

DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# **Public Participation Grant Guidelines**

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*2011-2013*

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*To ask about the availability of this document in a format for the visually impaired, call the Waste 2 Resources at 360-407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*

# **Public Participation Grant Guidelines**

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**2011-2013**

Waste 2 Resources Program  
Washington State Department of Ecology  
Olympia, Washington

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# Abstract/Executive Summary

The Public Participation Grants Program provides funding to help qualified groups:

- Facilitate public participation in the investigation and remediation of contaminated sites.
- Carry out waste management education projects.
- Promote or improve state or local solid waste or hazardous waste management plans.

This document explains the program and discusses eligibility requirements.

**Keywords:**

Guidelines – grants – environmental education – cleanup oversight – waste management



# INTRODUCTION



Welcome to the Public Participation Grants (PPG) Program. This is a **competitive** grant program of the Washington State Department of Ecology (Ecology).

PPG anticipates receiving \$1.8 million for the two-year period running from July 1, 2011, to June 30, 2013. The grants support projects that help educate people and encourage Washington citizens to work together to solve solid waste and hazardous waste problems.

## About These Guidelines

Ecology staff members wrote this booklet for not-for-profit public interest organizations and citizen groups interested in applying for a PPG.

These guidelines define the PPG program called for in the Model Toxics Control Act (RCW 70.105D.070(5)). They explain the criteria Ecology uses to evaluate and award a PPG and describes how to complete the application. They will also help you plan and refine your environmental education or outreach projects.

## Ecology's Goals for the 2011-2013 PPG Program

- Increase the public's involvement in the cleanup and restoration of contaminated sites.
- Fund environmental education projects that emphasize eliminating waste and preventing pollution.
- Carry out projects that promote state solid waste or hazardous waste management priorities.

Ecology's goals include increasing public involvement in projects related to:

- Hanford Cleanup.
- Protecting Puget Sound.
- Commencement Bay, Duwamish River and Spokane River cleanups.
- Persistent bioaccumulative toxins (PBTs) (mercury, lead, some flame retardants).
- Continuing the state's revised Solid and Hazardous Waste Management Plan (known as the Beyond Waste Plan) by:
  - Raising awareness and use of green building materials, methods, and services.
  - Reducing exposures to toxic materials (such as paints and pesticides) in our homes and environment.
  - Increasing the recovery of organic materials (for compost or other products).

- Researching and promoting environmentally preferable products or services (those that cause less harm to human health and the environment when compared with competing products or services that serve the same purpose).

For more information on the Beyond Waste Plan, see:

<http://www.ecy.wa.gov/beyondwaste/>.

For more information on Environmentally Preferable Purchasing, see:

<http://www.ecy.wa.gov/beyondwaste/epp.html>.

When making award decisions, Ecology seeks to support environmental justice issues and create a demographic balance in the distribution of grant funds to communities across the state.

Applicants may request funding for either one or two years of the two-year period running from July 1, 2011, to June 30, 2013. Applicants awarded grants must complete all grant projects by June 30, 2013.

## Who Can Receive a PPG Grant?

PPG awards funding to either of the following groups:

- **Not-for-profit public interest organizations based in the State of Washington.** Proof of nonprofit status is required with the application. Applicants must have the following documentation:
  - Registration as a not-for-profit organization with the Washington State Secretary of State's Office.
  - Proof of 501(c) tax-exempt status with the U.S. Internal Revenue Service.
- **Groups of three or more unrelated persons residing in the State of Washington.** Groups that consider applying under this status ought to consult with a financial advisor as their funding may be subject to federal and/or state taxation.

## Where Does the Grant Money Come From?

The PPG money comes from a tax on commonly used hazardous substances such as motor oil, pesticides, and solvents. In 1988, Washington voters passed Initiative 97, the Model Toxics Control Act. This created a program to clean up all sites contaminated by hazardous substances and to prevent future contaminated sites in Washington State. The Model Toxics Control Act requires Ecology to set aside at least one percent of the revenues collected from the tax collected on hazardous substances for the PPG Program.

## Who Is Not Eligible to Receive a Grant?

The following groups and organizations are **not** eligible for PPG funding:

- Any person potentially liable for a release or potential release of a hazardous substance, as defined by the Model Toxics Control Act. (See RCW 70.105D.040.)
- Businesses and profit-seeking enterprises.
- Local governments, including any subdivision, regional governmental unit or district; any municipal or public corporation, including cities, towns, and counties; or, any department within a city, town, special purpose district, or county.
- Federally recognized Indian tribes or other sovereign nations.
- Public or private vocational or technical schools, colleges, or universities.
- Any other organization sustained by public funding.
- Any organization located outside of Washington State boundaries.
- Any applying organization that intends to use PPG funding for activity outside of Washington State boundaries.

## What Costs Can PPG Pay?

Recipients may use a public participation grant to pay for technical experts who help people understand hazardous waste or toxic site cleanups. PPG will also cover the costs to help promote the solid or hazardous waste management priorities described in the Beyond Waste Plan. Grants can pay costs to hold meetings, workshops and other events. Grants can pay for printing and distributing reports or other materials, renting equipment, and buying supplies. A recipient can also use the grant to cover administrative costs such as project-related mileage, lodging, and mailings.

On a case-by-case basis, Ecology may approve some activities or purchases not listed above.

## What Costs Can't PPG Pay?

Some project costs are not eligible for PPG funding. Ecology may terminate a grant agreement if a recipient spends funds on ineligible activities. The Administrative Requirements for Recipients of Ecology Grants and Loans, commonly referred to as the "Yellow Book," provides a comprehensive list of eligible/ineligible costs. To view the publication on-line, see <http://www.ecy.wa.gov/biblio/9118.html>.

The following activities are examples of costs **not** eligible for PPG funding:

- Starting a business.
- Providing services or creating products for which you receive payment from other parties.
- Collecting materials for recycling or disposal.

- Lobbying any state or local government official.
- Purchasing property, capital goods, or major equipment.
- Paying legal expenses related to claims against Ecology. Legal fees related to interpretation of technical material for informational purposes are eligible costs; however, legal fees related to any litigation, actual or under consideration, are not eligible.

# PROGRAM DESCRIPTION

## Why Do We Have Public Participation Grants?

The people of Washington, through Initiative 97, created the Public Participation Grants (PPG) Program to involve the public in solving waste management problems. These problems arise from the products we buy and the waste we all produce, both ordinary garbage and more dangerous substances.

The PPG Program originally provided funding for the cost of technical experts to help citizens understand environmental problems and the cleanup process. This enabled citizens to make informed comments and be involved in the decision-making process.

The PPG program has expanded to fund environmental education programs focused on waste and toxics reduction. Outreach and education grants also encourage environmental stewardship. The most recent focus of the PPG Program is Puget Sound restoration.

## Grant Funding Allocations and Priorities

The state currently plans to allocate over \$1.8 million to PPG for the two-year period running from July 1, 2011, to June 30, 2013. Ecology strives to increase public participation and environmental education opportunities. It will do this by funding qualifying projects related to the state's high-priority environmental initiatives such as:

- Cleaning up Hanford, Puget Sound, the Duwamish River, and the Spokane River.
- Eliminating persistent bioaccumulative toxins (PBTs) such as mercury, lead, and polybrominated flame-retardants.
- Supporting the state's Solid and Hazardous Waste Management Plan (known as the Beyond Waste Plan) by:
  - Raising awareness and encouraging use of green building materials and services.
  - Reducing exposures to toxic materials (such as paints and pesticides) in our homes and environment.
  - Increasing the recovery of wood and plant materials for reuse as compost and other products.

For more information pertaining to Washington's Beyond Waste Plan, please visit the web site at <http://www.ecy.wa.gov/beyondwaste/>.

### PPG projects should help Washington residents:

- Identify the causes, sources, and effects of pollution to all members of a community, regardless of ethnicity or socio-economic status.
- Become aware of how their activities affect the environment.
- Adopt responsible practices in their homes, schools, and businesses to prevent, reduce, or clean up pollution.

- Encourage the practical and responsible reuse of materials currently going to disposal sites as waste.
- Provide informed feedback during public comment periods on site cleanup documents.

## What Types of Projects Will the Grants Pay For?

The grants will fund two basic types of projects:

1. Contaminated site projects (investigation, cleanup, or restoration of sites contaminated by hazardous substances).
2. Waste management projects (carrying out the waste management priorities of pollution prevention and waste reduction or elimination).

All projects must provide substantial and measurable public benefit and improve public participation through education and outreach. The projects must have well-defined activities that result in positive behavior change related to the problem.

*Appendix B provides more information about project eligibility.*

*Appendix D lists previous successful projects.*

### Contaminated Site Projects

These projects encourage public involvement in cleaning up contaminated sites or planning for site restoration. If you are applying for this type of grant, you must show that a release of a hazardous substance has occurred or that such a release threatens an identified site. These projects fall under two categories.

#### Cleanup Oversight

This kind of project helps people of affected communities participate in decision making regarding hazardous waste investigation or site cleanup.

To receive funding in this category, a project must fall into at least one of these three categories:

- Involve a site on Ecology's Hazardous Sites List or Confirmed & Suspected Contaminated Sites List. To view the Contaminated Sites List on-line, see [http://www.ecy.wa.gov/programs/tcp/sites/sites\\_information.html](http://www.ecy.wa.gov/programs/tcp/sites/sites_information.html).
- Involve a site on the U.S. Environmental Protection Agency's National Priorities List (Superfund). To view the Environmental Protection Agency's National Priorities List on-line, see <http://www.epa.gov/superfund/sites/npl/>.
- Involve a site where Ecology is engaged in a remedial action<sup>1</sup>. The applicant must show there is a genuine public interest in a planning issue or a cleanup action at the identified site.

The grant can also fund public involvement at a site that no PPG project has yet addressed. If PPG has previously funded a project for the site, an applicant may get

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<sup>1</sup> Although not a list, the Site Register is another useful resource. It contains brief summaries of site activities and is printed twice a month. You may view all these lists at <http://www.ecy.wa.gov/programs/tcp/sites/SiteLists.htm>.

funding to focus on new decisions or conditions that the preceding project has not addressed. The project should look beyond the immediate issue to identify ways to prevent similar problems at this site or at other sites.

The following activities are typical for cleanup oversight projects:

- Contracting with an expert to translate technical jargon or analyze data and methods.
- Coordinating, participating in, or holding public forums where the site owner and the governing agency (Ecology or the U.S. Environmental Protection Agency) can discuss concerns about activities at the site.
- Publishing or broadcasting a site history or examining the impacts of past, current, and possible future activities there.
- Displaying photographs, maps, topographical models, or hydrogeologic models of the site at pertinent public events or in high-traffic public areas.
- Advertising special events related to decisions about the site.

### **Community/Industry Partnerships**

In this category, community, environmental, or minority groups could focus on concerns about releases or potential releases from local industries. **The applicant must have a letter of understanding with any business that will help with the project.**

The following are examples of community/industry partnerships:

- Working with a business to find and stop sources of pollution.
- Helping an industry develop a pollution prevention plan.
- Providing a forum where business people and concerned neighbors can discuss their common interests and respective needs.
- Working with diverse communities and industries to prevent similar contamination at other sites.
- Contracting with a skilled facilitator who can help the parties involved reach a “good neighbor” agreement.

*Appendix B provides more information about project eligibility.*

### **Waste Management Projects**

The PPG Program funds educational activities that support solid and hazardous waste programs. The waste management priorities related to both solid and hazardous waste are:

1. Reducing solid and hazardous waste from our businesses and households.
2. Preventing pollution caused by solid and hazardous waste.
3. Providing education and outreach to create alternative actions and new practices that are environmentally sustainable.

Washington State has developed a solid and hazardous waste plan called the Beyond Waste Plan to accomplish these priorities.

Waste management projects carry out a priority action from the Beyond Waste Plan<sup>2</sup>. The action should be one that is best carried out by a PPG recipient, rather than a business or government organization.

The Beyond Waste Plan aims to lead our society to view waste as an inefficient use of resources and to eliminate most wastes where possible. The state considers projects supporting this plan of action a priority. These types of projects help to put the Beyond Waste Plan into practice.

Waste management projects encourage people to adopt personal habits or business practices that protect or restore the environment. This includes behaviors that prevent pollution, reduce waste, replace hazardous chemicals with effective alternatives, and promote proper handling and disposal of hazardous chemicals. It also includes practices such as sustainable building and remodeling, recycling and purchasing environmentally friendly products.

The applicant must clearly identify the waste problem. The project must have measurable goals that offer practical ways to prevent, solve, or reduce this problem. The project must also measure the outcome of those goals.

The Beyond Waste Plan's priority actions encourage new and existing businesses in Washington to design their processes, products, and practices in ways that reduce or eliminate waste.

The Beyond Waste Plan aims to reduce:

- The use of or threats from household pesticides and cleaning supplies.
- Waste or threats from the use and management of paints and coatings.
- Waste or threats from electronic products.
- Wastes containing mercury or threats from the use and management of products containing mercury.
- Wastes containing polybrominated diphenyl ethers (PBDEs) or threats from the use and management of products containing PBDEs.
- Waste disposal effects on human health and the environment.
- The volume of construction and demolition waste sent to landfills.
- The volume of food waste and yard waste sent to landfills.
- Toxic threats to children.

At the same time, the Beyond Waste Plan's initiatives seek to increase:

- Recycling of organic materials, such as food and yard waste.
- The use of green building methods for homes and commercial buildings.

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<sup>2</sup> For information on the Beyond Waste Plan, visit <http://www.ecy.wa.gov/beyondwaste/>.

- Demand for and awareness of green homes and commercial buildings.
- The use of reused or recycled building materials.
- Awareness and purchase of environmentally preferable products and services in the following areas:
  - Automotive products and vehicles
  - Grounds maintenance/integrated pest management
  - Electronic products
  - Building materials
  - Cleaning products
  - Flame-retardants

*Appendix D lists previous successful projects.*



# GRANT PROJECT DEVELOPMENT

These guidelines should help you plan, describe, and complete a successful PPG project. Not every suggestion below is relevant to both types of projects covered by the PPG program. If you need help with planning the project, call (360) 407-6061 or (360) 407-6707. A Public Participation Grant officer will return your call and assist you.

## What Is a Successful PPG Project?

A successful project begins with careful, thorough planning. The essential elements are the same for most PPG projects:

- Successful projects focus on a specific, manageable waste problem or contaminated site.
- Successful projects have clearly defined goals and **measurable** outcomes that demonstrate public benefit.
- Successful projects have a well-defined “audience” to receive the message and a “participant” group to apply the concepts.

Note: When we use the term “audience,” we mean the people or groups of people that you want to hear your project’s information. When we use the term “participant,” we mean the people or groups of people that you want to act upon your project's information.

For example, PPG funded a project in which selected restaurant owners in an international community volunteered to try various environmentally friendly “to go” containers as opposed to Styrofoam containers. The volunteering restaurant owners were “participants” while the other restaurant owners and community members were the audience. *International District Housing Alliance, Seattle, Grant # G0800571.*

- Successful projects use educational materials and activities that match their audiences. This could include translation of materials into other languages.
- Successful projects promote awareness and motivate action.
- Successful projects result in positive environmental change in the home, the workplace, and the community.
- Successful projects involve the whole community.

