Status

Date Issued: JC Penney
Date Sent to Ecology:

Enforcement Actions:
 Cease and Desist order
 Compliance schedule
 Corrective action
 Notice of violation
 Other
 Penalty order
Other:

Save Cancel

If the data does not list a facility you are looking for, there is an area to the right of the drop down list for you to add the missing facility. Enter the name of the facility; select a facility type and appropriate status of this facility from the drop down lists. Complete the remainder of the report as appropriate for this facility. Click “Save”.

Existing Permitted Solid Waste Facilities

Add Permitted Solid Waste Facility

Facility: Capitol Auto Recycling
Type name if not found at left:

Permit Renewal: Capitol Auto Recycling
New Facility Type: Select a Facility Type
Renewal Status: Select a Status

Date Issued: JC Penney
Date Sent to Ecology:

Enforcement Actions:
 Cease and Desist order
 Compliance schedule
 Corrective action
 Notice of violation
 Other
 Penalty order
Other:

Save Cancel

Step 4: Add Inspection or Environmental Reports

After you create a report for a facility, you can add facility inspection dates and outcomes, and identify monitoring reports for that facility by selecting “Edit” for the facility. When finished entering the appropriate information for each section, click “Save”. When finished entering inspection and monitoring information, click “Update”.

Existing Permitted Solid Waste Facilities

Facility: Capitol Auto Recycling Type name if not found at left:

New Facility Type: Select a Facility Type

Renewal Status: Select a Status

Permit Renewal: Plan Review
 Design Financial Assurance Operating
 Other Post Closure/Closure

Date Issued: 4/2/2009 Date Sent to Ecology: 3/4/2009

Enforcement Actions: Cease and Desist order Compliance schedule Corrective action
 Notice of violation Other Penalty order

Update **Cancel**

Facility Inspections

Inspection Date	Reason for Visit	Substantial Compliance	
3/10/2009	Complaint	<input checked="" type="checkbox"/>	Edit Delete Add Document

Add New Facility Inspection

Date: Reason for Visit: Facility is in substantial compliance

Environmental Monitoring Reports Reviewed

Report Type	Sample From Date	Sample To Date	
Other: groundwater	3/3/2009	3/4/2009	Edit Delete

Add New Environmental Monitoring Reports Reviewed

Report Type: Please Select a Type Sample From Date: Sample To Date:

Step 5: Submit Final Report

When finished completing this form and it represents activity for the quarter, you are ready to submit the report. Click on “Submit Report” located in the bottom left hand corner.

Submit the Report

To submit this report, click on the button below

Submit Report

The system will automatically generate an e-mail notification to your grant officer. You **must** submit this report quarterly (every three months), even if you are not submitting a payment request. Your grant officer must receive and approve this report before processing a payment request can occur. If you need help, contact your regional grant officer.

How do I submit my task (project) Final Performance Analysis (FPA) reports?

The task (project) submittal and details forms are the same for a CPG funded and non-CPG funded task (project). At the bottom of the task (project) details page you will find “Submit as FPA”. If you are submitting as an FPA, you must complete certain fields, such as the outcomes section.

Outcomes Estimated Outcomes Actual Outcomes

[Conversion Sheet](#)

Business Contacts: Business Participants:

Residential Contacts: Residential Participants:

Organics Diverted: tons MRW Diverted: tons

Recycled: tons (not organics or MRW)

Other Outcomes:

Lessons Learned:

Success Story: Yes No

Measurement Technique: Survey Data Collection

Educational Value: Meets EALR Addresses GLEs

Please note:
 "Save Without Posting" saves the project details in the system without posting them onto the public site.
 "Post" posts your project to the public site.
 "Submit as FPA" is for CPG grant funded projects only and is only used for the Final Performance Analysis (required for closing an agreement).
 "Cancel" clears your entry.
 It is important to "Save without posting" often so you don't lose the information if the system logs out due to inactivity.

1. Log in as a **Registered User**.
2. Select **Registered User Access Page** at the top of the page.
3. This will take you to your City or County's Registered User page.
4. Under the section, **Submit/ Update Project Information**, you should see your grant number and task (project) titles listed.
 - a. If you cannot find your grant number, contact your grant officer right away. Your grant officer is the only person who can add tasks (projects) to ensure task (project) reporting is consistent with the agreement's deliverables.
 - b. You may see a list of previous grants waiting for archival. You might find the task (project) you are looking for on the second page of list of grants and tasks (projects).
 - c. If a task (project) appears in the "Non Ecology Funded Task (Project)" list by accident, it means that the Funding section of the task (project) detail page does not have "CPG" selected. You can correct this by filling out the FPA and indicating "CPG" funded.
5. Select a task (project) title and the system will open up the **Project Details** page
6. **Important Note:** Remember to save your work at least every 15 minutes. The system will eventually log you out unless you frequently submit or save your work. Entering text does not engage the database and therefore does not count as activity.

7. Fill out the form. Ecology uploaded a list of grant numbers, task (project) titles and descriptions from the agreements to provide base information. Recipients will need to edit and fill in the blank fields.
 - a. **Descriptions-** Your peers and, potentially, legislators will read these descriptions. The descriptions show what Washington citizens are getting for the money.
 - Keep the description brief and to the point but give the reader a clear picture of what the task (project) consisted of, who benefited and why it was important for your community.
 - b. **Outcomes-** Your reports posted on the Information Clearinghouse will help the CPG Program report seven statewide rollup outcomes (Business and Residential Contacts, Business and Residential Participants, MRW tons diverted, Organics tons diverted and Tons Recycled (not organics or MRW))
 - Remember these outcomes are the total for your two-year grant cycle!
 - Please see the CPG conversion sheet to help you turn your outcome numbers into tons diverted. For example, turning the number of Christmas trees collected to tons of organics diverted.
 - CPG define “Contacts” as the number of businesses or residents that you contacted with your message (e.g. the number of brochures distributed, hits to a website, etc.). A “participant” actually participated in a program (e.g. workshop attendees, technical assistance visits, number of people who purchased compost bins, etc.).
 - If you have outcomes that do not fit into those standard outcome numbers, please include those in the “other outcomes” section.
 - c. **Resource Materials-** You **must** post any report, study, brochure, flyer, etc created with CPG funds on the Information Clearinghouse.
 - You can upload the document directly from your computer. Simply select “Add Resource” at the bottom of the Project Detail page. Fill out the form and click “Submit”.
8. At the bottom of the form, you will see options to “Submit as FPA” or “Save”. If you “Save”, you can log off and come back later to finish.

Submit an FPA for each task (project) title.

The screenshot shows a web form titled "Facility Permitting, Inspections and Environmental Monitoring". At the top, it asks for the "CPG Funding Level" with radio buttons for "Full" (selected), "Partial", and "None". Below this are several input fields with "Enter integer only" instructions:

- *Total number of existing facility permits reviewed: 2
- *Total number of new facility permit applications received & reviewed: 1
- *Total number of permits issued: 1
- *Number of enforcement actions: 5
- *Number of complaints: 20
- *Total number of inspections: 50

 There is also a "Comments:" text area. Below the main form fields are two sections: "Other Plans or Reports" and "Other Types of Facilities (Biosolids, Exempt, etc.)", each with a large empty text area. At the bottom right, there are "Save" and "Cancel" buttons, with the "Save" button circled in red.