## Thinking Your Project Through

Ecology wants each PPG project to achieve the best possible measurable results for the time, money, and effort invested. These steps will help you plan an effective project.

### Identify the problem or issue

What exactly is the problem? **Focus on a specific problem**, one that affects your home, your workplace, or your community. The problem can affect people in your industry or profession, locally or statewide.

## Identify possible solutions

To help your organization recognize your project's potential, put your project into the context of the existing conditions. This will help you clarify the circumstances of the environmental problem and your organization's role. Select people with the potential influence and interest to identify the problem and its solution. Select those who will support your project. Be objective in your evaluation of your group's ability to implement a proposed solution.

- Do you have adequate organizational capacity?
- Are you collaborating with other groups?
- Can you complete the project between July 1, 2011, and June 30, 2013?
- Does your solution address the problem?

## Implement the project

### Tasks

Part of an effective environmental education project is a list of "tasks." Tasks are specific activities you complete to move toward your goals. (See Task Worksheet [Form A] in Appendix A.)

- Relate each task to a specific project goal.
- Make each task precise but flexible enough to adapt to changes if needed.
- Allot time for each task. As each task is completed, you can use it to measure progress toward meeting the project goals.
- Determine the cost for each task.

### EXAMPLE

**Goal:** Reduce solid waste generation; increase re-use and recycling of materials; and increase markets for recycled content materials. The RECIPIENT will achieve this through the launch of a Toward Zero Waste Initiative for businesses that includes education and recognition for best practices.

Accomplishment of the goal requires the following tasks:

1. Develop and distribute learning tools.
2. Present the project at educational events.
3. Provide consultation and referrals to green service providers.
4. Measure and compare community impacts and participation.

*Sustainable Connections, Grant#- G0800520*

## Evaluate your project

### Measurable Outcomes

- Document quantifiable measures that support the outcome(s) (e.g. pounds of waste diverted or number of participants at outreach events).

- Document and measure behavior change.
- Define public benefit to the environment and individuals.
- Show a direct return on public investment.
- Adhere to project timelines.

**EXAMPLE:**

By promoting the benefits of donating, reconditioning and purchasing used major appliances, the RECIPIENT diverted over 250,000 pounds of appliances from the waste stream. The RECIPIENT received 489 tons of appliances from 4,877 donations.

*ReUse Works, Grant#- G0800194*

## What's in the Budget?

The budget shows your best estimate of what it will cost to complete your project and achieve your goals.

Estimate the cost per task of the following:

- Coordinating and supervising project staff.
- Renting space and audio-visual equipment for any grant-sponsored event.
- Compiling and printing materials or adapting and copying materials.
- Mailing, delivering, and distributing material.
- Advertising.
- Bookkeeping, reporting, and evaluating.
- Contracting for technical assistance (See Overview of Competitive Methods pg. 13-14).

**The following costs ARE NOT eligible for grant funding, but you must include them in your budget planning and on the form. You will need other funding sources to meet these costs.**

- General personnel expenses.
- Overhead (office space, furniture and major equipment, utilities, insurance).

*Appendix B identifies some project costs as eligible or ineligible for reimbursement.*

Review your project tasks and revise them as necessary to meet your project goals within your budget.

## Overview of Competitive Methods

If you plan to use a contractor or consultant for any work on your project, you must follow the state requirements for competitive procurement. With few exceptions, RCW 39.29, “Personal Service Contracts,” requires grant recipients to follow a competitive process. You should conduct the competition carefully to ensure it is open, fair, and objective. The following chart outlines competitive methods you can use to procure personal services depending upon the estimated cost of the proposed contract.

DOLLAR THRESHOLD	COMPETITIVE PROCESS	PERSONAL SERVICES COMPETITIVE PROCUREMENT - MAJOR ACTIVITIES
\$1 - \$4,999	Not Required	<ul style="list-style-type: none"> <li>• We recommend you always seek competition, though it's not required for this dollar range.</li> <li>• You can call firms or individuals, describe the services desired and request price, schedule, and qualifications.</li> <li>• You enter into a written contract with the selected contractor, regardless of dollar amount.</li> <li>• Sign contract and begin work.</li> </ul>
\$ 5,000 - \$19,999	Informal Competition-- also called “Evidence of Competition”	<ul style="list-style-type: none"> <li>• Prepare written document or letter including, at a minimum: description of services required, project schedule, request for consultant’s qualifications, request for costs or fees, and due date for responses.</li> <li>• Send to a minimum of three firms or individuals. May be faxed or e-mailed and responses may be faxed or e-mailed back to agency.</li> <li>• Evaluate responses and make award decision.</li> <li>• Negotiate contract.</li> <li>• Place in your files a list of firms solicited, a copy of solicitation document, a copy of bids received, a statement of the basis for award decision, and a copy of contract.</li> <li>• Sign contract and begin work</li> </ul>
\$20,000 or more	Formal Competition	<ul style="list-style-type: none"> <li>• Prepare a formal solicitation document, for example Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Include all requirements so proposers understand what the agency needs and how the agency will evaluate responses.</li> <li>• Publish legal notice in major daily newspaper in Washington State to notify firms of upcoming solicitation. Develop mailing list from firms responding to notice, internal agency listings, etc.</li> <li>• Post solicitation document on agency website (optional).</li> <li>• Develop score sheets for use by evaluators.</li> <li>• Issue RFP or RFQQ to a minimum of 6 firms or businesses. Agencies may also just send a notification to 6 or more businesses that the solicitation document is available on their website.</li> <li>• Conduct pre-proposal conference, if required in RFP or RFQQ, and issue minutes.</li> <li>• Provide answers to bidders’ questions via an addendum to all who receive</li> </ul>

		<p>the RFP or RFQQ, or advise those who download the RFP or RFQQ from the website to check back for any addenda that you may have posted.</p> <ul style="list-style-type: none"> <li>• Date and time stamp proposals received by the due date. Electronic proposals will have the date and time automatically noted.</li> <li>• Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. You must use a minimum of 3 evaluators for scoring and score proposals using score sheets.</li> <li>• Schedule and conduct oral interviews of top finalists, if desired.</li> <li>• Determine final scoring and select apparent successful contractor.</li> <li>• Notify successful and unsuccessful firms.</li> <li>• Negotiate contract with apparent successful contractor.</li> <li>• Conduct debriefing conferences with unsuccessful proposers, if requested.</li> </ul>
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If you have questions about the competitive procurement process please contact one of the PPG officers at (360) 407-6061 or (360) 407-6707.



# FUNDING INFORMATION

## Payment Reimbursement Process

- The grant is not a cash award. Once a task is performed and you have paid or received a bill or invoice for the related costs, you can request reimbursement or payment. You may request reimbursement or payment as often as once each month while the project is underway.
- PPG grants do not require matching funds. These grants can pay 100 percent of the **grant-eligible** costs of the project.
- Certain costs are not eligible. Appendix B lists the general types of costs that are eligible. If you receive a grant, your grant agreement will specify eligible and ineligible costs.
- Ecology will not reimburse any costs incurred prior to having an executed agreement unless approved in advance by the grant officer.
- You must send your request for reimbursement to the grant officer. Costs eligible for reimbursement or payment must meet the following conditions:
  1. They fall within parameters of the program guidelines.
  2. They appear specifically in the grant agreement. –OR–
  3. They have previous approval from the grant officer for compliance with the grant agreement and from the technical advisor to assure compliance with Ecology’s scientific and technical guidelines.
  4. They move the PPG project *toward the goal* defined in the grant agreement.
  5. They have appropriate documentation such as copies of receipts, vendor invoices, timesheets, or payroll records.

**Note: Ecology requires that first-time grant recipients attend payment request training, or an approved substitute, before the grant cycle begins.**

## Other Funding Sources

If we do not fund your project, we encourage you to explore other financial and technical assistance programs.

Some funding programs are local, such as Economic Development Councils. Some are offered by state agencies, such as the Public Information and Education Fund program administered by the Puget Sound Partnership. Still other sources are federal agencies, which offer such programs as Technical Assistance Grants through the Environmental Protection Agency.

Businesses offer assistance through corporate donation and sponsorship programs. Funding sources from private foundations are also available. The Seattle, Spokane, Wenatchee, Kennewick, and Tacoma public libraries have special collections of information on foundations that offer funding.

Ecology provides grants to local governments for a variety of environmental projects. Consider working with your local government to get funding for part of your project. For example, a local government could use funds from its Coordinated Prevention Grant to support your community recycling education project.

## **Environmental Equity**

PPG encourages applicants to include projects that will address environmental equality issues or will have a positive effect on the environment in diverse, low-income communities.

Environmental equity is important to the Department of Ecology and the State of Washington. Ecology defines “environmental equity” below:

Environmental Equity is the proportionate and equitable distribution of environmental benefits and risks among diverse economic and cultural communities. It ensures that the policies, activities and responses of government entities do not differentially influence diverse social and economic groups. Environmental equity promotes a safe and healthy environment for all people.

PPG can fund projects that use waste management strategies and pollution prevention to address environmental equality issues.

## **Green Office/Meetings Practices**

PPG encourages applicants to consider methods to reduce waste associated with their project. The 2011-13 application now contains fields for applicants to inform the Ecology Scoring Committee on methods they intend to follow to reduce or eliminate waste generated over the course of the project.

Here are some examples of things applicants can do to improve the environmental performance of their workplace. Many of these practices save money as well.

1. Save energy
  - Turn off electronic equipment and lighting when not in use.
  - Use energy efficient appliances.
  - Install programmable thermostats.
  - Install occupancy sensors that turn off lights in unused rooms.
  
2. Green your purchases – shop for:
  - 100% post-consumer recycled content paper.
  - Cleaning products certified by Green Seal, Ecologo or Design for the Environment (DfE).
  - Low mercury energy efficient lighting.
  - Remanufactured toner cartridges.
  - Electronic Product Environmental Assessment Tool (EPEAT) registered electronic products.

- Locally manufactured products to reduce shipping.
- Recycled content products.
- Less toxic landscaping and pest control practices.
- Products certified by independent third party green certified programs. Learn more at:  
[http://www.ecy.wa.gov/beyondwaste/epp/stand\\_certifications.html](http://www.ecy.wa.gov/beyondwaste/epp/stand_certifications.html)

### 3. Commute smarter

- Encourage employees to walk, cycle or use public transportation.
- Purchase hybrid or electric vehicles.
- Maintain your vehicles with recycled antifreeze and re-refined motor oil.

### 4. Waste less

- Set printers to duplex printing by default.
- Choose email and electronic files over faxes and printed copies.
- Use durable food service ware instead of single use items.
- Select products with less packaging or recyclable packaging.
- Develop a comprehensive recycling program.
- Look for products that have a long service life and/or easily replaceable parts.

Applicants can receive more information and ideas on how to green their project proposals at <http://www.ecy.wa.gov/pubs/0807044.pdf>.

For questions or further ideas to help with integrating green office/meeting techniques with your project planning, call Tina Simcich at (360) 407-7517.



# APPLICATION PROCESS

To apply for a public participation grant, you must complete and submit an application. These are available in Appendix A.

PPG will accept written applications until 5:00 p.m., Monday, January 6, 2011.

Once Ecology has reviewed the applications for eligibility, it may contact applicants to request additional or clarifying information about items mentioned in the applications.

**Make sure you read and understand all of the application instructions.** (See “Seven Simple Methods to Ensure Your Application is Considered” on the next page.)

## Submitting Your Application

Mail your application to:

**DEPARTMENT OF  
ECOLOGY  
Waste 2 Resources  
P.O. Box 47600  
Olympia, WA 98504-7600**

Or deliver it to:

**300 Desmond Drive S.E.  
Lacey, WA 98503**

Applicants must submit one signed, original application on paper (**applicants must sign in blue ink**) AND either an electronic copy or one unbound copy (for duplicating purposes). PPG will not accept applications by fax. The application forms are included in **Appendix A** of this booklet. You may write on the back of the forms (unless otherwise indicated). **If you are applying under federal not-for-profit tax-exempt status 501(c), you must submit the following documentation:**

- **Registration as a not-for-profit organization with the Washington State Secretary of State’s Office.**
- **Proof of 501(c) tax-exempt status with the U.S. Internal Revenue Service.**

The application-filing period for this funding cycle opens at **8:00 a.m., Monday, November 1, 2010**, and ends at **5:00 p.m., Monday, January 6, 2011**. Applications must be at the Waste 2 Resources office in the Department of Ecology **headquarters** in Lacey, Washington, **before the 5:00 p.m. deadline. NO EXCEPTIONS.**

If you mail your application, give it enough time to arrive before **Monday, January 6, 2011**. For driving or delivery directions, please telephone (360) 407-6900.

## Seven Simple Methods to Make Sure Ecology Considers Your Application

Take a moment to make sure you have completed these seven simple but often overlooked steps:

1. *Sign the application.* The application must have an original signature. **Please sign in blue ink.**
2. *Mail the application two weeks before the deadline.* For us to consider your application, we must have logged it in at our office by **5:00 p.m., Monday, January 10, 2011.**
3. *Take the application to the correct location.* If you choose to hand-deliver your application, take it to the **Ecology Headquarters** building in Lacey. *See Appendix F for map.*
4. *Deliver your application on time.* This is a competitive process, and Ecology will consider only those applications that arrive by the deadline.
5. *Double-check to make sure you have completed all of your application.* If you are not sure how to complete any part of the application, call us. We are happy to help you over the phone or in person.
6. *Do not fax your application.* See No. 1. We must have an original signature.
7. *Send one complete application per envelope.* *If you have more than one project, send them separately.* This will ensure there is no confusion during the review process and your applications will each receive all due consideration.

## Application Review

Ecology first checks each application packet to make sure that the applicant submitted all required materials, signed the application in blue ink, etc. If an application is incomplete, Ecology will contact the applying organization and request the corrections and/or missing materials. The applying organization has two weeks to correct all errors and complete the application. Once the two-week window is closed, Ecology will not consider any application that remains incomplete.

Ecology next screens the applications to make sure the applicant and the project are eligible for PPG funding. If Ecology rejects an application, PPG will notify the applicant. Eligible applications then go to the Application Scoring Committee, composed of Ecology staff members familiar with waste management issues and environmental education methods.

After the committee reviews and rates the eligible applications, Ecology will notify all applicants of their application ranking.

# Grants Evaluation Criteria

## General Criteria

Ecology will use the following general criteria to evaluate applications for PPG grants:

- The type and extent of the applicant's organizational history and experience conducting activities like those described in the grant application.
- The applicant's basic funding, with consideration given to applicants with limited resources.
- The applicant's demonstrated ability to manage a project and associated funding.
- If more than one applicant wants to work on the same project, Ecology will first consider applicants who collaborate and consolidate their grant applications.
- The applicant's ability to demonstrate the project will result in a positive public benefit.
- The availability of other funding sources for the project.
- The applicant's past performance under a PPG grant (if applicable).
- The applicant's ability to define the environmental issue and identify what changes will occur in the problem because of the project.
- The applicant's ability to measure performance, outcomes, and their clear commitment to follow through to end results.
- The tasks and goals are well defined and address the environmental issue outlined in the project.
- The budget is appropriate for the project.

## Applicant Interview

Ecology may ask those applicants whose written applications score high enough to qualify for further screening to schedule an interview with Ecology.

The interview gives the applicant an opportunity to show group teamwork, to explain or modify elements of the project plan, to assign administrative and performance responsibilities, and to justify the assignments and project costs.

- If more than one applicant qualifies for a contaminated site grant at the same site, we may ask the applicants to share the grant award.
- If more than one applicant qualifies for a waste management grant pertaining to the same problem, we may require the applicants to consolidate proposals and collaborate on performance.

Ecology's grant staff members expect to come away from the interview with some assurance of the applicant's commitment to the project and ability to perform the tasks set out by the agreement.

## **Post-Selection Assessment**

After Ecology evaluates and selects applications for funding, PPG will contact all applicants. Those whose applications Ecology did not select will have the opportunity to schedule a one-hour post-selection assessment. During this time, applicants may review their scores and ask questions in order to strengthen future applications.

## **Questions?**

If you need more information or help, please call the PPG officers at (360) 407-6061 or (360) 407-6707. The Public Participation Grant program allows potential applicants to schedule a two-hour conference with one or both of the grant officers. During this time, applicants may ask any questions pertaining to their specific proposal. Applicants may also ask and receive guidance from the grant officer(s) as to how they can improve their application. There is no guarantee that Ecology will fund applicants who confer with the grant officer(s).

PPG will answer all general, program-related questions without the applicant needing to schedule a conference.

# **Appendix A**

## **Public Participation Grant Application Forms**



## PUBLIC PARTICIPATION GRANT APPLICATION

Fall 2010

### **PART I: ORGANIZATIONAL INFORMATION**

Complete all items in this section for all grant applications. Ecology will not accept incomplete applications.

**1. Applicant Information:**

**Organization Name:**

**Mailing Address:**

**Street Address:**  
(if different from the mailing address)

**Telephone:**

**Fax Number:**

**E-mail Address:**

_____ Authorizing Official's Signature (use blue ink only)	_____ Date
--	---------------

**Printed Official's Name and Title:**

**Name of Project Management Contact:**

Telephone:

E-mail Address:

**Name of Fiscal Contact for this Project:**

Telephone:

E-mail Address:

**Federal Tax ID:**

**2. Type of Grant:** Check all that apply

- Contaminated Site Grant  
 Waste Management Grant

**3. What is your organization's mission?**

**4. Budget Information:**

Total Project Budget	\$
Less PPG Request	\$
*Less amount from other sources	\$
Unfunded Project Budget	\$

**\*Do you have a written commitment from other funding sources?**

- Yes  No

If Yes, please list your other sources:

**If part of the budget is unfunded, please explain how you will fill the funding gap.**

**5. Please check all that apply:**

- The organization is a registered Not-For-Profit organization and has the following:
- A current 501(c) tax-exemption registered with the Internal Revenue Service (you must include a copy of your status for verification).
  - A current "Articles of Incorporation" recognizing your organization's Not-For-Profit status from the Washington State Secretary of State's Office (you must include a copy of your status for verification).
  - A formal set of by-laws.
- The organization consists of a group of three or more unrelated individuals, but has not registered with any government entity and does not have state and federal tax exemption.
- Other: The structure of the organization is not listed above. Explain:

**6. Project Summary:** Provide the following information. Please limit each response to two lines of text.

a. **Descriptive Project Title:**

b. **Project Goals:**

c. **County or Counties of Project Activity:**

## **PART II: ORGANIZATIONAL CAPACITY**

**Instructions: Complete all items in this section. Ecology will not accept incomplete applications.**

### **A. Organizational Structure and Status**

**7. How long has your organization been in operation?**

**8. Provide a brief one-paragraph overview of your organizational structure. Include an organizational chart.**

**9. Describe your membership, including information about membership restrictions and dues.**

### **B. Organizational Fiscal Capacity**

**10. Describe the accounting system the organization uses and if the work is done internally or contracted out. Include your organization's auditing methods:**

**Is your fiscal staff paid or unpaid?**  Paid  Unpaid

**11. Please see Appendix B of the guidelines for a complete list of eligible and ineligible costs before answering this question.**

**Will your organization have funding to pay for project costs that PPG does not cover?**

Yes  No  N/A

**If No or N/A, please explain.**

## C. Project Capacity

**12. Please read the instructions before answering this question.** List your organization's most recent PPG project(s) or similar project(s) (up to three). The purpose of this section is to describe the history of your organization's activities and accomplishments.

**Provide a one-paragraph description for each past project that includes project goals, audience, dates, funding sources, and outcomes.**

N/A--No prior projects to report.

Project #1—PPG Project  Yes  No

Project #2—PPG Project  Yes  No

Project #3—PPG Project  Yes  No

**13. List the organizations with which your group has collaborated (up to three).** Describe these organizations, the project(s) on which you collaborated, when you collaborated, and any upcoming projects. Have you considered collaborating for this project? Why or why not?

**14. Is your project ready to proceed by July 1, 2011?**  Yes  No

If No, please explain the delay and state when the project can commence.

### **PART III: PROJECT DETAIL INFORMATION**

Instructions: Please complete section A **OR** B, or both, depending on the type of project(s).

#### **A. Contaminated Site Grants Only— Complete 15 a, b, c, and d for a Contaminated Site Grant. If applicable, also complete item e.**

##### **15. Please attach a one-page overview of your project that includes discussion of the following:**

- a. Describe the nature of the release or threatened release of hazardous substance(s), the geographic area affected, and the adverse effects that the release or threatened release of hazardous substance(s) may have on your community.
- b. Explain how the project will help solve the problem. What are the goals, the audience, the timeframe, the outcome you hope to achieve, and the methods of measuring success?
- c. Explain how the proposed project will involve the public, including tribes, underserved populations, and minority groups, in the investigation or cleanup of the release or threatened release of the hazardous substance(s).
- d. Briefly describe how you intend to provide technical or scientific information to the public, if applicable.
- e. If your project will help improve the health of Puget Sound, please explain.
- f. If you intend to hire a contractor or contractors in order to complete your proposed project, please include the role(s) and anticipated cumulative fee(s) of the contracted support.

#### **B. Waste Management Grant—Complete 16 a through e if you are applying for a waste management grant. If applicable, also complete item f.**

##### **16. Please attach a one-page overview of your project, discussing the following:**

- a. Describe the environmental issue that your project addresses.
- b. Describe the goals, audience, timeframe, anticipated outcomes, and methods of measuring success.
- c. Describe how the proposed project will promote or carry out the state solid or hazardous waste management plans (<http://www.ecy.wa.gov/beyondwaste/>).
- d. Describe the benefits of your project to the public, including tribes, underserved populations, and minority groups.
- e. Briefly describe how you intend to provide technical or scientific information to the public, if applicable. Explain how your project will help protect the health of the Puget Sound, if applicable.
- f. If you intend to hire a contractor or contractors in order to complete your proposed project, please include the role(s) and anticipated cumulative fee(s) of the contracted support.

**PART IV: PROJECT TASK INFORMATION: Please read the instructions for Task Worksheets (Forms A1, A2, A3) before completing this section.** Please complete Form A for each of the three tasks: Project Administration, Public Activities and Outreach, and Educational Tools.

**TASK WORKSHEET  
FORM A1**

**Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.**

**1. Task Number**  **Task Title:** *Project Administration*

**Task Overview:**

**2. Task Activities:**

- a. Project Coordination:
- b. Recordkeeping and Reporting:
- c. Evaluation:
- d. Bidding for contractors:
- e. Other administrative activities:

**Explain how you will incorporate sustainable practices such as environmentally preferable purchasing or green meetings (see Guidelines pages 16-17) into this project.**

**3. PPG Eligible Cost: \$**

**4. Who will be responsible for overseeing completion of this task?**

- a. Hours for paid staff:
- b. Non-paid volunteer hours:
- c. Check this box if you plan to hire a consultant for this activity.

**TASK WORKSHEET  
FORM A2**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

1. Task Number **2** Task Title: *Public Events and Outreach*

Task Overview:

2. Task Activities

Activity A

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

Activity B

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

**Activity C**

**Person or position responsible for this activity:**

**Activity summary including expected outcome:**

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

**PPG Eligible Cost:**

**\$**

**Hours for paid staff:**

**Non-paid volunteer hours:**

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

**Activity D**

**Person or position responsible for this activity:**

**Activity summary including expected outcome:**

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

**PPG Eligible Cost:**

**\$**

**Hours for paid staff:**

**Non-paid volunteer hours:**

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

**TASK WORKSHEET  
FORM A3**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

1. Task Number **3** Task Title: *Educational Tools*

Task Overview:

2. **Task Activities**

**Activity A**

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Activity B**

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Activity C**

**Person or position responsible for this activity:**

**Activity summary including expected outcome:**

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

**PPG Eligible Cost:**

**\$**

**Hours for paid staff:**

**Non-paid volunteer hours:**

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Activity D**

**Person or position responsible for this activity:**

**Activity summary including expected outcome:**

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

**PPG Eligible Cost:**

**\$**

**Hours for paid staff:**

**Non-paid volunteer hours:**

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

### Budget Worksheet Form B

	Task Number and Title	PPG Eligible Costs	Other Sources and Income	Total Amount Of Project Costs	Completion Date	Person Responsible for Task or Activity
<b>TASK 1</b>	<b>PROJECT ADMINISTRATION</b>					
a.	Project Coordination					
b.	Recordkeeping and Reporting					
c.	Project Evaluation					
d.	Bidding for Contractors					
e.	Travel					
f.	Postage, Office Supplies, Copying					
g.	Other:					
	<b>TOTAL TASK 1</b>					
<b>TASK 2</b>	<b>PUBLIC EVENTS &amp; OUTREACH</b>					
a.						
b.						
c.						
d.						
	<b>TOTAL TASK 2</b>					
<b>TASK 3</b>	<b>EDUCATIONAL TOOLS</b>					
a.						
b.						
c.						
d.						
	<b>TOTAL TASK 3</b>					
	<b>PROJECT TOTALS:</b>					

## Instructions for Public Participation Grant Application

Please use the following instructions to complete the Public Participation Grant application form. The instructions are numbered to match the numbered sections on the application form.

Please complete the form, and submit both a paper copy and a CD or floppy disk with the completed form in electronic format. If you need a hard copy of the form, please contact (360) 407-6061 or (360) 407-6707.

### PART I: ORGANIZATIONAL INFORMATION

<b>1. Applicant Information</b>	
Organization name	Legal name of the organization applying for funds.
Mailing address	Address where the organization receives its mail.
Street address	Physical location of the organization's offices, if applicable.
Telephone	Official telephone number for the organization.
Fax number	Official fax telephone number for the organization.
E-mail	Official e-mail address for the organization or authorizing official.
Authorizing official's signature and date	Signature of the person who has authorized submission of the application and who will have the authority to sign a grant agreement. The date should reflect the actual day the application is signed. Make sure that the signature is in blue ink.
Authorizing official's name and title	Name and official title of the person who signed above.
Name of the project manager and contact for the application/ project	Name of the person who is the primary contact for questions related to this application and project.
Telephone	Phone number of the person who is the primary contact for questions related to this project.
E-mail	E-mail address of the person who is the primary contact for questions related to this project.
Name of the fiscal contact for the application	Name of the person who can answer questions about your organization's financial issues and the project's budget.
Telephone	Phone number of the person who is the primary contact for questions related to this project's budget.
E-mail	E-mail address of the person who is the primary contact for questions related to this project's budget.
Federal Tax ID Number	Federal Tax ID number the federal Internal Revenue Service issued to the organization. If the applying party is three or more unrelated individuals AND not a federally registered nonprofit organization, you must provide a social security number.
<b>2. Type of Grant</b>	Place a checkmark in the box or boxes that best describe your project type. <b>Contaminated site grant:</b> These projects encourage public involvement in cleaning up contaminated sites or planning for site restoration. <b>Waste management grant:</b> These projects support educational activities related to carrying out state solid and hazardous waste plans.

<b>3. Organization Mission and Audience</b>	Provide a mission statement. Give a short general description of the audience (for example, homeowners, members of a minority community, tribes, neighborhood groups, etc).
<b>4. Project Budget and PPG Request</b>	On the first line, enter the total budget needed for this project. <b>Do not include any other of your organization’s budget items not associated with this project.</b> On the next line, enter the amount of the PPG request. On the third line, enter the amount of funds from other sources. This should include any funds generated through fees charged for activities, products, or both. On the fourth line, subtract amounts on the second and third lines from the total budget on the first line. If there is any amount remaining after subtracting all funding sources, explain how you will meet the unfunded amount. Also, please check the box if you have a written commitment for funds from other sources. If you have a written commitment, please list your funding sources. If you do not have a written commitment, please explain how you will fill the funding gap.
<b>5. Organization Tax Status and Structure</b>	Check all that apply to your organization. <b>If you are applying as a nonprofit, you must provide a copy of your federal 501c status and a copy of your registration with the Washington State Secretary of State.</b>
<b>6. Project Summary</b>	<b>Please limit each of your responses to two lines of text.</b> <b>Descriptive title of your project:</b> Title should capture the main project purpose. (For example, Sustainable Living for Low-Income Homeowners.) <b>Project goals:</b> Write a brief statement that identifies the main goal of the project. (For example, “This is an education and outreach program to help low-income homeowners learn about sustainable living that reduces cost and waste.”) <b>County or Counties of Activity:</b> Provide a brief statement about the geographic area covered by this project. (For example, “The Sustainable Living for Low-Income Homeowners project will involve presentations in three counties: Grant, Yakima, and Adams.”)
<b>PART II: ORGANIZATION CAPACITY: This section provides information about your organization’s ability to manage public funds and complete the project and all reporting requirements in a timely manner.</b>	
<b>A. Organization Structure and Status</b>	
<b>7. Length of Operation</b>	Tell us the number of years and/or months that your organization has been in operation.
<b>8. Organization Structure</b>	Write a short paragraph describing how your organization is structured. Attach an organizational chart.
<b>9. Organization Membership</b>	Provide general information about your membership size, diversity, recruitment, dues (if applicable), and members’ primary geographic area.
<b>B. Organization Fiscal Capacity</b>	
<b>10. Organization Accounting System</b>	Give a brief description of your organization’s accounting system. Provide information about any accounting software used and who in the organization has primary financial responsibility. Explain your organization is auditing process.
<b>11. Ineligible Costs Funding</b>	After reviewing eligible PPG costs (see Appendix C), tell us how you plan to cover project costs that PPG cannot reimburse.