Appendix A. Glossary of Terms and List of Acronyms

Activity is one or several “steps” taken to implement a grant task (project) and eventually reach the expected outcome.

Agreement means the formal written contractual document that details the terms of the grant.

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

Amendment means a written document that details the changes or revisions to the original terms of the grant. CPG uses a Letter or Formal Amendment process.

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

Application Coordination is a requirement for applicants that are not the planning authority except for local health jurisdictions applying for a solid waste enforcement grant. See Chapter 2 for specific details about application coordination.

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 originals must be submitted elsewhere), vendor invoices, monthly time sheets, and payroll records.

Beyond Waste is the name of the State’s Solid and Hazardous Waste Management Plan.

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 tasks (projects) working to address similar wastes or functions. There are six CPG categories: Organics, Green Building, Waste Reduction and Recycling, Moderate Risk Waste, Solid Waste Enforcement, and Other.

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

Cost Incurred is the date the recipient takes possession of the item or a service is performed AND the recipient has a payable invoice.

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 Lead Agency means the agency identified in an Ecology-approved solid waste or hazardous waste management plan as having the principal responsibility for implementing all or some 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 task (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 Task (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.

Evaluation Method describes how you will measure success. It is the tool used to verify your actual outcome.

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

Formal Amendment is an amendment that requires a recipient's signature.

Goal Statement explains the purpose of your actions. It answers the question, "What do you intend to affect or solve".

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 task (project) categories. Identified as a *Beyond Waste* priority, it is defined in the State's Solid and Hazardous Waste Management Plan.

Grouping refers to combining two or more tasks (projects) into one. See Chapter 4 for detailed information about grouping tasks (projects).

Health Jurisdiction is a term used to define both a jurisdictional health district and health department unless otherwise noted in these guidelines.

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

Information Clearinghouse is 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 task (project) and are contributed to the recipient (or any contractor under the grant agreement) by a third party, without direct monetary compensation. Interlocal costs are the only eligible in-kind contributions allowed under the Coordinated Prevention Grant Program. See definition of interlocal costs below.

Inter-local Agreement means an agreement between local governments (developed in accordance with Chapter 39.34 RCW, Inter-local Cooperation Act). The inter-local 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.

Inter-local Costs are in-kind contributions made to a task (project) by another local government pursuant to a valid written agreement (such as an inter-local 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.

Letter Amendment is a simple amendment that does not require recipient signature.

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 that a planning authority is required to implement and that provides direction for managing hazardous waste.

Local Health Jurisdiction is a term used to define both a jurisdictional health district and health department (unless otherwise noted in these guidelines), responsible for enforcing solid waste rules and laws.

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

Local Toxics Control Account past funding source for the CPG Program.

Match means that portion of the cash expenditures provided by the recipient for the task (project) and the value of the eligible interlocal, in-kind contribution applied to the task (project).

Maximum Eligible Cost means the total amount equal to state share and local match.

Minimum Threshold Score is a scoring system for regular cycle grant applications designed to ensure that grant tasks (projects) have defined outcomes, and grant tasks (projects) are ready to proceed.

Moderate Risk Waste is one of the six task (project) categories. Identified as a *Beyond Waste* priority, it is defined in the State's Solid and Hazardous Waste Management 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.

Off-Set Cycle Funds are CPG funds that are not distributed through the Regular Cycle. The funds originate from either un-requested or un-spent funds by recipients in the Regular Cycle, and from any special provision 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 task (project) categories. Identified as a *Beyond Waste* priority, it is defined in the State's Solid and Hazardous Waste Management Plan.

Outcome Statement is an educated guess about what a task (project) will achieve; the expected, measurable work result.

Overhead is a term used to describe those costs incurred for a common purpose and not readily identifiable with a particular task (project). Overhead can be charged at a rate of 25% of salaries and benefits.

Personal Property means property of any kind except real property. It may be tangible (having physical existence) or intangible (such as patents, inventions and copyrights).

Phased Agreements means an agreement contains a full scope of work for each task (project) but only authorizes a portion of the total budget.

Phase 1 of a phased agreement includes a grant agreement written for an amount equal to the first six quarters of the cycle according to the recipient's spending plan.

Phase 2 of a phased agreement includes an amendment to increase the grant budget to pay for the last six months of a regular cycle grant or remaining 18 months of an offset cycle grant. Phase 2 is effective July 1 of the new biennium.

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

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

Progress Reports are reports required quarterly and with each payment request. Progress reports are submitted through the Solid Waste Information Clearinghouse and shall provide enough detail to verify costs incurred for each task (project) in the grant agreement.

Proviso The Washington State Legislature defines *Proviso* as, "A clause in a bill that sets out specific exceptions to the general law." This is additional funding for specified tasks (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 pursuant to a local comprehensive solid waste management plan.

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

Real Property means land, including crops and mineral rights, land improvements, structures, and appurtenances to them, excluding movable machinery and equipment.

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 task (project) (e.g., public works director, public health director, recycling coordinator, solid waste planner).

Scope of Work is the chronological division of work to be performed under an agreement in the completion of a task (project). Each task (project) must contain a full scope of work based on the expected total cost of the task (project) over the two-year grant period. Any element in a scope of work that is not CPG eligible for reimbursement will be noted in the grant agreement.

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

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

Solid Waste Enforcement Grants are grants awarded to local health jurisdictions to enforce rules adopted under Chapter 70.95 RCW.

Solid Waste Enforcement Tasks (Projects) are tasks (projects) that include activities to develop, support, or enforce solid waste rules adopted under Chapter 70.95 RCW.

Spending Plan is a quarterly (every three months) plan for spending over the two-year grant period. Ecology submits the spending plan to the Office of Financial Management each quarter to manage the sale of bonds necessary to fund the State Building Construction Account.

State Building Construction Account is a bond account managed by the Office of Financial Management and is the current funding source for the CPG Program.

State's Solid and Hazardous Waste Management 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.

Task (Project) is a summary of activities working toward an expected outcome.

Task (Project) Income means gross income received by the recipient and directly generated by a task (project), or earned only as a result of the task (project) during the period of the grant.

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 Task (Project) Cost means the sum of *all* costs related to the task (project).

Work Plan is a general outline of the necessary steps taken to complete the task (project) and includes a general timeline for each step. The timeline will help determine expected spending and the quarter in which a recipient expects to request reimbursement for costs incurred.