<b>C. Project Capacity</b>	
<b>12. Completed Projects</b>	<p>The purpose of this section is for the applicant to give a history of the organization's activities.</p> <p>Please limit your descriptions of each project to ten lines of text per box. Provide up to three examples. Include the most recently completed projects or those within 30 days of completion.</p> <p>Fill in the table with the PPG or similar projects (up to three) that your organization has completed. Give a clear description of each project's goals, its audience, how you funded it, the outcome, and how you measured or evaluated the outcome.</p> <p>If your group has not completed any projects, please put "N/A" in the Project Description box.</p>
<b>13. Organization Partnerships</b>	<p>Provide examples (up to three) of how and when your organization worked in partnership with other organizations.</p> <p>Explain your decision about collaborating for the project(s).</p>
<b>14. Readiness to Proceed</b>	<p>Please confirm that you will start your project by July 1, 2011. If you cannot, please explain why.</p>
<b>PART III: PROJECT SPECIFIC INFORMATION</b>	
<b>A. CONTAMINATED SITE GRANTS ONLY—QUESTION 15.</b>	
<b>15. Project Description</b>	<p>You must thoroughly describe your project. Please address all of the issues outlined in a, b, c, and d. These items are mandatory for all projects. Complete items e and f if they apply to your project. Respond in 12-point font printed on one side of one page.</p> <p><b>a. Hazardous substance(s) release and its effects:</b> Define the problem; give a brief but thorough description of the actual release, the threatened release, and the real or potential effects on the community. Specify the hazardous substance(s) and the geographic area involved. Include information about how the release or threatened release will affect the quality of life in the community, including the plant and animal life, water bodies, agricultural crops, air, soils, or drinking water. Please use data to support your statements, whenever possible.</p> <p><b>b. How your project will help solve the problem:</b> Describe the goals, audience, timeframe, outcome, and methods of measuring the success of the project and how all of this will contribute toward solving the identified problem.</p> <p><b>c. How your project will promote public participation in cleanup and investigation:</b> Provide a brief explanation of how this project will result in public participation in the environmental investigation or cleanup process. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.</p> <p><b>d. Providing technical information to the public:</b> Typically, site cleanups have very complex information regarding both the science and cleanup process of the site. Please explain how you would effectively deliver technical information to the public.</p> <p><b>e. Puget Sound Initiative:</b> If your project will help improve the health of Puget Sound, please explain.</p> <p><b>f. Contractor:</b> If hiring a contractor for \$5,000 or more, describe your bidding process. Review pages 14 - 15 of the PPG Guidelines.</p>

**B. WASTE MANAGEMENT GRANTS ONLY—Please complete 16 for waste management grants only.**

**16. Project Description**

Your description must provide us with a thorough understanding of your project. Please address all of the issues outlined in a, b, c, and d. These items are mandatory for all projects. Complete items e, f, and g if they apply to your project. Your response should be in 12-point font printed on one side of one page.

- a. Environmental issue:** Tell us how your project will promote environmental education and protect the environment.
- b. Goals, audience, and outcomes:** Describe the project goals, audience, timeframe, outcome, and methods of measuring the success of the project.
- c. How your project will involve the public in promoting Beyond Waste initiatives:** Explain briefly, how your project will result in public participation in promoting or carrying out solid or hazardous waste priorities. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.
- d. Public involvement:** Describe how your project will involve and benefit the public, including underserved populations.
- e. Providing technical information to the public:** If your project requires delivering complex technical or scientific information to the public explain how you will effectively deliver it.
- f. Puget Sound Initiative:** If your project will help improve the health of Puget Sound, please explain how.
- g. Contractor:** If hiring a contractor for \$5,000 or more, describe your bidding process. Review pages 13-14 of the PPG Guidelines.

**PART IV: Task Worksheet (Forms A1, A2 and A3):** Complete a Task Worksheet (Forms A1, A2 and A3) for each task you are proposing in this project. The task should relate directly either to the problem described in number 15 above or to the issues described in number 16.

General Information: Successful PPG projects have general tasks that involve specific activities to accomplish project goals. There may be several activities related to a task. Activities under tasks 2 and 3 must have a plan for measuring success. The measurements need to be specific and quantifiable. Task 1 addresses project administration and will be evaluated by your grant officer upon completion of the project. Please see the Sample Task Worksheets (Forms A1, A2 and A3) below.

**1. Task Number, Title, and Summary**

**Task Title:** There are three different task titles. Each activity will fall under one of the following three task titles:

- 1. Project Administration** is how your group manages funding and carries out the tasks. See Task Worksheet A1 for project administration activities. Unlike the other two A forms, the A1 form lists the task activities. You must complete each activity. If something does not apply to you (such as bidding for contractors) write n/a.
- 2. Public Events and Outreach** is how your group plans to educate the public. Task activity examples might be holding a public forum, renting space or equipment for a presentation, advertising for an event, paying speaker fees, hosting tours, and so on.
- 3. Educational Tools** are what your group plans to make during the project. Task activity examples could be creating displays, newsletters, PowerPoint presentations, guides, checklists, booths, curriculums, etc.

**Task Overview:** The overview should outline the overarching goal of the task. All activities should support the completion of the task. Your response should be a maximum of three sentences.

<p><b>2. Task Activities</b></p>	<p>Multiple activities often support the completion of a task. See the sample application for an example. If you have more activities than letters on the form, add a line and letter for each additional activity. Briefly describe each activity. You will need to determine the approximate amount of funding related to each one. These activities need to transfer to the Budget Worksheet (Form B). The total of all of the activities' costs should equal the task total.</p> <p><b>Person or position responsible for this activity:</b> Identify who in your organization will be responsible for carrying out the activity.</p> <p><b>Activity summary including expected outcomes:</b> Provide a brief summary (up to three sentences) about the expected outcomes for this activity.</p> <p><b>Outcome Measurements:</b> The <i>outcome</i> refers to the accomplishment for each activity. You must provide at least one expected outcome for each activity. The outcome needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it.</p> <p><b>PPG Eligible Cost:</b> This is the PPG eligible cost for this activity only. Please add this figure to the PPG Eligible Cost column in the Budget Worksheet (Form B). You may include up to 25 percent of billable hours, or actual costs, whichever is less, for payroll taxes and benefits. If offering you a grant, Ecology will expect you to provide more detailed budget information.</p> <p><b>Hours for paid staff:</b> Provide the number of paid staff hours you expect for this activity.</p> <p><b>Consultant checkbox:</b> Check this box if you plan to hire a consultant to perform work on this activity. Review pages 13-14 of the PPG Guidelines for bidding requirements (RCW 39.29).</p> <p><b>Fees charged checkbox:</b> Public Participation Grants are not for profit and intended to include all members of the public. If PPG funding is not enough to cover the costs of the event or product, you must negotiate any revenue coming from fees with your grant officer and disclose the rates for public knowledge.</p>
<p><b>Budget Worksheet (Form B):</b> Please read all of the instructions for completing the Task Worksheet (Form A) before completing the Budget Worksheet (Form B).</p>	
<p>Budget Worksheet (Form B)</p>	<p>The Budget Worksheet (Form B) shows all of the costs associated with this project. Using the information and task numbers from the Task Worksheet (Form A), enter the activity and task information on the correct line on the Budget Worksheet (Form B). All tasks should add up and match the budget amount on the application on Item #4—Total Project Budget. Please refer to Items #1 and 2 in the Task Worksheet (Form A) Instructions for a list of task titles and related activities. You must disclose any fees charged for events or products as income on the on the Budget Worksheet (Form B).</p>
<p>Project Summary</p>	<p>Please complete the Project Summary on Budget Worksheet (Form B). List the task title, completion date, and person responsible. This information should be consistent with what you listed on the Task Worksheet (Form A) for each task.</p>



# **Appendix B**

## **Public Participation Grant SAMPLE Application Forms**



## PUBLIC PARTICIPATION GRANT APPLICATION

Fall 2010

### PART I: ORGANIZATIONAL INFORMATION

Complete all items in this section for all grant applications. Ecology will not accept incomplete applications.

**1. Applicant Information:**

**Organization Name:** *YMCA of Greater Seattle*  
**Mailing Address:** *909 4<sup>th</sup> Avenue Seattle, WA 98104*  
**Street Address:**  
 (if different from the mailing address)  
**Telephone:** *206-382-5013*  
**Fax Number:** *206-382-7894*  
**E-mail Address:** *ablood@seattleyymca.org*

_____ Authorizing Official's Signature (use blue ink only)	_____ Date
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**Printed Official's Name and Title:**  
*Christy Lueders, Senior VP / Chief Financial Officer*

**Name of Project Management Contact:**  
*Alicia Blood*  
 Telephone: *206-223-1628*  
 E-mail Address: *ablood@seattleyymca.org*

**Name of Fiscal Contact for this Project:**  
*Vicki Simpson*  
 Telephone: *206-382-5347*  
 E-mail Address: *206-382-7894*  
**Federal Tax ID:** *91-1234567*

**2. Type of Grant:** Check all that apply

- Contaminated Site Grant  
 Waste Management Grant

**3. What is your organization's mission?**

The mission of the YMCA of Greater Seattle is "Building a community where all people, especially the young, are encouraged to develop to their fullest potential in spirit, mind and body."

The YMCA Earth Service Corps program, headquartered out of the Metrocenter Branch of the YMCA of Greater Seattle seeks to "empower young people to be effective, responsible, global citizens by providing opportunities for environmental education and action, leadership development and cross-cultural awareness." The primary audience of the Metrocenter Branch and the YMCA Earth Service Corps program is teens and young adults throughout the Puget Sound region.

**4. Budget Information:**

Total Project Budget	\$43,400
Less PPG Request	\$39,400
*Less amount from other sources	\$4,000
Unfunded Project Budget	\$0

**\*Do you have a written commitment from other funding sources?**

- Yes  No

If Yes, please list your other sources:

\$4,000 Grant from Seattle Public Utilities

**If part of the budget is unfunded, please explain how you will fill the funding gap.**

**5. Please check all that apply:**

- The organization is a registered Not-For-Profit organization and has the following:
  - A current 501(c) tax-exemption registered with the Internal Revenue Service (you must include a copy of your status for verification).
  - A current "Articles of Incorporation" recognizing your organization's Not-For-Profit status from the Washington State Secretary of State's Office (you must include a copy of your status for verification).
  - A formal set of by-laws.
- The organization consists of a group of three or more unrelated individuals, but has not registered with any government entity and does not have state and federal tax exemption.
- Other: The structure of the organization is not listed above. Explain:

*If you need this publication in an alternative format, please contact Waste 2 Resources Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*

**6. Project Summary:** Provide the following information. Please limit each response to two lines of text.

- a. Descriptive Project Title:** *"Are you going to eat that?" - Teens tackling food waste education and school lunch composting at high schools in King and South Snohomish County*
- b. Project Goals:** *To educate high school students about daily food waste and how to reduce impacts of their waste through school composting programs.*
- c. County or Counties of Project Activity:** *This project will involve food waste education and composting program start-up in 3 high schools in the Greater Seattle area, primarily King and parts of South Snohomish County.*

**PART II: ORGANIZATIONAL CAPACITY**

**Instructions: Complete all items in this section. Ecology will not accept incomplete applications.**

**A. Organizational Structure and Status**

**7. How long has your organization been in operation?** *YMCA of Greater Seattle (131 years), Metrocenter YMCA Branch (34 years), YMCA Earth Service Corps program (18 years)*

**8. Provide a brief one-paragraph overview of your organizational structure. Include an organizational chart.**

*The YMCA of Greater Seattle is a 501(c)3 organization made up of 15 branches and more than 200 program sites, employing more than 500 full time staff, 2,000 part-time staff, and over 9,000 volunteers. The Metrocenter YMCA is the branch that houses the YMCA Earth Service Corps program. Metrocenter employs 27 staff members including 4 AmeriCorps members, an 18 member board, and over three hundred adult volunteers participating with our programs. The YMCA Earth Service Corps program has one FTE Director and three AmeriCorps members staffing the program, more than 30 teacher advisors and other adult volunteers, and works with over 1,000 youth volunteer participants each year.*

**9. Describe your membership, including information about membership restrictions and dues.**

*The YMCA Earth Service Corps program serves more than 1000 teens across the Puget Sound region annually, through extra-curricular clubs at local high schools and middle schools, monthly environmental service projects, retreats, symposia, and summer programs. With YESC clubs in schools from Bellingham to Olympia, the YESC program serves a diverse population of youth ages 11-18. During the 2006-2007 school year YESC participant diversity was 54% Caucasian, 5.3% African American, 20% Asian American, 5.3% Hispanic/Latino, 2.3% Native American, 1.8% Other, and 11.4% Unknown. Participation in the YESC program does not require dues. Although some special activities require a minimal fee, financial assistance is always available to those who qualify. YESC members are primarily recruited through YESC clubs within schools, through teachers, YMCA Youth Development Staff, and event postings on YMCA and other local organization websites and listserves.*

## B. Organizational Fiscal Capacity

**10. Describe the accounting system the organization uses and if the work is done internally or contracted out. Include your organization's auditing methods:**

*The YMCA of Greater Seattle uses an accrual based accounting system. The software the YMCA uses is Microsoft Great Plains 8.0 software and produces financial statements with Microsoft FRx Business Analytics. Primary operations software feeding into the financial software is custom code written for the YMCA and owned by the YMCA.*

Is your fiscal staff paid or unpaid?  Paid  Unpaid

**11. Please see Appendix B of the guidelines for a complete list of eligible and ineligible costs before answering this question.**

**Will your organization have funding to pay for project costs that PPG does not cover?**

Yes  No  N/A

If No or N/A, please explain.

## C. Project Capacity

**12. Please read the instructions before answering this question.** List your organization's most recent PPG project(s) or similar project(s) (up to three). The purpose of this section is to describe the history of your organization's activities and accomplishments.

**Provide a one-paragraph description for each past project that includes project goals, audience, dates, funding sources, and outcomes.**

N/A--No prior projects to report.

**Project #1—PPG Project**  Yes  No

*YMCA Earth Service Corps 18<sup>th</sup> Annual Environmental Symposium "Emission Mission: Human Impact on Climate Change." This annual environmental symposium aimed at high school students across the Puget Sound region, was organized by teens and adults to educate students about current climate change issues and how their actions can make a difference. More than 80 youth and adults came together on February 2, 2007 to participate in workshops and field trips around topics such as green building, composting, recycling, climate change, ecological footprints, sustainable consumption, and alternative transportation. The symposium was funded through a variety of grant sources including funding from King County, The Russell Family Foundation and The Starbucks Foundation. Event outcomes were measured through participant evaluations. 100% of teens participating in the event left with greater knowledge and understanding of climate change and sustainability. In addition, 89% of teens left the symposium motivated to take action regarding global warming issues in their community or school.*

**Project #2—PPG Project**  Yes  No

*School Recycling Education Campaign 2005-2006. During the 05-06 school year, YMCA Earth Service Corps (YESC) and Seattle Public Utilities worked together to promote recycling education and awareness in 8 Seattle area high schools. Teens in the YESC program conducted pre and post surveys to determine student knowledge, understanding and misconceptions around recycling at school and at home. After pre-survey results were compiled, teens in the YESC program at each school had the opportunity to apply for mini grant*

*funding for a recycling education project at their school. Through recycling campaigns, four Seattle Public High Schools designed and implemented improved recycling programs at their school including education of fellow students and school administration. Outcomes of the recycling campaign were measured by post recycling surveys as well as project reports. Post program surveys revealed that in all participating schools, the percentage of students that recycle all the time or everyday increased. This project was funded in part by Seattle Public Utilities.*

**Project #3—PPG Project**  Yes  No

*YMCA Earth Service Corps Teen Leaders Today - Stewards for Tomorrow Project 2004-2005. This project aimed to teach environmental leadership and restoration skills to teens as they worked with community partners to plan and carry out three different environmental restoration projects in the Greater Seattle area. Restoration projects focused on three different bodies of water where students assisted with the research, design and educational theme of the projects, identified additional community partners and volunteers, and served a leadership role in the facilitation of the projects. More than 150 youth and adult volunteers participated in the three projects. In addition, 5 year sustainability plans were created for each project site. To ensure project success, teens committed to follow-up on their project sites using their sustainability plans and conducting the necessary follow up work. Funding for these projects was provided in part by King County.*

**13. List the organizations with which your group has collaborated (up to three).** Describe these organizations, the project(s) on which you collaborated, when you collaborated, and any upcoming projects. Have you considered collaborating for this project? Why or why not?

*Schools Districts in King County - YESC has continued to partner with various school districts across King County to provide leadership development, environmental education and environmental service learning projects to teens as an extra-curricular club in high schools. YESC has been working with schools and school districts since 1989, currently partnering with more than 30 schools and 8 districts in the greater Seattle area.*

*Seattle Public Utilities - YESC has partnered with Seattle Public Utilities on a number of projects over the last 7 years, including recycling, waste reduction, water conservation, litter clean-ups, storm drain stenciling, graffiti paint-outs, YESC club development and teacher advisor support. YESC is continuing to work with Seattle Public Utilities on Recycling Education Campaigns in Seattle high schools.*

*Seattle Parks and Recreation - YESC partners with various parks within Seattle Parks and Recreation multiple times each year to provide a place to conduct our monthly Regional Environmental Service Projects. Seattle Parks and Recreation provide staff, tools and project expertise while YESC provides the teens and manpower to accomplish the needed restoration work.*

**14. Is your project ready to proceed by July 1, 2011?**  Yes  No

If No, please explain the delay and state when the project can commence.

### **PART III: PROJECT DETAIL INFORMATION**

Instructions: Please complete section A **OR** B, or both, depending on the type of project(s).

#### **A. Contaminated Site Grants Only— Complete 15 a, b, c, and d for a Contaminated Site Grant. If applicable, also complete item e.**

##### **15. Please attach a one-page overview of your project that includes discussion of the following:**

- a. Describe the nature of the release or threatened release of hazardous substance(s), the geographic area affected, and the adverse effects that the release or threatened release of hazardous substance(s) may have on your community.
- b. Explain how the project will help solve the problem. What are the goals, the audience, the timeframe, the outcome you hope to achieve, and the methods of measuring success?
- c. Explain how the proposed project will involve the public, including tribes, underserved populations, and minority groups, in the investigation or cleanup of the release or threatened release of the hazardous substance(s).
- d. Briefly describe how you intend to provide technical or scientific information to the public, if applicable.
- e. If your project will help improve the health of Puget Sound, please explain.
- f. If you intend to hire a contractor or contractors in order to complete your proposed project, please include the role(s) and anticipated cumulative fee(s) of the contracted support.

#### **B. Waste Management Grant—Complete 16 a through e if you are applying for a waste management grant. If applicable, also complete item f.**

##### **16. Please attach a one-page overview of your project, discussing the following:**

- a. Describe the environmental issue that your project addresses.
- b. Describe the goals, audience, timeframe, anticipated outcomes, and methods of measuring success.
- c. Describe how the proposed project will promote or carry out the state solid or hazardous waste management plans (<http://www.ecy.wa.gov/beyondwaste/>).
- d. Describe the benefits of your project to the public, including tribes, underserved populations, and minority groups.
- e. Briefly describe how you intend to provide technical or scientific information to the public, if applicable. Explain how your project will help protect the health of the Puget Sound, if applicable.
- f. If you intend to hire a contractor or contractors in order to complete your proposed project, please include the role(s) and anticipated cumulative fee(s) of the contracted support.

**PART IV: PROJECT TASK INFORMATION: Please read the instructions for Task Worksheets (Forms A1, A2, A3) before completing this section.** Please complete Form A for each of the three tasks: Project Administration, Public Activities and Outreach, and Educational Tools.

**TASK WORKSHEET  
FORM A1**

**Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.**

**1. Task Number**  **Task Title:** *Project Administration*

**Task Overview:** The YMCA of Greater Seattle will keep track of all timesheets and expenses related to this grant and will handle and submit all required invoices and reimbursement requests related to this grant, resulting in accurate record keeping.

**2. Task Activities:**

- a. Project Coordination: *The YMCA of Greater Seattle will oversee the project, tasks, timeline, staff and volunteers in order to complete the project.*
- b. Recordkeeping and Reporting: *The YMCA of Greater Seattle will track and handle timesheets, invoices, expenses and reimbursements related to the grant.*
- c. Evaluation: *More than 1,000 surveys and evaluations will be created, completed and compiled. Analysis of data will result in positive changes in participating student knowledge and attitudes toward environmental topics such as recycling (in particular organics recycling), sustainability and empowerment.*
- d. Bidding for contractors: *n/a*
- e. Other administrative activities: *n/a*

**Explain how you will incorporate sustainable practices such as environmentally preferable purchasing or green meetings (see Guidelines pages 22-23) into this project.**

*YMCA routinely uses 100% recycled printer paper. We will also use washable dishes and mugs at our events as opposed to paper plates and cups.*

**3. PPG Eligible Cost: \$ 24,800**

**4. Who will be responsible for overseeing completion of this task?** *Project Coordinator*

- a. Hours for paid staff: *1,400*
- b. Non-paid volunteer hours: *3,000*
- c. Check this box if you plan to hire a consultant for this activity.

**TASK WORKSHEET  
FORM A2**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

1. **Task Number** **2**                      **Task Title:** *Public Events and Outreach*

**Task Overview:** *The Neighborhood Waste Reduction and Recycling Council (NWRRC) will offer five workshops to at least 150 low-income tenants. The workshops will provide information on waste reduction and recycling to reduce the amount of solid waste generated. This change in behavior will save the tenants money and reduce the operations cost of the housing. NWRRC will also offer five field trips and an annual symposium to demonstrate how waste affects the environment and how waste reduction will have positive, cumulative environmental effect.*

**2. Task Activities**

**Activity A**

**Person or position responsible for this activity:**

Sustainability Coordinator for Low-Income Housing.

**Activity summary including expected outcome:**

- a. Recipient will offer three 1-hour on-site workshops at different multi-family housing locations within the County. The workshop will focus on household waste reduction and recycling.*
- b. Recipient will offer one 1-hour workshop for first-time homebuyers as part of the homebuyer education class. The workshop will focus on household waste reduction and recycling and other information on sustainability for homeowners.*
- c. Recipient will offer one 1-hour workshop for tenants receiving Section 8 housing vouchers. The workshop will focus on household waste reduction and recycling.*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*At the conclusion of the workshops, NWRRC staff will ask for workshop participants to sign a pledge card that they will separate recyclables and put them in the recycle bin. On the pledge card, participants will be encouraged to provide their phone numbers and willingness to be contacted by phone in one/three/six months to answer questions about how their recycling behavior has changed. Measurement will occur during follow-up phone calls and when data is compiled from these.*

**PPG Eligible Cost:**

\$ 5,000

**Hours for paid staff:** 50

**Non-paid volunteer hours:** 20

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

**Activity B**

**Person or position responsible for this activity:**

Sustainability Coordinator for Low-Income Housing.

**Activity summary including expected outcome:**

*Recipient will conduct a series of six field trips for families in low-income housing areas. Each of these field*

*trips is expected to serve 30-40 participants. The field trips will travel to "at risk" environmental areas in and around the respective communities. The purpose of these trips is to demonstrate the effects of household waste on the environment and how sustainability has a positive, cumulative, environmental effect.*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*Measurements will be studied based on questionnaires given prior to and at the conclusion of each field trip. Each participant will be encouraged to write at least one method in which they can increase sustainability by adjusting their household habits.*

**PPG Eligible Cost:**

\$ 6,000

**Hours for paid staff:** 60

**Non-paid volunteer hours:** 30

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

### **Activity C**

**Person or position responsible for this activity:**

Sustainability Coordinator for Low-Income Housing.

**Activity summary including expected outcome:**

*Recipient will conduct an annual symposium to provide outreach to community members and citizens. The symposium is expected to draw over 100 participants from the neighborhood community and allow them to exchange ideas and information on how to increase environmental sustainability. Another intent of the symposium is establish a network of communication that allows good environmental ideas and experiences to be shared among communities.*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*Attendees of the symposium will be given environmental fact sheets and fill out pledge cards confirming their commitment to environmental sustainability. They will also receive a contact list that contains e-mail addresses and phone numbers of all participants.*

**PPG Eligible Cost:**

\$ 4,000

**Hours for paid staff:** 50

**Non-paid volunteer hours:** 20

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

### **Activity D**

**Person or position responsible for this activity:**

**Activity summary including expected outcome:**

**Outcome Measurements. State what will be measured, how it will be measured, when it will be**

**measured:**

**PPG Eligible Cost:**

**\$**

**Hours for paid staff:**

**Non-paid volunteer hours:**

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity.  (report any income on Budget Form B)

**TASK WORKSHEET  
FORM A3**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

**1. Task Number** 3      **Task Title:** *Educational Tools*

**Task Overview:** *Educational food waste reduction and composting programs will be designed, and implemented in 3 high schools. Resources and instructions will be compiled by project high schools to create a guide for other high schools wanting to implement similar programming. The amount of food waste entering the land fill from project high schools will decrease and a resource for program replication will be created and made available to an increased audience. Through posters, newsletters, flyers and brochures, families, teens and project partners receive information about waste reduction and composting projects, the environmental symposium, and how to make a difference at school, at home and in the community.*

**2. Task Activities**

**Activity A**

**Person or position responsible for this activity:**

Alicia Blood

**Activity summary including expected outcome:**

*YMCA of Greater Seattle will create a "How to" guide for high schools, including detailed information on how to research, identify, advertise, create and implement a successful education campaign around waste reduction as well as a school-wide food waste composting program. In addition this guide will give teens and schools additional ideas and resources on how to become more "green" and decrease their environmental impact.*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*We will create and distribute 200 guidelines. We will measure success by assessing how many high schools commit to a future food waste composting program within 60 days of receiving the guidelines.*

**PPG Eligible Cost:**

\$ 3,500

**Hours for paid staff:** 100

**Non-paid volunteer hours:** 200

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Activity B**

**Person or position responsible for this activity:**

Alicia Blood

**Activity summary including expected outcome:**

*YMCA of Greater Seattle will create composting programs and food waste reduction systems in 3 high schools, including necessary materials to run program and educate student body about the process and procedures (including food waste collection bins and contracted pick-up).*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*Materials will be used in conjunction with education and outreach to affect positive behavioral change within the school systems. Food waste reduction will be measured six months after distribution of materials and we anticipate a reduction in food waste of 50 percent.*

**PPG Eligible Cost:**

\$ 10,500

**Hours for paid staff:** 100

**Non-paid volunteer hours:** 200

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Activity C**

**Person or position responsible for this activity:**

Alicia Blood

**Activity summary including expected outcome:**

*YMCA of Greater Seattle will create posters for YESC project schools to inform student body of composting program and process as well as educate them about importance of food waste reduction.*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*We will create 200 posters and distribute them among 13 different schools. The posters will be used in conjunction with public outreach to reduce food waste by 50 percent.*

**PPG Eligible Cost:**

\$ 2,000

**Hours for paid staff:** 15

**Non-paid volunteer hours:** 50

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Activity D**

**Person or position responsible for this activity:**

Alicia Blood

**Activity summary including expected outcome:**

*YESCENE, The YMCA Earth Service Corps quarterly Newsletter, will highlight the food waste reduction and composting programs, and provide information to teens and families on organics recycling. Symposium brochures will be sent out to all YESC participants and their families, all YESC schools in the region, volunteers and community contacts to advertise the annual environmental symposiums, including information on topics to be covered. Creation of a flyer/brochure to be sent home to families at each of the project schools, informing families of the school's project as well as how they can make a difference by reducing waste, recycling and composting at home. Approximately 3000-5000 families will be reached.*

**Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:**

*The newsletter, fliers and brochures will directly support the overall education and outreach of the project. These promotional materials will increase the overall effectiveness of the project and increase participation.*

**PPG Eligible Cost:**

\$ 6,000

**Hours for paid staff:** 15

**Non-paid volunteer hours:** 50

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product.  (report any income on Budget Form B)

**Budget Worksheet Form B**

Task Number and Title		PPG Eligible Costs	Other Sources and Income	Total Amount Of Project Costs	Completion Date	Person Responsible for Task or Activity
<b>TASK 1</b>	<b>PROJECT ADMINISTRATION</b>					
a.	Project Coordination	2000	1000	4000	2/8/08	YESC Director
b.	Recordkeeping and Reporting	2000	1000	2000	6/30/09	YESC Director
c.	Project Evaluation	4500	1000	6500	6/30/09	YESC Director
d.	Bidding for Contractors	200	0.00	200	6/30/09	YESC Director
e.	Travel	1200	1000	1200	6/30/09	YESC Director, AmeriCorps Members, Volunteers
f.	Postage, Office Supplies, Copying	500	0.00	500	6/30/09	YESC Director, AmeriCorps Members, Volunteers
g.	Other:	0.00	0.00	0.00		
	<b>TOTAL TASK 1</b>	<b>10,400</b>	<b>4000</b>	<b>14,400</b>		
<b>TASK 2</b>	<b>PUBLIC EVENTS &amp; OUTREACH</b>					
a.	School workshops	5,000	0	5,000	6/30/09	YESC Director, AmeriCorps Members, Volunteers, Contractor
b.	Field Trips	6,000	0	1,000	6/30/09	YESC Director, AmeriCorps Members, Volunteers, Contractor
c.	Annual Symposium	4,000	0	4,000	6/30/09	YESC Director, AmeriCorps Members, Volunteers
d.		0.00	0	0.00		
	<b>TOTAL TASK 2</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>		
<b>TASK 3</b>	<b>EDUCATIONAL TOOLS</b>					
a.	"How To" guide	3,500	0.00	3,500	6/30/09	YESC Director, AmeriCorps Members
b.	Composting program	7,500	0.00	5,500	6/30/09	YESC Director, AmeriCorps Members
c.	Composting posters	2,000	0.00	2,000	6/30/09	YESC Director, AmeriCorps Members
d.	Newsletter and brochures	6,000	0.00	6,000	6/30/09	YESC Director, AmeriCorps Members
	<b>TOTAL TASK 3</b>	<b>19,000</b>	<b>0.00</b>	<b>19,000</b>		
	<b>PROJECT TOTALS:</b>	<b>39,400</b>	<b>4000</b>	<b>43,400</b>		

## Instructions for Public Participation Grant Application

Please use the following instructions to complete the Public Participation Grant application form. The instructions are numbered to match the numbered sections on the application form.