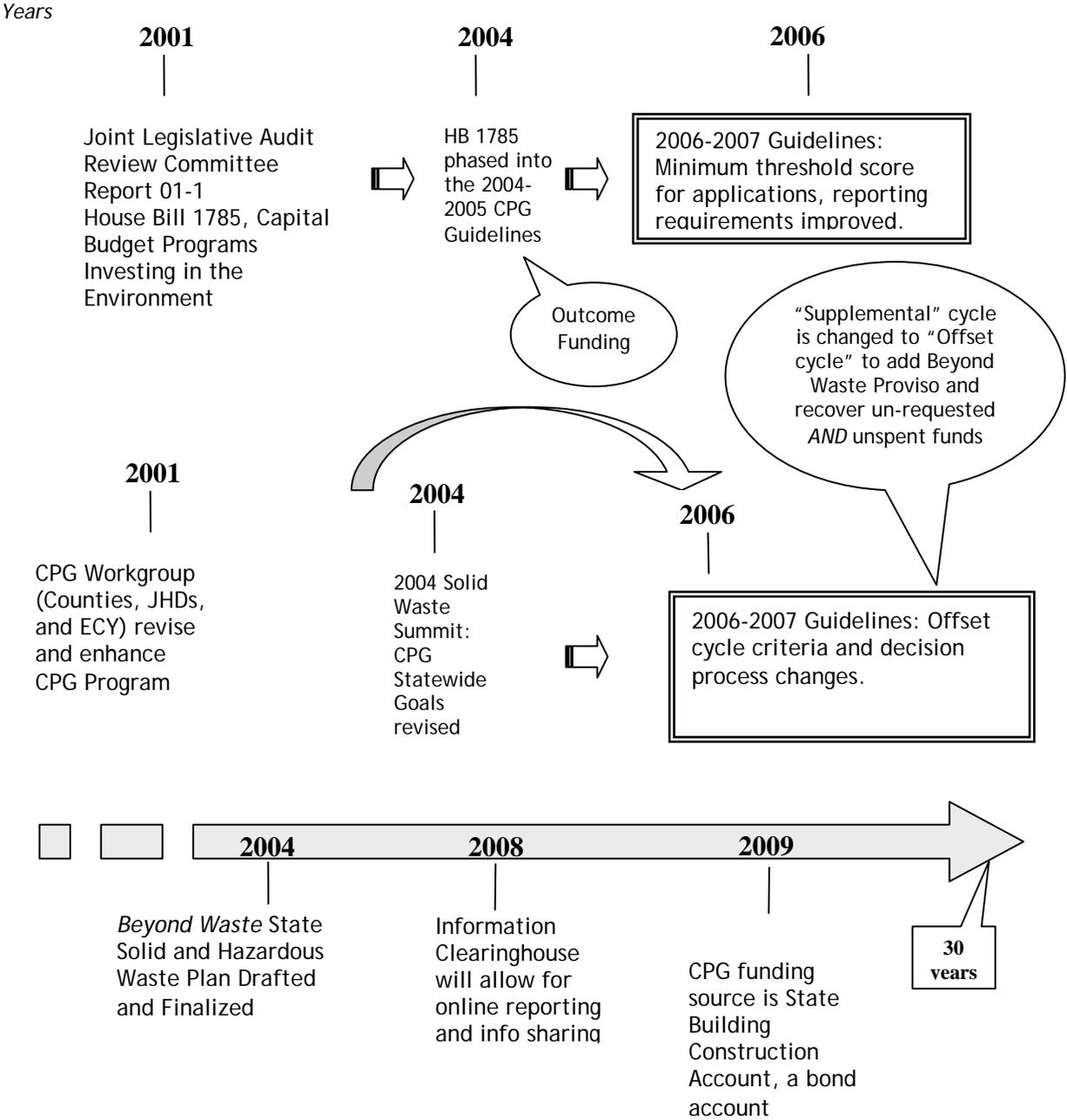
Yellow Book is a term used when referring to Ecology's Publication No. 91-18, *Administration Requirements for Recipients of Ecology Grants and Loans*.

List of Acronyms

ATB	Alternative to Burning
BMP	Best Management Practice
BW	Beyond Waste
C&D	Construction & Demolition
CDL	Construction, Demolition & Landclearing
CESQG	Conditionally Exempt Small Quantity Generator
CPG	Coordinated Prevention Grant Program
Ecology	Washington State Department of Ecology
FPA	Final Performance Analysis
GB	Green Building
HB 1785	House Bill 1785
HHW	Household Hazardous Waste
HWMP	Hazardous Waste Management Plan
Invoice	Payment Request
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
OFM	Office of Financial Management
OMB	Office of Management and Budget
ORG	Organics
P&I	Planning and Implementation
PBT	Persistent Bioaccumulative Toxin
PMT	Ecology's SWFAP Program Management Team
Quarterly	Every three months in a calendar year
SBCA	State Building Construction Account
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
SWMP	Solid Waste Management Plan
WRR	Waste Reduction and Recycling
Yellow Book	Publication No. 91-18 (rev. 9/05): Administrative Requirements for Recipients of Ecology Grants and Loans

Appendix B. Timeline Changes to the CPG Program

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



Appendix C. Eligible CPG Tasks (Projects) List by Category Type

This appendix is provided as a guide to identify eligible tasks (project). These lists are not all-inclusive. If you do not see a task (project) listed that you feel is eligible, please contact your Ecology grant officer for assistance.

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.
- Teacher trainings and paying for substitute teacher time.
- Giveaways are allowable under certain circumstances. Please talk to your grant officer for this determination.

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 environmentally preferable 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 and items covered under the E-Cycle Washington program, all costs associated with collection of recyclable items at special events are eligible. If moderate risk wastes are to be collected in conjunction with a collection event for recyclable items, 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). Costs associated with the collection of electronic waste is limited:



- As of January 1, 2009, televisions, computers, computer monitors, and portable or laptop computers can be recycled through the new E-Cycle Washington program. Costs for collection of these items are **not eligible** for reimbursement.
 - 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 education about opportunities for recycling televisions, computers, computer monitors, and portable or laptop computers in your jurisdiction.
 - Costs for recycling computer peripherals such as keyboards, mice, and printers are eligible because they are **not included** in the E-Cycle Washington program.
 - 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.
- Environmentally preferable purchasing (purchasing safer 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.

With the exception of solid waste disposal costs and items covered under the E-Cycle Washington program, all costs associated with collection of recyclable items at special events are eligible. If moderate risk wastes are to be collected in conjunction with a collection event for recyclable items, 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). Costs associated with the collection of electronic waste is limited:



- As of January 1, 2009, televisions, computers, computer monitors, and portable or laptop computers can be recycled through the new E-Cycle Washington program. Costs for collection of these items are **not eligible** for reimbursement.
 - 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 education about opportunities for recycling televisions, computers, computer monitors, and portable or laptop computers in your jurisdiction.
 - Costs for recycling computer peripherals such as keyboards, mice, and printers are eligible because they are **not included** in the E-Cycle Washington program.
 - Technical assistance, coordination, and collaboration (staff time).