Please complete the form, and submit both a paper copy and a CD or floppy disk with the completed form in electronic format. If you need a hard copy of the form, please contact (360) 407-6061 or (360) 407-6707.

### PART I: ORGANIZATIONAL INFORMATION

<b>1. Applicant Information</b>	
Organization name	Legal name of the organization applying for funds.
Mailing address	Address where the organization receives its mail.
Street address	Physical location of the organization's offices, if applicable.
Telephone	Official telephone number for the organization.
Fax number	Official fax telephone number for the organization.
E-mail	Official e-mail address for the organization or authorizing official.
Authorizing official's signature and date	Signature of the person who has authorized submission of the application and who will have the authority to sign a grant agreement. The date should reflect the actual day the application is signed. Make sure that the signature is in blue ink.
Authorizing official's name and title	Name and official title of the person who signed above.
Name of the project manager and contact for the application/ project	Name of the person who is the primary contact for questions related to this application and project.
Telephone	Phone number of the person who is the primary contact for questions related to this project.
E-mail	E-mail address of the person who is the primary contact for questions related to this project.
Name of the fiscal contact for the application	Name of the person who can answer questions about your organization's financial issues and the project's budget.
Telephone	Phone number of the person who is the primary contact for questions related to this project's budget.
E-mail	E-mail address of the person who is the primary contact for questions related to this project's budget.
Federal Tax ID Number	Federal Tax ID number the federal Internal Revenue Service issued to the organization. If the applying party is three or more unrelated individuals AND not a federally registered nonprofit organization, you must provide a social security number.
<b>2. Type of Grant</b>	Place a checkmark in the box or boxes that best describe your project type. <b>Contaminated site grant:</b> These projects encourage public involvement in cleaning up contaminated sites or planning for site restoration. <b>Waste management grant:</b> These projects support educational activities related to carrying out state solid and hazardous waste plans.

<b>3. Organization Mission and Audience</b>	Provide a mission statement. Give a short general description of the audience (for example, homeowners, members of a minority community, tribes, neighborhood groups, etc).
<b>4. Project Budget and PPG Request</b>	On the first line, enter the total budget needed for this project. <b>Do not include any other of your organization’s budget items not associated with this project.</b> On the next line, enter the amount of the PPG request. On the third line, enter the amount of funds from other sources. This should include any funds generated through fees charged for activities, products, or both. On the fourth line, subtract amounts on the second and third lines from the total budget on the first line. If there is any amount remaining after subtracting all funding sources, explain how you will meet the unfunded amount. Also, please check the box if you have a written commitment for funds from other sources. If you have a written commitment, please list your funding sources. If you do not have a written commitment, please explain how you will fill the funding gap.
<b>5. Organization Tax Status and Structure</b>	Check all that apply to your organization. <b>If you are applying as a nonprofit, you must provide a copy of your federal 501c status and a copy of your registration with the Washington State Secretary of State.</b>
<b>6. Project Summary</b>	<b>Please limit each of your responses to two lines of text.</b> <b>Descriptive title of your project:</b> Title should capture the main project purpose. (For example, Sustainable Living for Low-Income Homeowners.) <b>Project goals:</b> Write a brief statement that identifies the main goal of the project. (For example, “This is an education and outreach program to help low-income homeowners learn about sustainable living that reduces cost and waste.”) <b>County or Counties of Activity:</b> Provide a brief statement about the geographic area covered by this project. (For example, “The Sustainable Living for Low-Income Homeowners project will involve presentations in three counties: Grant, Yakima, and Adams.”)
<b>PART II: ORGANIZATION CAPACITY: This section provides information about your organization’s ability to manage public funds and complete the project and all reporting requirements in a timely manner.</b>	
<b>A. Organization Structure and Status</b>	
<b>7. Length of Operation</b>	Tell us the number of years and/or months that your organization has been in operation.
<b>8. Organization Structure</b>	Write a short paragraph describing how your organization is structured. Attach an organizational chart.
<b>9. Organization Membership</b>	Provide general information about your membership size, diversity, recruitment, dues (if applicable), and members’ primary geographic area.
<b>B. Organization Fiscal Capacity</b>	
<b>10. Organization Accounting System</b>	Give a brief description of your organization’s accounting system. Provide information about any accounting software used and who in the organization has primary financial responsibility. Explain your organization is auditing process.
<b>11. Ineligible Costs Funding</b>	After reviewing eligible PPG costs (see Appendix C), tell us how you plan to cover project costs that PPG cannot reimburse.

<b>C. Project Capacity</b>	
<b>12. Completed Projects</b>	<p>The purpose of this section is for the applicant to give a history of the organization's activities.</p> <p>Please limit your descriptions of each project to ten lines of text per box. Provide up to three examples. Include the most recently completed projects or those within 30 days of completion.</p> <p>Fill in the table with the PPG or similar projects (up to three) that your organization has completed. Give a clear description of each project's goals, its audience, how you funded it, the outcome, and how you measured or evaluated the outcome.</p> <p>If your group has not completed any projects, please put "N/A" in the Project Description box.</p>
<b>13. Organization Partnerships</b>	<p>Provide examples (up to three) of how and when your organization worked in partnership with other organizations.</p> <p>Explain your decision about collaborating for the project(s).</p>
<b>14. Readiness to Proceed</b>	<p>Please confirm that you will start your project by July 1, 2011. If you cannot, please explain why.</p>

### **PART III: PROJECT SPECIFIC INFORMATION**

#### **A. CONTAMINATED SITE GRANTS ONLY—QUESTION 15.**

<b>15. Project Description</b>	<p>You must thoroughly describe your project. Please address all of the issues outlined in a, b, c, and d. These items are mandatory for all projects. Complete items e and f if they apply to your project. Respond in 12-point font printed on one side of one page.</p> <p><b>a. Hazardous substance(s) release and its effects:</b> Define the problem; give a brief but thorough description of the actual release, the threatened release, and the real or potential effects on the community. Specify the hazardous substance(s) and the geographic area involved. Include information about how the release or threatened release will affect the quality of life in the community, including the plant and animal life, water bodies, agricultural crops, air, soils, or drinking water. Please use data to support your statements, whenever possible.</p> <p><b>b. How your project will help solve the problem:</b> Describe the goals, audience, timeframe, outcome, and methods of measuring the success of the project and how all of this will contribute toward solving the identified problem.</p> <p><b>c. How your project will promote public participation in cleanup and investigation:</b> Provide a brief explanation of how this project will result in public participation in the environmental investigation or cleanup process. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.</p> <p><b>d. Providing technical information to the public:</b> Typically, site cleanups have very complex information regarding both the science and cleanup process of the site. Please explain how you would effectively deliver technical information to the public.</p> <p><b>e. Puget Sound Initiative:</b> If your project will help improve the health of Puget Sound, please explain.</p> <p><b>f. Contractor:</b> If hiring a contractor for \$5,000 or more, describe your bidding process. Review pages 13-14 of the PPG Guidelines.</p>
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**B. WASTE MANAGEMENT GRANTS ONLY—Please complete 16 for waste management grants only.**

**16. Project Description**

Your description must provide us with a thorough understanding of your project. Please address all of the issues outlined in a, b, c, and d. These items are mandatory for all projects. Complete items e, f, and g if they apply to your project. Your response should be in 12-point font printed on one side of one page.

- a. Environmental issue:** Tell us how your project will promote environmental education and protect the environment.
- b. Goals, audience, and outcomes:** Describe the project goals, audience, timeframe, outcome, and methods of measuring the success of the project.
- c. How your project will involve the public in promoting Beyond Waste initiatives:** Explain briefly, how your project will result in public participation in promoting or carrying out solid or hazardous waste priorities. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.
- d. Public involvement:** Describe how your project will involve and benefit the public, including underserved populations.
- e. Providing technical information to the public:** If your project requires delivering complex technical or scientific information to the public explain how you will effectively deliver it.
- f. Puget Sound Initiative:** If your project will help improve the health of Puget Sound, please explain how.
- g. Contractor:** If hiring a contractor for \$5,000 or more, describe your bidding process. Review pages 13-14 of the PPG Guidelines.

**PART IV: Task Worksheet (Forms A1, A2 and A3):** Complete a Task Worksheet (Forms A1, A2 and A3) for each task you are proposing in this project. The task should relate directly either to the problem described in number 15 above or to the issues described in number 16.

General Information: Successful PPG projects have general tasks that involve specific activities to accomplish project goals. There may be several activities related to a task. Activities under tasks 2 and 3 must have a plan for measuring success. The measurements need to be specific and quantifiable. Task 1 addresses project administration and will be evaluated by your grant officer upon completion of the project. Please see the Sample Task Worksheets (Forms A1, A2 and A3) below.

**1. Task Number, Title, and Summary**

**Task Title:** There are three different task titles. Each activity will fall under one of the following three task titles:

- 1. Project Administration** is how your group manages funding and carries out the tasks. See Task Worksheet A1 for project administration activities. Unlike the other two A forms, the A1 form lists the task activities. You must complete each activity. If something does not apply to you (such as bidding for contractors) write n/a.
- 2. Public Events and Outreach** is how your group plans to educate the public. Task activity examples might be holding a public forum, renting space or equipment for a presentation, advertising for an event, paying speaker fees, hosting tours, and so on.
- 3. Educational Tools** are what your group plans to make during the project. Task activity examples could be creating displays, newsletters, PowerPoint presentations, guides, checklists, booths, curriculums, etc.

**Task Overview:** The overview should outline the overarching goal of the task. All activities should support the completion of the task. Your response should be a maximum of three sentences.

<p><b>2. Task Activities</b></p>	<p>Multiple activities often support the completion of a task. See the sample application for an example. If you have more activities than letters on the form, add a line and letter for each additional activity. Briefly describe each activity. You will need to determine the approximate amount of funding related to each one. These activities need to transfer to the Budget Worksheet (Form B). The total of all of the activities' costs should equal the task total.</p> <p><b>Person or position responsible for this activity:</b> Identify who in your organization will be responsible for carrying out the activity.</p> <p><b>Activity summary including expected outcomes:</b> Provide a brief summary (up to three sentences) about the expected outcomes for this activity.</p> <p><b>Outcome Measurements:</b> The <i>outcome</i> refers to the accomplishment for each activity. You must provide at least one expected outcome for each activity. The outcome needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it.</p> <p><b>PPG Eligible Cost:</b> This is the PPG eligible cost for this activity only. Please add this figure to the PPG Eligible Cost column in the Budget Worksheet (Form B). You may include up to 25 percent of billable hours, or actual costs, whichever is less, for payroll taxes and benefits. If offering you a grant, Ecology will expect you to provide more detailed budget information.</p> <p><b>Hours for paid staff:</b> Provide the number of paid staff hours you expect for this activity.</p> <p><b>Consultant checkbox:</b> Check this box if you plan to hire a consultant to perform work on this activity. Review pages 19-20 of the PPG Guidelines for bidding requirements (RCW 39.29).</p> <p><b>Fees charged checkbox:</b> Public Participation Grants are not for profit and intended to include all members of the public. If PPG funding is not enough to cover the costs of the event or product, you must negotiate any revenue coming from fees with your grant officer and disclose the rates for public knowledge.</p>
<p><b>Budget Worksheet (Form B):</b> Please read all of the instructions for completing the Task Worksheet (Form A) before completing the Budget Worksheet (Form B).</p>	
<p>Budget Worksheet (Form B)</p>	<p>The Budget Worksheet (Form B) shows all of the costs associated with this project. Using the information and task numbers from the Task Worksheet (Form A), enter the activity and task information on the correct line on the Budget Worksheet (Form B). All tasks should add up and match the budget amount on the application on Item #4—Total Project Budget. Please refer to Items #1 and 2 in the Task Worksheet (Form A) Instructions for a list of task titles and related activities. You must disclose any fees charged for events or products as income on the on the Budget Worksheet (Form B).</p>
<p>Project Summary</p>	<p>Please complete the Project Summary on Budget Worksheet (Form B). List the task title, completion date, and person responsible. This information should be consistent with what you listed on the Task Worksheet (Form A) for each task.</p>

# **Appendix C**

## **Project Costs Eligible/Ineligible for Reimbursement**



## Project costs

Project costs shown in the budget of the grant agreement's Scope of Work **are eligible for reimbursement**, so long as the costs fall within the rule (WAC 173-321-060), and all applicable state and federal laws.

If neither the grant agreement nor the PPG rule nor the PPG guidelines specify the eligibility of an item, the Grant Officer determines if your PPG agreement will reimburse you for the cost of the item.

All eligible costs must support the accomplishment of the tasks outlined in the grant.

## Eligible Costs

The following are examples of the types of expenses that are reimbursable under the PPG program guidelines:

- Procuring technical assistance – advertising the need, developing the Request for Proposals, contracting for the services. (Review pages 35/36 of the Guidelines or contact the PPG Grant Officer for an explanation of state-required procurement procedures.)
- Project related hourly wage for recipient staff.
- Payroll taxes and benefits (up to 25 percent of requested hourly wage total, and not to exceed actual cost).
- Mileage paid at the prevailing state reimbursement rate for travel to and from project events within Washington State.
- Lodging and per diem at prevailing state rate for project related travel.
- Supplies for specific education/outreach projects.
- Rental of audio/visual equipment, public address systems, or display units.
- Rental of space in which to display exhibits and/or conduct public meetings related to the grant project.
- Costs of developing, publishing and distributing explanatory materials and technical reports within affected communities or throughout the project area/audience.
- Funds for an EPA Technical Assistance Grant "match," to pay administrative and public outreach expenses.
- Administrative expenses directly related to the grant project:
  - Office supplies.
  - Long-distance telephone calls to participants or Ecology.
  - Postage for newsletters, surveys, response cards, and grant invoices.
  - Costs of copying documents and printing fliers or notices.
  - Record keeping
  - Project coordinator salary

Please ask the Grant Officer about the eligibility of project costs before you spend money. Ecology will only reimburse eligible costs.

## Ineligible Costs

The following are examples of the types of expenses that the PPG program will not reimburse:

- Lobbying any government official or agency.
- Subscriptions; contributions or donations.
- Food, unless specified in grant agreement.
- Alcohol
- Office rental or overhead costs.
- Purchases of equipment or other nonexpendable personal property, unless specified in the grant agreement.
- Purchase, operation, or maintenance of motor vehicles.
- Property or equipment depreciation.
- Land acquisitions, leases, or easements.
- Conservation easements; wildlife habitat development.
- Independent sample collection or independent analysis of samples collected from facility sites, studies, plans, or political campaigns intended for official and/or legal use.
- Any activities funded by other sources, including data compilation, studies, plans, or campaigns.
- Any activity occurring outside of Washington that is not approved by Ecology.
- Hiring experts to prepare or conduct legal actions against potentially liable persons, facility owners/operators, manufacturers, suppliers, or Ecology.