Fixed Facilities

Operating expenses at facilities, including satellite facilities, offering collection and disposal services year-round at a fixed site, are eligible for reimbursement. 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 costs associated with reduction or removal of PBT Threats are 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

Disposal costs for small quantity generator wastes are not eligible for reimbursement. Activities that inform and educate businesses in support of the goals in the hazardous waste management plan are eligible for reimbursement and include, but are not limited to such projects as:

- Resource libraries.
- Waste consultation services to help businesses find ways to purchase fewer toxic products, 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, such as non-toxic cleaners, IPM, mercury thermometer exchanges.
- Small Business MRW Reduction technical assistance—on-site waste audits.

Environmentally Preferable Purchasing (EPP)

- EPP Policy Development.
- Integrated Pest Management.
- Education of household and businesses about EPP.

Constructing Facilities

Construction costs are eligible when the purpose of the facility is to store, sort, or process moderate risk waste. Some eligible construction costs could include:

- Floor sealants.
- Sumps.
- Wiring.

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.

Demonstration Projects.

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

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.
- EPP – safer product 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.
- Staff time to organize 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 deconstruction 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.
- EPP materials promoting safer product purchases and purchasing of recycled content products.

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.
- 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.

Environmentally Preferable Purchasing

- EPP Policy Development related to green building.
- CPG cannot be used to offset the cost of EPP products.

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.
- Commercial organics program.

Constructing Facilities

Construction costs are eligible when the purpose of the facility is to 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 eligible for reimbursement. Examples of operational costs include, but are not limited to:

- Salaries/benefits of staff that collect, transport, or process organics.
- Other costs associated with collecting, transporting, or processing 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.

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 involves evaluating the plan to determine how well tasks (project) 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 and to add *Beyond Waste elements*. 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) 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 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 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 waste management plans and revisions should conform to Ecology's Planning Guidelines for Local Hazardous Waste Plans (WDOE 93-99). Ecology's Implementation Guidelines for Local Hazardous Waste Plans (WDOE 92-14) 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. 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.

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.

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 Costs. 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

Waste Tires Enforcement Program

Tire piles continue to challenge state and local officials responsible for cleaning up unauthorized dumpsites and preventing further waste accumulation. Activities associated with enforcement on waste tires can include:

- Developing civil penalty ordinance.
- Establishing a Waste Tire Enforcement program.
- Staff time spent on Waste Tire Enforcement.

Customer and General Public Technical Assistance

General education/outreach that focuses on:

- Solid and hazardous waste regulations.
- Preventing violations.

Appendix D. Beyond Waste Project Ideas

A. Reducing Small Volume Hazardous Materials and Wastes (MRW Category)

AREA OF FOCUS	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Mercury	<ul style="list-style-type: none"> • Reduce exposure to mercury • Reduce demand for mercury containing products • Ensure proper end-of-life management • Increase demand for non-mercury devices 	<ul style="list-style-type: none"> ▪ Implement collections and exchanges that ALSO include stewardship and prevention efforts for thermometers, mercury switches and thermostats, auto switches, and fluorescent lamps ▪ Develop take-back partnerships with retailers and manufacturers ▪ Develop and distribute outreach materials (specifically related to prevention, stewardship, or PBT awareness) 	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"> • Reduce disposal of electronics to landfill • Increase demand for closed-loop electronics management • More opportunities are available for electronics recycling and are used by citizens 	<ul style="list-style-type: none"> ▪ Expand and promote a local electronic product stewardship infrastructure ▪ Promote and institutionalize the purchase and use of “greener” electronics ▪ Promote and institutionalize recycling programs in local government and local businesses 	Tons collected # of units collected Number of contacts Number of participants # of projects # of policies Electronics recycling rate
Pesticides	<ul style="list-style-type: none"> • Reduce demand for pesticides • Reduce wastes associated with pesticide use 	<ul style="list-style-type: none"> ▪ Provide integrated pest management (IPM) outreach to city and county departments, schools, landscapers, etc. ▪ Implement healthy soils programs and/ or “Natural Yard care” education ▪ Provide training for workers and homeowners on reducing use of pesticides and using alternatives to pesticides ▪ Provide outreach to retailers to provide alternatives to pesticides ▪ Partner with green building training programs to educate about the use of alternatives to pesticides 	Number of contacts Number of participants Pounds of pesticides reduced # of IPM policies implemented or adopted Shelf survey of pesticides
EPP and Product Stewardship	<ul style="list-style-type: none"> • Increase demand for environmentally preferred products • Reduce use of environmentally damaging products • Increase product stewardship infrastructure 	<ul style="list-style-type: none"> ▪ Establish an EPP policy for your jurisdiction ▪ Provide education and outreach to businesses and/or the public on EPP ▪ Become a member of the NW Product Stewardship council ▪ Education on product stewardship 	Policy developed Number and type of EPP products purchased Number of contacts