*Note: Legal actions (lawsuits and administrative appeals) are not eligible activities, and may affect the eligibility of the project. Always consult with the Grant Program Manager if you are contemplating such action.*

- Legal fees – unless and except as specified in the grant agreement under the "technical assistance" subcontract provisions, to interpret site documents.
- Activities or materials designed with the primary goal of generating revenue for the grant recipient's organization.
- Any expense incurred prior to the authorization date on a signed grant agreement, including but not limited to costs associated with the preparation of the grant application, unless authorized by your grant officer.
- Bad debts or losses arising from uncollectible accounts.
- Fines and penalties.

## **Conditionally Eligible Costs**

Ecology usually considers the following expenses ineligible for reimbursement. A recipient may, however, negotiate the expenditure(s) as a term of the grant agreement under special circumstances. Recipients must demonstrate that conditionally eligible costs are necessary to the success of a PPG project. The Grant Officer must approve such costs before they are included in the scope of work and grant budget. Examples of conditionally eligible costs are:

- Light refreshments and/or non-alcoholic beverages.
- Car or boat rental.
- Web page and web site update and maintenance activities.
- Computer software (data management, slide show, or word processing only) necessary to fulfill record-keeping requirements, project presentations, and tracking of grant activities.
- Telephone cards used specifically for grant activities.
- Small, portable equipment to enhance outreach efforts.
- Display equipment that identifies the Recipient and grant project at special events.
- Insurance for project-specific volunteers or staff.



# **Appendix D**

## **Chapter 173-321 WAC Public Participation Grants**



## Chapter 173-321 WAC

### PUBLIC PARTICIPATION GRANTS

#### WAC SECTIONS

- 173-321-010 Purpose and authority.
- 173-321-020 Definitions.
- 173-321-030 Relationship to other legislation and administrative rules.
- 173-321-040 Applicant eligibility.
- 173-321-050 Application evaluation criteria.
- 173-321-060 Eligible project costs.
- 173-321-070 Grant funding.
- 173-321-080 Grant administration.

**WAC 173-321-010 Purpose and authority.** (1) The department is directed by the Model Toxics Control Act to provide grants up to sixty thousand dollars to persons who may be adversely affected by a release or threatened release of a hazardous substance and to not-for-profit public interest groups. These grants shall be used to facilitate public participation in the investigation and remediation of a release or threatened release of a hazardous substance and to facilitate public participation in the implementation of the state's solid and hazardous waste management priorities.

(2) The purpose of this chapter is to set forth eligibility criteria and funding requirements for grant projects.  
[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-010, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-010, filed 10/17/89, effective 11/17/89.]

**WAC 173-321-020 Definitions.** As used in this chapter:

- (1) "Department" means the department of ecology.
- (2) "Director" means the director of the department of ecology or such person authorized to act for the director.
- (3) "Emergency" means an occurrence warranting public participation which occurs after the deadline for grant applications and before the opening of a new grant application period, such as:
  - (a) An unforeseen release of a hazardous substance at an existing site or a newly discovered site;
  - (b) An unanticipated decision by the department concerning remedial action at a site or publication of a remedial investigation, feasibility study or risk assessment; or

(c) Discovery of a technical assistance need which could not have been foreseen before the grant application deadline.

(4) "Emergency grant" means a public participation grant in the hazardous substance release category for an emergency as defined in this section.

(5) "Expendable personal property" means all tangible personal property other than nonexpendable personal property.

(6) "Facility" means:

(a) Any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, waste pile, pond, lagoon, impoundment, ditch, landfill, tank, storage container, motor vehicle, rolling stock, vessel, or aircraft; or

(b) Any site or area where a hazardous substance, other than a consumer product in consumer use, has been deposited, stored, disposed of, or placed, or otherwise come to be located.

(7) "Grant applicant" means any person requesting a public participation grant.

(8) "Hazardous substance" means:

(a) Any dangerous or extremely hazardous waste as defined in RCW 70.105.010 (5) and (6) or any dangerous or extremely hazardous waste designated by rule pursuant to chapter 70.105 RCW;

(b) Any hazardous substance as defined in RCW 70.105.010(14) or any hazardous substance as defined by rule pursuant to chapter 70.105 RCW;

(c) Any substance that, on March 1, 1989, is a hazardous substance under 101 (14) of the Federal Clean Air Act, 42 U.S.C. Sec. 960(14);

(d) Petroleum or petroleum products; and

(e) Any substance or category of substances including solid waste decomposition products, determined by the director by rule to present a threat to human health or the environment if released into the environment. Except that:

The term hazardous substance does not include any of the following when contained in an underground storage tank from which there is not a release: Crude oil or any fraction thereof or petroleum, if the tank is in compliance with all applicable federal, state, and local laws.

(9) "Hazardous waste management priorities" as defined in RCW 70.105.150 are the priorities in the management of hazardous waste which should be followed in descending order as applicable:

(a) Waste reduction;

(b) Waste recycling;

- (c) Physical, chemical, and biological treatment;
- (d) Incineration;
- (e) Solidification/stabilization treatment;
- (f) Landfill.

(10) "Nonexpendable personal property" means tangible personal property having a useful life of more than one year and an acquisition cost of three hundred dollars or more per unit.

(11) "Not-for-profit public interest organization" means any corporation, trust, association, cooperative, or other organization which:

(a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;

(b) Is not organized primarily for profit; and

(c) Uses its net proceeds to maintain, improve, and/or expand its operations.

(12) "Owner/operator" means any person defined as an owner or operator under RCW 70.105D.020(12).

(13) "Person" means an individual, firm, corporation, association, partnership, consortium, joint venture, commercial entity, state government agency, unit of local government, federal government agency, or Indian tribe.

(14) "Personal property" means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence), such as patents, inventions, and copyrights.

(15) "Potentially liable person" means any person whom the department finds, based on credible evidence, to be liable under RCW 70.105D.040. The department shall give notice to any such person and allow an opportunity for comment before making the finding, unless an emergency requires otherwise.

(16) "Real property" means land, land improvements, structures, and appurtenances thereto, excluding moveable machinery and equipment.

(17) "Release" means any intentional or unintentional entry of any hazardous substance into the environment, including but not limited to the abandonment or disposal of containers of hazardous substances.

(18) "Remedy, remediation, or remedial action" means any action or expenditure consistent with the purposes of this chapter to identify, eliminate, or minimize any threat or potential threat posed by hazardous substances to human health or the environment including any investigative and monitoring activities with respect to any release or threatened release of a hazardous substance and any health

assessments or health effects studies conducted in order to determine the risk or potential risk to human health.

(19) "Solid waste management priorities" as defined in chapter 70.95 RCW are the priorities in the management of solid waste which should be followed in order of descending priority as applicable:

(a) Waste reduction;

(b) Recycling with source separation of recyclable materials as the preferred method;

(c) Energy recovery, incineration, or landfill of separated waste;

(d) Energy recovery, incineration, or landfill of mixed waste.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-020, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-020, filed 10/17/89, effective 11/17/89.]

#### **WAC 173-321-030 Relationship to other legislation and administrative rules.**

(1) The organization receiving a grant shall comply fully with all applicable federal, state, and local laws, orders, regulations, and permits.

(2) Nothing in this chapter shall influence, affect, or modify existing department programs, regulations, or enforcement of applicable laws relating to solid and hazardous waste management and cleanup.

(3) All grants shall be subject to the existing, applicable accounting and auditing requirements of state laws and regulations.

(4) The department will prepare a guidance manual to facilitate compliance with these regulations.

[Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-030, filed 10/17/89, effective 11/17/89.]

#### **WAC 173-321-040 Applicant eligibility.**

(1) Public participation grants may only be awarded to groups of three or more unrelated persons or to not-for-profit public interest organizations.

(2) All applicants must demonstrate their ability to appropriately administer grant funds.

(3) Applications for a hazardous substance release grant, including emergency grants, must include information on:

(a) The nature of the release or threatened

release of the hazardous substance;

(b) The location of the release or threatened release of the hazardous substance;

(c) How the applicant group may be adversely affected by the release or threatened release of the hazardous substance;

(d) How the applicant group will promote public participation in the investigation or remediation of the release or threatened release of the hazardous substance;

(e) A complete project description;

(f) How the applicant group represents the environmental, health, and economic interests of individuals affected by the release or threatened release of the hazardous substance;

(g) The applicant group's history and experience, if any, in conducting activities similar to those described in the grant application;

(h) For emergency grants, a description of why an emergency exists, as defined in WAC 173-321-020(3); and

(i) Any other information specified by the department as needed to award a grant.

(4) Applications for a waste management priorities grant must include information on:

(a) How the applicant group will promote or implement the state solid or hazardous waste management priorities;

(b) How the applicant group will promote public participation in the grant project described in the application;

(c) A complete project description;

(d) The applicant group's history and experience, if any, in conducting activities similar to those described in the grant application;

(e) Any other information specified by the department as needed to award a grant.

(5) The following persons or groups of persons shall be ineligible for grant funding:

(a) Any person potentially liable, as defined under RCW 70.105D.040;

(b) Local governments including any political subdivision, regional governmental unit, district, 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;

(c) Federal and state governments, or agencies thereof;

(d) Federally recognized Indian tribes, as a governing body. Individual tribe members of three or more persons are eligible to apply for a public

participation grant;

(e) Organizations sustained by public funding;

(f) Public and private universities; and

(g) Any organization located outside of Washington state boundaries.

(6) Grant applications failing to qualify may be resubmitted.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-040, filed 2/12/01, effective 3/15/01. Statutory Authority: RCW 43.21A.080 and chapter 70.105D RCW. 90-18-065 (Order 90-20), § 173-321-040, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-040, filed 10/17/89, effective 11/17/89.]

#### **WAC 173-321-050 Application evaluation criteria.**

(1) Except for emergency grants which will be reviewed and evaluated by the department within twenty working days of receipt of the application, all other grant applications received will be reviewed and evaluated by the department within thirty working days after the close of the regular grant application period. Incomplete applications will not be evaluated. Applications will be ranked according to how each application meets the criteria set forth below. Grants will be awarded, within the limits of available funds, to the highest ranking applications. The department may fund all or portions of eligible grant applications.

(2) Priority consideration for public participation grant funding will be given to:

(a) Applicants requesting a hazardous substance release grant;

(b) New applicants; and

(c) Applicants that demonstrate the ability to provide accurate technical information on complex waste management issues.

(3) General criteria. All public participation grants will be evaluated against the following criteria:

(a) The type and extent of the applicant group's past history and experience conducting activities similar to those described in the grant application;

(b) The group's basic funding, with consideration given to groups with limited resources;

(c) The group's ability to appropriately manage grant funds;

(d) Except for emergency grants, if more than one group is interested in the same project, priority

consideration will be given to groups who consolidate;

- (e) Availability of funding sources for the project;
- (f) Past performance under a public participation grant;

(g) The group's ability to define the environmental issue and identify what changes will occur in the problem as a result of the project; and

(h) Demonstration of the use of Bennett's hierarchy or similar methodology with a focus on outcome and clear commitment to follow through to end results.

(4) Special criteria.

(a) Hazardous substance release grants.

Hazardous substance release grants, including emergency grants, will be evaluated against the following criteria:

(i) The degree to which the applicant group may be adversely or potentially adversely impacted by the release or threatened release of the hazardous substance, including but not limited to adverse or potential adverse impacts to surface and drinking waters, soils, flora or fauna, species diversity, air quality, property values, marketability of agricultural crops, and recreational areas;

(ii) The degree to which the applicant group represents the environmental, health, and economic interests of individual group members;

(iii) The degree to which the proposed project will promote public participation in the investigation or remediation of the release or threatened release of the hazardous substance.

(b) Waste management priorities grants. Waste management priorities grants will be evaluated against the following criteria:

(i) The degree to which the proposed public participation activity will promote or implement the state solid or hazardous waste management priorities;

(ii) The degree to which the proposed project will facilitate public understanding of the state solid and hazardous waste management priorities;

(iii) The degree to which the proposed public participation activities are consistent with or improve upon existing solid or hazardous waste management plans.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-050, filed 2/12/01, effective 3/15/01. Statutory Authority: RCW 43.21A.080 and chapter 70.105D RCW. 90-18-065

(Order 90-20), § 173-321-050, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-050, filed 10/17/89, effective 11/17/89.]

#### **WAC 173-321-060 Eligible project costs.**

(1) Eligible project costs for substance release grants shall include but not be limited to:

(a) Hiring technical assistants to review and interpret documents;

(b) Public involvement and public education activities;

(c) Reviewing specific plans for environmental testing and analysis, reviewing reports summarizing the results of such plans and making recommendations for modifications to such plans.

(d) Expendable personal property;

(e) Other public participation activities as determined by the department on a case-by-case basis.

(2) Eligible project costs for waste management priority grants shall include but not be limited to:

(a) Assisting in developing and implementing programs that promote or improve state or local solid or hazardous waste management plans;

(b) Assisting in developing programs or activities that promote and are consistent with the state solid or hazardous waste management priorities;

(c) Expendable personal property;

(d) Other public participation activities as determined by the department on a case-by-case basis.

(3) Ineligible projects and grant costs shall include but not be limited to:

(a) Independently collecting or analyzing samples at facility sites;

(b) Hiring attorneys for legal actions against potentially liable persons, facility owners, or the department. Applicants who receive a grant award shall notify the department if legal action is intended or taken on the subject of the grant project or application;

(c) Legislative lobbying activities;

(d) Real property;

(e) Nonexpendable personal property.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-060, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-060, filed 10/17/89, effective 11/17/89.]

**WAC 173-321-070 Grant funding.**

(1) The department may fund up to one hundred percent of eligible project costs.

(2) The maximum grant allowance shall be sixty thousand dollars.

(3) Public participation grants may be renewed annually. A new grant application must be submitted to be evaluated and ranked for additional funding.

(4) The department reserves the right to refuse funding to any and all applications failing to meet the grant eligibility criteria and may reopen the application period for additional applications.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-070, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-070, filed 10/17/89, effective 11/17/89.]

**WAC 173-321-080 Grant administration.**

(1) The department shall establish grant application funding cycles each .

(2) Public notice of application funding cycles shall be published state-wide.

(3) A grant application package will be sent to all persons interested in applying for public participation grants. Grant application packages will include notice of grant application deadlines, grant guidelines, and application forms.

(4) Grant applications will be evaluated by the department. To be funded, applications must include all required elements as outlined in the guidelines.

(5) The obligation of the department to make grant payments is contingent upon the availability of funds through legislative appropriation, and such other conditions not reasonably foreseeable which may preclude awarding such grants.

(6) The department, on at least a biennial basis, will determine the amount of funding available for public participation grants and establish an application and funding cycle. The minimum amount of money available for public participation grants established by the Model Toxics Control Act shall be one percent of the moneys deposited into the state and the local toxics control accounts.

(7) The department shall not be held responsible for payment of salaries, consultant fees, or other costs related to a contract of the grantee.