AREA OF FOCUS	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Lead and other PBTs	<ul style="list-style-type: none"> Reduce exposure to lead and other PBTs Reduce demand for products containing PBTs 	<ul style="list-style-type: none"> Provide outreach materials (specifically related to prevention, stewardship, or PBT awareness) Educate landlords and renters on lead hazards and resources available to address hazards Educate homeowners and renters on do it yourself lead hazard assessment Update outreach materials to local health care providers to reflect new information on the hazards of lead Encourage business to provide / use alternatives to lead Share information on workplace hazards and the availability of technical assistance from the Department of Labor and Industries Educate source control specials on lead hazard assessment 	Number of contacts
MRW Education to public and businesses	<ul style="list-style-type: none"> Increase knowledge of and demand for safer alternatives Reduce improper use, storage and disposal of MRW 	<ul style="list-style-type: none"> Provide technical assistance to CESQGs Provide education on safer alternative products to the public and businesses Provide education on proper use, storage and disposal of MRW 	Number of contacts Number of CESQG participants Amount of materials used or disposed of
Paint	<ul style="list-style-type: none"> Increase demand and use of recycled paint Encourage and support a closed-loop paint management system 	<ul style="list-style-type: none"> Promote the use of recycled content paint with contractors and consumers Assist with take-back infrastructure development Partner with green building training programs to educate about the use of recycled paint Develop and implement incentives for builders to use paint with recycled content Educate builders on the regional infrastructure for paint diversion 	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	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Residential and Commercial Organics Recovery and Recycling	<ul style="list-style-type: none"> Increase residential and commercial diversion of yard debris and food waste Reduce disposal of organics Home composting education available in every county Composting and compost use by governments 	<ul style="list-style-type: none"> Develop composting programs for residential, commercial, schools and / or institutions. Create on-site or off-site demonstration of food waste composting at farmers markets, restaurants, grocery stores, institutions, and/or government locations Promote or build facility infrastructure Provide training to Master Composter volunteers Supply collection containers Encourage composting and use of compost by your jurisdiction 	<ul style="list-style-type: none"> Tons diverted or recycled # of contacts # of participants Number of programs Amount of compost created or used by your jurisdiction Diversion rate for organic materials
Healthy Soils and Natural Yard Care	<ul style="list-style-type: none"> People understand the benefit of healthy soils People practice natural yard care 	<ul style="list-style-type: none"> Partner with organizations providing education on healthy soils, such as “Soils for Salmon” Provide education on natural yard care, including compost use. 	<ul style="list-style-type: none"> Number of contacts or participants
Compost quality	<ul style="list-style-type: none"> Recycled organic products are of high quality 	<ul style="list-style-type: none"> Provide assistance, training and oversight to compost facilities in your area to create a high-quality end product. Send compost facility operators, solid waste and health district staff to WORC’s Compost Facility Operator Training Set guidelines for high-quality compost for local use 	<ul style="list-style-type: none"> Compost sales Technical assistance visits Guidelines established Fewer complaints; increased customer /neighbor satisfaction
Agricultural and Industrial Organics Recovery and Recycling	<ul style="list-style-type: none"> Increase industrial and agricultural organics recovery Reduce disposal of organics 	<ul style="list-style-type: none"> Promote or build infrastructure and projects that divert agricultural and industrial organic materials from disposal Provide technical assistance (zoning, permitting) for businesses building new projects, such as anaerobic digesters on farms 	<ul style="list-style-type: none"> Tons and material types diverted or recycled # of participants Diversion rate for agricultural and industrial organics
New Products and Technologies for Organics Recycling	<ul style="list-style-type: none"> Increase availability and types of recycled organic products Create robust markets 	<ul style="list-style-type: none"> Research end-uses for recycled organics (such as characterizing product, demonstration of end uses, market research, novel-use pilot projects) Create demand for recycled organic products used for storm water management, erosion control, carbon sequestration, fuel, energy and soil health. Provide technical assistance (zoning, permitting) for businesses building new projects 	<ul style="list-style-type: none"> # demonstration/research sites operating 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	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Green Design, Construction, and Deconstruction Projects	<ul style="list-style-type: none"> Increase incentives for green design, construction, and deconstruction Remove key barriers for green design, construction, and deconstruction 	<ul style="list-style-type: none"> Develop and implement incentives for green building and low impact development Work with other regulatory agencies on encouraging green building practices Develop partnerships with organizations working to promote green building and design Adopt third-party verified green building standards in local agencies or departments 	<ul style="list-style-type: none"> # of green building policies developed # of green building projects (actual) Ration of green buildings to conventional construction
Reuse and Recycling of C&D	<ul style="list-style-type: none"> Increase demand for recycling and reusing building materials Expand infrastructure for recycling and reusing building materials 	<ul style="list-style-type: none"> Promote or develop deconstruction processing facility or infrastructure Develop and implement marketing programs that stimulate demand for reused and recycled building materials Promote reuse stores Develop and implement incentives for builders to divert construction waste from landfills Educate builders on the regional infrastructure for waste diversion 	<ul style="list-style-type: none"> # of participants Tons recycled or diverted
Green Building Program Promotion	<ul style="list-style-type: none"> Increase awareness of green building programs Increase the number of green buildings 	<ul style="list-style-type: none"> Promote outcomes through case studies, tours, and other publicity avenues Partner with building organizations to promote green building Develop and implement 'green design/ build challenges' 	<ul style="list-style-type: none"> # of green building projects (actual) Ration of green buildings to conventional construction
Knowledge and Awareness of Green Building	<ul style="list-style-type: none"> Increase participation in green building programs Increase awareness of green building benefits 	<ul style="list-style-type: none"> Develop and implement residential green building education program Establish demonstration sites Train contractors, builders, laborers, architects, real estate agents, lenders 	<ul style="list-style-type: none"> # of participants
Green Building Product Design	<ul style="list-style-type: none"> Increase demand and use of green building products 	<ul style="list-style-type: none"> Establish recognition programs Adopt policies that require the use of third-party verified green building materials in local agencies or departments 	<ul style="list-style-type: none"> # of green building projects or products (actual)
Low-Impact Development (LID)	<ul style="list-style-type: none"> Reduce site impact of development, including stormwater runoff and use of pesticides and fertilizers 	<ul style="list-style-type: none"> Establish low-impact development policies Develop demonstration low-impact development site Educate residents and building professionals on the basics of low-impact development for new construction and remodels 	<ul style="list-style-type: none"> Policy established Number of projects Number of visits to demonstration project

D. Local Planning and SW Issues (SW Category)

ISSUE	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Solid and Hazardous Waste Plan Updates	<ul style="list-style-type: none"> Local plan updates incorporate concepts of Beyond Waste 	<ul style="list-style-type: none"> Update local plans for solid and hazardous waste management to include projects aligned with the Beyond Waste vision and goals. Update local HW plan according to local HW planning guidelines 	<ul style="list-style-type: none"> # of participants # of plan updates
Implementation of Hazardous Waste Plans	<ul style="list-style-type: none"> Work plan for implementing current local HW plan CESQGs receive active assistance in management and reduction of MRW and reducing use of toxic products. 	<ul style="list-style-type: none"> Develop local capacity for technical assistance to CESQGs Participate in sector campaigns and voluntary leadership programs (partnership with ECY) 	<ul style="list-style-type: none"> # of CESQGs served on-site
Solid Waste characterization	<ul style="list-style-type: none"> Understand what is in the waste stream to better drive programs and markets 	<ul style="list-style-type: none"> Perform a waste characterization study for your jurisdiction Perform waste audits for schools, businesses as part of technical assistance 	<ul style="list-style-type: none"> Waste characterization study results Number of audits
Solid waste financing	<ul style="list-style-type: none"> Find sustainable funding mechanisms for solid waste , recycling and reduction programs 	<ul style="list-style-type: none"> Study alternative funding systems for waste programs Make adjustments to your funding system to move towards a more sustainable system 	<ul style="list-style-type: none"> Finance related studies Changes to solid waste finance system
Closed and Abandoned landfills	<ul style="list-style-type: none"> Inventory locations and risk posed by closed and abandoned landfills Make plans for clean up where needed 	<ul style="list-style-type: none"> Create an inventory of closed and abandoned landfills, mark on property records Use site hazards assessment or other process to determine risk posed by landfill sites. 	<ul style="list-style-type: none"> Inventory of sites Risk assessment of sites Clean-up plans for risky sites

Appendix E. Outcomes Conversion

Coordinated Prevention Grant Conversion Sheet

The original document was created by Ecology and is the standard conversions used by the Annual Recycling and Moderate Risk Waste Survey. The Coordinated Prevention Grant (CPG) program has adapted the following table to include other conversions to help local governments when reporting their outcomes. This is a working document and if you have any questions or comments, contact Shelly McMurry, CPG Coordinator at smcc461@ecy.wa.gov.