(8) To the extent that the Constitution and laws of the state of Washington permit, the grantee shall

indemnify and hold the department harmless, from and against, any liability for any or all injuries to persons or property arising from the negligent act or omission of the grantee arising out of a grant contract.

(9) All grants under this chapter shall be consistent with "*Administrative Requirements for Ecology Grants and Loans*" WDOE publication No. 91-18, revised October 2000.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-080, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-080, filed 10/17/89, effective 11/17/89.]



# **Appendix E**

## **Public Participation Grant History and Funding Summary**



## PUBLIC PARTICIPATION GRANT PROGRAM

Examples of Funded Projects in 2009-2011

GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
G1000154	WM	Facing the Future	Statewide	Development of environmental education curriculum materials and a web-based product focused towards education professionals across the state.	\$80,000
G1000281	PSI	Puget Soundkeeper Alliance	Puget Sound Basin	Promote pollution prevention from boating practices through environmental education of best management strategies and clean marina certifications.	\$53,000
G1000153	WM	Habitat for Humanity of Washington State	Statewide	Develop and apply integrated sustainable/green planning and construction of affordable housing in Washington.	\$65,000
G1000344	WM	Washington State Hotel and Lodging Association	Statewide	Promote sustainable practices within the lodging industry through a pilot program and measure environmental and economic benefits.	\$53,000
G1000110	WM	Methow Recycles	Okanogan	Increase recycling education in area schools and develop a collection infrastructure for mercury-containing light bulbs.	\$11,700
G1000339	PSI	Port Townsend Marine Science Center	Puget Sound Basin	Increase citizen participation involving plastics cleanup around the Puget Sound Basin and study plastics accumulation in Puget Sound.	\$60,000
G1000295	PSI	YMCA of Tacoma-Pierce County	Puget Sound Basin	Provide scholarships to low-income students to enable participation in an environmental education camp.	\$66,000
G1000327	WM	Spokane Neighborhood Action Programs	Spokane, Stevens, Pend Oreille	Promote toxics reduction to Eastern Washington communities through classes, presentations and community newsletters.	\$40,000
G1000280	WM	Evergreen Habitat for Humanity	Clark	Increase landfill diversion of reusable building materials through marketing and education.	\$72,000
G1000348	WM	Washington Citizens for Resource Conservation	Statewide	Educate citizens and community leaders about producer responsibility to encourage proper management of toxic and hard to recycle products.	\$50,000
G1000277	WM	Sustainable Connections	Whatcom	Advance Green Building in housing and industry and reduce/reuse construction waste.	\$52,000

\* CS = Contaminated Site, WM = Waste Management, PSI = Puget Sound Initiative

<b>GRANT #</b>	<b>*TYPE</b>	<b>ORGANIZATION</b>	<b>COMMUNITY</b>	<b>PURPOSE</b>	<b>FUNDING AWARDED</b>
G1000111	WM	Walla Walla Area Resource Conservation	Walla Walla	Assist businesses to encourage sustainable practices such as waste reduction, environmentally preferable purchasing, recycling, and toxics reduction.	\$25,700
G1000289	WM	Washington Agricultural Family Assistance	Grant	Work to reduce/eliminate exposure of toxins to migrant workers and their families.	\$48,200
G1000320	CS	Washington Physicians for Social Responsibility	Benton	Promote citizen involvement in the Hanford cleanup process. Educate Washingtonians on past, present and future Hanford cleanup developments.	\$102,000
G1000336	CS	Hanford Challenge	Benton	Provide public outreach to increase participation in the Hanford cleanup process specifically targeting diverse and traditionally disengaged communities.	\$120,000
G1000335	CS	Columbia Riverkeepers	Benton	Promote citizen involvement in the Hanford cleanup process. Educate Washingtonians on past, present and future Hanford cleanup developments.	\$120,000
G1000343	CS	Heart of America	Benton	Promote citizen involvement in the Hanford cleanup process. Educate Washingtonians on past, present and future Hanford cleanup developments.	\$120,000
G1000328	CS	Brackett's Landing Foundation	Snohomish	Promote citizen involvement and education related to the UNOCAL/Chevron cleanup site at Port Edwards, Edmonds.	\$36,000
G1000314	CS	Citizen's for a Healthy Bay	Pierce	Promote citizen involvement and education related to the cleanup sites and wastewater prevention in Commencement Bay.	\$42,000
G1000372	CS	Duwamish River Cleanup Coalition	King	Promote citizen involvement and education related to the cleanup sites and wastewater prevention along the Duwamish River.	\$45,000
G1000338	PSI	Salish Sea Expeditions	King	Educate Washington middle school and high school students on the environmental health of Puget Sound.	\$45,000
G1000356	CS	Georgetown Community Council	King	Educate and involve the local community in the Philip Services Corporation Georgetown cleanup process.	\$42,000
G1000337	CS	Lake Roosevelt Forum	Ferry, Grant, Lincoln, Stevens	Improve citizen education and involvement in the Lake Roosevelt Remedial Investigation and Feasibility Study related to the site's cleanup process.	\$47,200

\* CS = Contaminated Site, WM = Waste Management, PSI = Puget Sound Initiative

<b>GRANT #</b>	<b>*TYPE</b>	<b>ORGANIZATION</b>	<b>COMMUNITY</b>	<b>PURPOSE</b>	<b>FUNDING AWARDED</b>
G1000318	CS	The Lands Council	Lincoln, Stevens, Spokane	Educate citizens on contamination and cleanup issues along the Spokane River. Focused primarily on community members with whom English is not their primary language.	\$45,000
G1000313	CS	Port Gamble/S'Klallam Foundation	Jefferson, Kitsap, Mason	Promote citizen involvement and education related to cleanup efforts in Port Gamble Bay and Hood Canal.	\$60,000
G1000319	CS	RE Sources	Skagit	Promote citizen involvement and education related to cleanup efforts in Fidalgo and Padilla Bays (Anacortes).	\$42,000
G1000309	CS	Olympic Environmental Council	Clallam	Promote citizen involvement and education related to cleanup efforts at and around the Rayonier Mill site in Port Angeles.	\$45,000
G1000321	CS	Skykomish Environmental Coalition	King	Promote citizen involvement pertaining to the cleanup of the BNSF site in the town of Skykomish.	\$20,000
G1000454	CS	People for Puget Sound	Mason, King, Snohomish, Thurston	Promote citizen involvement and education related to cleanup efforts at and around Budd Inlet, Dumas Bay, Port Gardner Bay, and Oakland Bay.	\$50,000
G1000551	CS	Heart of America Northwest Research Center	Benton	Promote citizen involvement and education related to the Hanford Tank Closure/Waste Management Environmental Impact Statement (TC/WMEIS).	\$25,000
G1000553	CS	Hanford Challenge	Benton	Promote citizen involvement and education related to the Hanford Tank Closure/Waste Management Environmental Impact Statement (TC/WMEIS).	\$25,000

\* CS = Contaminated Site, WM = Waste Management, PSI = Puget Sound Initiative

# PUBLIC PARTICIPATION GRANT PROGRAM

## Funding Summary

	YEAR (OF APPLICATION)	NO. OF GRANTS AWARDED (SIGNED)	AMOUNT AWARDED \$\$
Round 1	1989	5	208,470
Round 2	1990	14	480,377
Round 3	1991	17	583,215
Round 4	1992	22	547,370
Round 5	1993	15	389,123
Round 6	1994	21	466,206
Round 7	1995	20	429,900
Round 8	1996	19	473,522
Round 9	1997	19	448,108
Round 10	1998	16	400,968
Round 11	1999	20	327,000
Round 12	2000*	25	903,000
Round 13	2002*	30	810,000
Round 14	2004*	31	1,268,000
Round 15 and 16	2006**	68	3,824,000
Round 17	2009*	32	1,782,800***
<b>TOTAL</b>		342	\$11,559,259

\* Grants written for two years (biennium) instead of annually.

\*\* Round 16 was a supplemental funding round that occurred during the same biennium as round 15.

\*\*\*Of this total, US Department of Energy provided \$512,000 supplemental funding for Hanford-specific education and outreach.

\*\*\* Round 18 was supplemented with \$512,000 from USDOE

\* CS = Contaminated Site, WM = Waste Management, PSI = Puget Sound Initiative

# **Appendix F**

## **Site Cleanup Process Overview**



A key goal of the Model Toxics Control Act (MTCA) is to encourage interested parties to cooperate in identifying and cleaning up contaminated sites.

## **Phases of the Cleanup Process**

### **Site Discovery**

Those who discover contaminated sites must report them to Ecology's Toxics Cleanup Program within 90 days. At this point, persons potentially liable for the cleanup may choose to conduct an independent cleanup without Ecology's help. However, they must report cleanup results to Ecology. Potentially liable persons do independent cleanups at their own risk. Ecology may require additional cleanup actions at any time to bring these sites into compliance with state standards.

### **Initial Investigation**

Ecology or a jurisdictional health department conducts an initial investigation of the site within 90 days of receiving a site discovery report. Based on information obtained about this site, Ecology must make a decision within 30 days to determine if the site requires additional investigation, emergency cleanup or no further action. If there is a need for further action, a local health department might conduct a more in-depth site hazard assessment (SHA).

### **Site Hazard Assessment (SHA)**

If a site needs additional investigation after the initial investigation, Ecology or a jurisdictional health department conducts a SHA. The SHA will confirm the presence of hazardous substances and determine the relative risk the site poses to human health and the environment. Only local health departments or districts may do this work for Ecology and receive SHA grants. The purpose of the SHA is to rank the site's risk relative to other sites Ecology has investigated. See page 34 for details on SHA grants.

### **Hazard Ranking**

The MTCA requires that Ecology rank the sites according to the relative health and environmental risk of the site. Ecology worked with the Science Advisory Board to create the Washington Ranking Method, which categorizes sites using data from the site hazard assessments. Ecology ranks sites on a scale of one to five. A score of one represents the highest level of risk relative to the other sites on the list; a score of five represents the lowest relative risk. Ranked sites are placed on the state Hazardous Sites List.

### **Remedial Investigation/Feasibility Study**

A remedial investigation and feasibility study is needed to define the extent and magnitude of contamination at a site. The study also evaluates all potential impacts on human health and the environment and considers alternative cleanup technologies. The reports completed in this phase are subject to a public review and comment period.

## **Selection of Cleanup Action**

Using information gathered during the remedial investigation and feasibility study, the responsible party selects a preferred cleanup plan from the alternatives developed. The plan identifies the selected cleanup methods, and specifies cleanup standards and other requirements the site must meet. Before the parties involved can carry out the selected remedy, it is subject to a public review and comment period.

## **Site Cleanup**

Once the cleanup action plan is developed, the engineering designs are drawn up and the cleanup construction and required monitoring is completed. After Ecology determines cleanup is complete to standard, it may take a site off the Hazardous Sites List. Some sites require long-term monitoring to determine the effectiveness of the cleanup. It may take as little as six months or any number of years to establish that a site is “clean.”

## **Cleanups Conducted Under Federal Law**

For more information on cleanup requirements conducted under the U.S. Environmental Protection Agency/Comprehensive Environmental Response, Compensation, and Liability Act, please refer to 40 C.F.R. Part 300. Cleanups conducted under federal cleanup orders are eligible for grant funding.

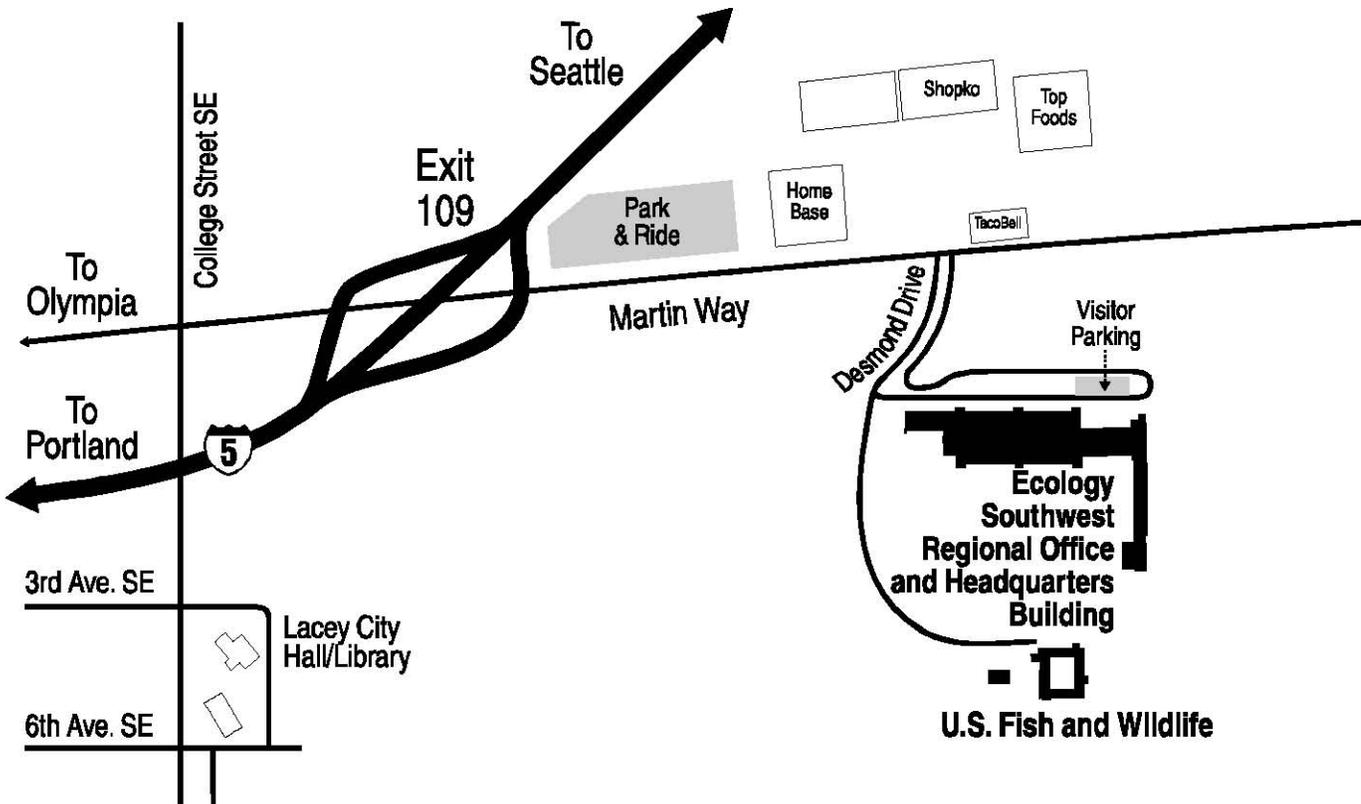
# **Appendix G**

## **Map to Ecology**



## Directions to the Department of Ecology

From South:



- Take I-5 North
- Take Martin Way exit (109)
- Turn right on Martin Way
- Turn right on Desmond Drive (second light)
- Follow signs for Visitor Parking

From North:

- Take I-5 South
- Take Martin Way exit (109)
- Turn left on Martin Way
- Turn right on Desmond Drive (third light)
- Follow signs for Visitor Parking