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
Books	one cubic yard	500	EPA NRMRL ¹
Corrugated cardboard	one cubic yard	400	EPA NRMRL
Corrugated cardboard, baled	one cubic yard	1,000-1,200	NRC ²
Magazines	one cubic yard	500	EPA NRMRL
Mixed Paper	one cubic yard	500	EPA NRMRL
Newsprint, loose	one cubic yard	500	EPA NRMRL
Newsprint, compacted	one cubic yard	720-1,000	NRC
Newsprint	12" stack	35	NRC
Office Paper	one cubic yard	500	EPA NRMRL
Phone Books	one cubic yard	500	EPA NRMRL
Aluminum cans, whole	one cubic yard	75	EPA NRMRL
Aluminum cans, flattened	one cubic yard	250	NRC
Aluminum cans	one full grocery bag	1.5	NRC
Catalytic converter	one	14	NRC
Ferrous cans, whole	one cubic yard	150	NRC
Ferrous cans, flattened	one cubic yard	850	NRC
Refillable beer bottles	case	11.4	NRC
Glass, whole bottles	one cubic yard	600-1,000	NRC
Glass, semi crushed	one cubic yard	1,000-1,800	NRC
Glass, crushed (mechanically)	one cubic yard	800-2,700	NRC
Glass, whole bottles	one full grocery bag	16	NRC
Glass, uncrushed to manually broken	55 gallon drum	125-500	NRC
PET, soda bottles, whole, loose	one cubic yard	40	EPA NRMRL
PET, soda bottles, whole, loose	gaylord ³	40-53	NRC
PET, soda bottles, baled	30" x 62"	500	NRC
PET, soda bottles, granulated	gaylord	700-750	NRC
PET, soda bottles, granulated	semi-load	30,000	NRC
Film, baled	30" x 42" x 48"	1,100	NRC
Film, baled	semi-load	44,000	NRC
HDPE (dairy only), whole, loose	one cubic yard	24	NRC

¹ Environmental Protection Agency National Risk Management Research Laboratory (EPA NRMRL).

² National Recycling Coalition (NRC).

³ Gaylord size most commonly used, 40" X 48" X 36."

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
HDPE (dairy only), baled	32" X 60"	400-500	NRC
HDPE (mixed), baled	32" x 60"	900	NRC
HDPE (mixed), granulated	gaylord	800-1,000	NRC
HDPE (mixed), granulated	semi-load	42,000	NRC
Mixed Plastic	one cubic foot	50	EPA NRMRL
Mixed PET & dairy, whole, loose	one cubic yard	average 32	NRC
Mixed PET, dairy & other rigid, whole, loose	one cubic yard	average 38	NRC
Mixed rigid plastic, no film or dairy, whole, loose	one cubic yard	average 49	NRC
Mixed rigid plastic, no film, granulated	gaylord	500-1,000	NRC
Mixed rigid plastic & film, densified by mixed plastic mold technology	one cubic foot	average 60	NRC
Food waste	one cubic yard	800	EPA NRMRL
Food waste, solid and liquid fats	55 gallon drum	412	NRC
Yard trimmings, branches	one cubic yard	350	EPA NRMRL
Yard trimmings, grass	one cubic yard	350	EPA NRMRL
Yard trimmings, leaves	one cubic yard	350	EPA NRMRL
Wood chips	one cubic yard	500	NRC
Sawdust	one cubic yard	375	Tellus Institute
Stumps & Logs	one cubic yard	1080	CCG ⁴
Grass clippings	one cubic yard	400-1,500	NRC
Manure	one cubic yard	1628	FEECO ⁵
Pallets	one cubic yard	185	EPA NRMRL
Concrete	one cubic yard	2850	Ecology ⁶
Asphalt	one cubic yard	2850	Ecology
Composition Shingles	one cubic yard	419	CIWMB ⁷
Gypsum (dry)	one cubic yard	500-670	NRC
Battery (auto)	one	40	NRC
Tire – passenger car	one	20	NRC

⁴ Developed by Cascadia Consulting Group (CCG) for a waste composition study in San Diego, California in 2000.

⁵ "FEECO International Complete Systems and Equipment Handbook," 9th printing.

⁶ Washington Department of Ecology (Ecology), industry surveys.

⁷ "Conducting a Diversion Study – A Guide for California Jurisdictions," March 2001, California Integrated Solid Waste Management Board.

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
Tire - truck, light	one	35	NRC
Tire – semi	one	105	NRC
Used motor oil	one gallon	7.4	NRC
Oil filter drum (non crushed)	One	400	Ecology
Oil filter drum (crushed)	one	600	Ecology
Used oil filter	one	2.8	Ecology
Antifreeze	gallon	8.4	NRC
Computer (CPU)	one	30	Ecology
Computer (15" monitor)	one	30	Ecology
Computer (17" monitor)	one	45	Ecology
Computer (21" monitor)	one	60	Ecology
Cell Phone	one	.33	Ecology
Printers	one	18	Ecology
White goods/appliances	one	150	Ecology
TV	one	55	Ecology
Printer	one	18	Ecology
cellphone	one	.33	Ecology
Propane tanks	one	30	Ecology
Sinks	one	20	Ecology

Mercury containing items

<u>Material</u>	<u>Volume/Count</u>	<u>Mercury</u>	<u>Source</u>
Fluorescents (tubes and cfls)	54,000 pounds	1 pound	Ecology
Auto Switch	100 pounds	1 pound	Ecology
Thermostats	50 pounds	1 pound	Ecology
Fluorescent (cfls-tubes)	One	.016 -.04 grams	
Thermostat	One	2.2-3 grams	IMERC
Auto Switch (approx .5 switches in each car)	One	.8-1 grams	
Thermometer	One	.61 grams	IMERC

Other helpful Assumptions/Conversions

ClearStream Recycling Bags:

- On average, a full bag of aluminum will weigh 62 pounds
- On average, a full bag of plastic bottles will weigh 34 pounds
- On average, a full bag of mixed aluminum cans and plastic bottles will weigh 48 pounds

The average class size is 20 students

The average compost bin diverts 416 pounds/year of organics

The average Christmas tree (6-7 foot noble fir) weighs 44 pounds

The typical family (4) produces 10.8 pounds/week of food waste

Mulching mowers: The average household generates 1,000 pounds of grass annually

Hog fuel is currently going for about \$30 /BDT (bone dry ton). A ton of chipped green waste equals about 1/2 BDT hog fuel (1/2 ton moisture). A ton of chipped waste urban wood equals about 3/4 BDT hog fuel. Another common unit of measure is BDU or bone dry unit. There are 1.2 tons per unit.

Conversions

Pounds to Tons: # of pounds multiplied by .0005=tens (2,000 pounds in a ton)

Cubic Yards to tons: # of cubic yards multiplied by .125= tons

Grams to Pounds: # of grams multiplied by .002205=pounds

Appendix F. Coordinated Prevention Grant Statewide Goals

The list of CPG Statewide Goals helps Ecology track the accomplishments of the CPG Program and identify areas that need additional support. The CPG goals were created in 2004 with extensive collaboration between Ecology and CPG recipients. They were later revised in 2009 to ensure they align with the State Solid Waste Management plan, *Beyond Waste*. Ecology encourages local government grant recipients to align their task with the CPG Statewide Goals.

The CPG Program has always encouraged tasks that support “sustainability” efforts. Sustainability is the ability to address critical environmental, social, and economic issues in a way such that we do not substantially reduce the earth’s ecological health. In 1987 the Brundtland Report, also known as Our Common Future, defined sustainability as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs." Any CPG task that is submitted should consider long-term environmental, social, and economic impacts in the local jurisdiction, and the region whenever possible.

For more information about *Beyond Waste* please visit the Beyond Waste website (<http://www.ecy.wa.gov/beyondwaste/>).

The following is a list of the CPG Statewide Goals*:

CPG Statewide Goals

Moderate Risk Waste

Short Term (5 years):

1. 5% reduction in MRW (HHW and CESQG waste) generation per capita.
2. 50% of planning jurisdictions have MRW-related Environmentally Preferable Purchasing policies in place.
3. 90% of MRW collected is reused, recycled, or burned for energy recovery.
4. 100% of counties are served by an education program for households and CESQGs that addresses PBTs and encourages toxic use reduction.
5. 50% of counties have updated their local hazardous waste plan since January 1, 2000.
6. 100% of counties collect some type of mercury containing devices.
7. 50% of planning jurisdictions adopted IPM policies.

Long Term (30 years):

8. 100% of residents have access to electronics recycling without end-of-life fees
9. 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 food waste practices for institutions.
3. 10 jurisdictions integrate the use of organic materials into standard practices for public works projects, such as storm water management and erosion control.
4. Home composting programs are active in every county. This includes education, demonstration sites and bin sales.

5. 2 counties have multifamily curbside organics collection programs.
6. 2 projects foster public/private partnerships that supports organics processing infrastructure.

Long Term (30 years):

7. Organic waste reduction and recycling programs result in food and yard waste comprising less than 12% of MSW disposed of in landfills and waste-to-energy facilities (incinerators).
8. 95% of residents have access to an organics recycling program (includes curbside, drop box and/or home composting programs).
9. 20 counties are served by integrated education on natural yard/garden care (e.g., demonstration gardens).
10. 5 county solid waste systems include components of biomass and anaerobic digestion.

Green Building

Short Term (5 years):

1. 15 counties have available to developers, contractors, builders and local governments s residential green building education program.
2. 20 jurisdictions statewide have adopted incentives for green building (at least one jurisdiction in each region).
3. 20 planning jurisdictions have programs to promote green building and the purchase of green building products.
4. 20 jurisdictions have exchange programs in their county.
5. 2 new construction and demolition debris reuse and recycling facilities are in operation.
6. At least 20 jurisdictions have partnered with other local green building education programs to develop regional outreach and education programs.

Long Term (30 years):

7. 30 planning jurisdictions have programs to promote green building and the purchase of green building products.
8. At least 1 jurisdiction has built a project to meet the Living Building Standard.

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 (including MRW facilities) are in compliance with regulations and permit conditions, or an approved compliance schedule.
3. 10 jurisdictions have completed inventories of abandoned dumps and landfills (see Short Term Goal #3).

Long Term (30 years):

4. All jurisdictions have identified hazards associated with abandoned dump sites and landfills (see Short Term Goal #3).

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

Short Term (5 years):

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

Long Term (30 years):

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

Other

Short Term (5 years):

1. 10 model education projects, including tools for assessing the impact of the project, are developed and implemented.
2. 3 multi-jurisdictional collaborative projects.
3. Planning jurisdictions are participating in local take-back programs.
4. 100% of local solid waste plans contain *Beyond Waste* recommendations in at least 2 priority areas (EPP, GB, etc).
5. 2 counties/year conduct waste characterization studies.
6. 5 local governments help develop case studies that show how a new financing system would work for different socio-economic areas.

Long Term (30 years):

No long-term goals at this time.

*Contact the CPG Coordinator for status of these goals.

Appendix G. Frequently Asked Questions

Administrative

Q. What if my re-written application does not meet the requirements?

A. Any tasks in your application that do not meet the minimum threshold score a second time will not be funded during the regular cycle. The estimated funds for those tasks will be subtracted from your allocation and added to available funds for the offset cycle.

Q. What if I miss the re-write deadline for the regular cycle?

A. If you miss the application re-write deadline your task will not be considered for funding. You may resubmit your application for the next offset cycle. Your application will then compete with other applicants and funding is not guaranteed.

Q. When do I submit an application for the offset cycle?

A. A supplement to the 2010-2011 guidelines about the offset cycle is scheduled for early 2010. All information related to the offset cycle will be in this supplement.

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

A. The process to amend a grant agreement is more stringent in the offset cycle because those tasks competed for funds. Also, the types of changes will determine how to proceed with an amendment. A formal amendment request form may be required. Completing this form helps provide necessary information for your grant officer to write an amendment. Amendments to offset cycle grants require special approval and therefore may take longer.

Q. What if I want to move money between tasks in my grant agreement?

A. Funds do not transfer between tasks in an offset cycle agreement without prior special approval by the CPG Program. Tasks in this cycle are prioritized on a funding list based on the results of their competitiveness. If a recipient is not able to use the funds awarded for an offset cycle task, it may be de-obligated from the grant agreement and offered to the next task on the funding list. Transferring funds between tasks in a regular cycle agreement may be allowed. Contact your grant officer for guidance and assistance.

Q. Does my grant officer want to see my recycling brochure before it is mass produced?

A. No, unless otherwise noted in your grant agreement. Typically, a copy of all promotional and educational materials developed as part of an agreement must be submitted to your grant officer **concurrent** with public distribution or with the next progress report.

Q. Do I have to include Ecology's logo on all material I print if it is paid for with CPG money?

A. No. Ecology's logo should not be used unless the task is developed in conjunction with or for Ecology, or if Ecology has agreed to co-distribute the material. However, the Washington State Department of Ecology must be acknowledged for providing funding in all published material and oral presentations that result from agreements. This increases the visibility of the program and helps citizens and decision makers see the value of the CPG Program.

Q. If all of my tasks fall under the Organics category then why can't I lump them together as one task?

A. When tasks are grouped into one general program we lose the ability to show the targeted approaches and outcomes for each task. Targeted approaches and lessons learned will be valuable information to share with other jurisdictions. Contact your grant officer for assistance identifying which tasks should be grouped.

Q. If I buy equipment or property with CPG funds, does Ecology own it?

A. Yes. If the equipment or property has a life of over one year and a value of over \$5,000, Ecology owns 75% of it. The terms of ownership and disposition are identified in your grant agreement. This equipment or property must be added to the recipient's inventory tracking sheet.

Q. Can I transfer equipment or property purchased with CPG money to another jurisdiction?

A. No. Although special circumstances may arise that would allow it. Contact your regional grant officer for a determination and written authorization to do so.

Q. What should happen with equipment or property purchased with CPG money after the expiration of the grant agreement?

A. Ideally the program for which the equipment or property was purchased will continue after the expiration of the grant agreement. If your task will end, contact your grant officer for a determination about the disposition of the equipment or property. It could be that another jurisdiction can use the equipment. If your task will continue, your grant officer will provide you detailed instructions about the disposition of the equipment or property for the duration of its useful life.

Q. If we produce something with CPG funds, can Ecology authorize another local government to use it?

A. Yes. When the recipient creates any copyrightable material or invents any patentable property, the recipient may copyright or patent the same but Ecology retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes.

Q. How long must a recipient maintain a grant file?

A. A grant file must be accessible for review by Ecology for three years after the grant is closed.

Q. What is included in overhead? How is it calculated?

A. Overhead costs are incurred by the recipient, and may include costs incurred by others who supply goods, services or facilities to the recipient such as cost of utilities, maintenance and supervisory personnel who oversee project activities. Included in the overhead rate are office furniture and supplies, which are generally not direct billed. Overhead is calculated by multiplying 25% of salaries and benefits of staff time for actual time worked on a CPG funded task.

Q. How do I calculate match?

A. Local match is 25% of the maximum eligible cost of a task. Maximum eligible cost of a task is the state share of 75% plus the local match contribution of 25%.

- To calculate state share, multiply maximum eligible cost by 75%.
- To calculate local match, multiply maximum eligible cost by 25%.

Q. How do I develop or convert an outcome?

A. Chapter 4 provides a detailed approach for developing an outcome. See Appendix G for information about converting information into viable outcomes for a CPG funded task. If you still have questions, contact your regional grant officer for assistance.

Eligibility

Q. What if I need an emergency grant?

A. CPG is not available for emergency grants.

Q. Can I spend CPG money on prizes and giveaways?

- A. CPG will allow awards and outreach material as long as it meets the following criteria. Each item must:
1. Be received by an active participant in the CPG funded program or task.
 2. Must promote an environmental action, like advertising 2good2toss.com.
 3. Must be pre-approved by your grant officer and be minimal in cost.
 4. Be relevant to the task and supports the task's message.

Items that are considered entertainment are not eligible for reimbursement such as gift cards and movie tickets.

Q. I buy pizza and pop to encourage attendance at our local SWAC meetings. Can I charge these costs to the grant?

A. CPG can only pay for light refreshments and beverages, not meals. You must get prior approval from your grant officer if you want to charge light refreshments to your grant.

Q. What is considered a gift of public funds?

A. The state constitution prohibits the use of public funds for private gain. CPG money cannot be used for elements or activities of a task that will unduly benefit a certain individual or business. Contact your grant officer for technical assistance.

Q. I want to buy a chipper to handle the material from yard debris collection events. When I'm not using it, can I rent it out for use?

A. Yes. As long as the recipient meets the terms of the grant agreement and the CPG Program, the equipment can be used for other purposes when not used for its primary intended purpose. It may be necessary to report income from rental fees on the C1 or C2 form during the grant period. After the grant period, income from rental fees should be used to sustain the program. Contact your grant officer for confirmation.

Q. Can I use rent money as match for my CPG grant?

A. Maybe. Contact your grant officer to discuss the details that will determine if you can use rental income toward cash match. Historically, this option was used for *Alternatives To Burning* type tasks funded by a special legislative provision. This option, if available must be specified in the agreement. For other task types, you can claim revenue on your C2 form as a credit to your grant. The result will lower your task costs and effectively, your match.

Q. Can I use the value of labor provided by the State Department of Health as match for my project?

A. It depends. Employee services donated by a local government such as the State Department of Health are considered interlocal, in-kind contributions under certain conditions. Work with your grant officer anytime you are considering a third party donation as match. Your grant officer can also help identify other eligible scenarios as you develop your tasks. **Interlocal costs** may be used to meet a cash match requirement when all of the following conditions apply:

- The other governmental entity receives no reimbursement from the recipient (just as with other in-kind contributions).
- The costs would have been eligible if incurred by the recipient.
- The grant officer has reviewed the written interlocal agreement between the recipient and the other contributing entity.

- The costs are reported as interlocal costs on Form C1, and documented in the same way as costs incurred by the recipient.
- The contributing entity and the specific interlocal costs are identified in the terms of the agreement.

Q. Can CPG pay for a substitute teacher’s time or teacher clock hours as an incentive to attend a CPG funded training or workshop?

A. Yes and No. CPG will reimburse the teacher’s rate of pay for the number of actual hours to attend a CPG funded activity. An Memorandum of Understanding between the recipient and the school district must exist. CPG cannot pay for teacher clock hours; this is a personal benefit to the teacher and is not task related.

Reporting

Q. If I am late reporting the progress of my CPG task will it affect future CPG grants for me?

A. Yes. Starting with the 2011-2012 offset cycle, CPG grant officers will include spending history and reporting performance as a criteria for scoring grant applications. Make sure you are in contact with your grant officer about delays in reporting.

Q. If I hire a contractor, do they have to keep track of their time spent on the task?

A. Yes. The General Terms and Conditions in CPG grant agreements state that the recipient must ensure sub-grantee’s and contractor’s comply with the terms and conditions of the agreement. Contractor hours spent by day can be reported on Form E or by providing copies of timesheets.

Q. Do I need to submit all back-up documentation when requesting reimbursement?

A. Yes, all grant recipient must submit all back-up documentation with each reimbursement request. Ecology prefers the recipient to submit all back-up documentation with each payment request in electronic format. This practice enables your grant officer to provide you with the best customer service available by identifying common reporting errors as they arise.

Q. What does Ecology do with my final performance analysis (FPA) reports? Why are they important?

A. 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 on-line reporting system called the Solid Waste Information Clearinghouse (Information Clearinghouse). FPA’s must be submitted through this on-line system so that other jurisdictions may benefit from the lessons you learned while implementing your task. For more information about the Information Clearinghouse, see Chapter 7.

Q. What resources do I post on the Information Clearinghouse?

A. You should post CPG funded outputs such as outreach materials, reports, presentations, advertisements and videos that would be useful for other counties and cities.

Appendix H. Sample Outcomes

Sample Outcomes: This table contains examples of measurement units for different types of grant tasks (projects). It was created to help generate ideas and are not all inclusive. The roll-up outcomes are the units you must report to Ecology when possible.

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

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

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

5) Solid Waste Enforcement		Roll up outcomes
Type of Project		<p>SWE grants are unique in that the numbers collected at left satisfy their outcomes requirement.</p> <p>These outcomes are also reported in a unique manner on the Information Clearinghouse.</p>
Customer and General Public TA	# of actions	
Illegal dumping	# of complaints received this period # of complaints resolved (from this period) # of complaints resolved (from previous periods)	
Enforcing Solid Waste Codes 1. Improper storage and disposal 2. Nuisance enforcement	# of complaints # of enforcement	
Ordinance or Solid Waste code development	# of codes/ordinances developed (name and status) #of codes/ordinances reviewed (name and status)	
Equipment purchases	Equipment type, quantity, amount of CPG funds used	
Ensuring Compliance at solid waste facilities (permitting, inspections, plan review) *includes permit exempt, biosolids land application sites)	# of enforcement actions # of complaints # of inspections # of existing facility permits reviewed # of new facility permit applications received and reviewed # of permits issued # of plans reviewed	
Closed and Abandoned landfill	# located and mapped # evaluated for environmental problems	
Other Activities Solid waste enforcement planning Biomedical waste Animal waste project		

*See Ecology's Conversion chart

Note: Staff time spent on updates to education material is an eligible cost; however, it should not be the main task (project) goal or outcome.

