



DEPARTMENT OF
ECOLOGY
State of Washington

Program Guidelines

Coordinated Prevention Grants

2012-2013 Offset Cycle Grants

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This report is available on the Department of Ecology's website at <http://www.ecy.wa.gov/biblio/1207026.html>.

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For more detailed information about solid waste management and recycling in Washington State, please see the annual report at <http://www.ecy.wa.gov/biblio/1007031.html>.

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

To ask about the availability of this document in a format for the visually impaired, call the 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.

Coordinated Prevention Grant Program

2012 – 2013 Offset Cycle Grants

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2012 -13 CPG Offset Cycle Grants

This is a supplemental document. For more detailed information about CPG and requirements, please refer to the Program Guidelines, Coordination Prevention Grants (CPG) 2012-13 Grant Cycle, Publication No. 11-07-008, <http://www.ecy.wa.gov/biblio/1107008.html>.

What is the offset cycle?

The offset cycle got its name because it is “offset” from the effective dates of the CPG regular cycle. Grants will begin on July 1, 2012, and end June 30, 2013. Offset cycle funds come from unspent funds from 2010-11 regular cycle grants and unrequested funds from the 2012-13 regular cycle. Ecology selects offset cycle projects on a competitive basis instead of allocating funds by County distribution figures.

Who May Apply for Offset Cycle Funds?

Eligible applicants for the offset cycle are the same as for the regular cycle. A local government planning authority or local health jurisdiction may apply directly. A city may be a direct recipient if it is a signatory to the local solid or hazardous waste management plan and has coordinated with the local planning authority.

More details can be found in the guidelines in Chapter 1 for eligible applicants and Chapter 3 for application coordination requirements.

What Funds Are Available for the Offset Cycle?

Offset cycle funding consists of:

1. Unrequested funds from the 2012-13 regular cycle

- *Unrequested funds* come from:
 - Jurisdictions that do not apply for their full allocation in the regular cycle.
 - Remaining funds after the “Alternatives to Burning” (ATB) Proviso award process in 2011.
- *Unspent funds* come from:
 - Budget balances in agreements from the 2010-11 regular cycle.

Unrequested 2012-13 regular cycle and ATB funds totaled \$1,948,256. Ecology estimates there will be up to \$500,000 in additional unspent funds from the 2010-11 regular cycle. This estimates an available amount of offset funds at **\$2-\$2.5M**.

What Projects May Be Funded in the Offset Cycle?

Projects have to meet eligibility criteria outlined in Chapter 1 of the guidelines. Eligible projects include:

- Solid Waste Planning and Implementation (SWI) Grants
 - Ecology gives priority consideration to projects that promote cost effective Beyond Waste initiatives. See Appendix A of these supplemental guidelines for project ideas.
 - Ecology is particularly interested in projects that address the following:
 - ◆ Construction and Demolition Materials Reuse/Recycling
 - ◆ Sustainable Schools
 - ◆ Sustainable Building Materials
 - ◆ A science based study that would help solve some of the problems at compost facilities
 - ◆ Organic waste prevention such as backyard composting and food waste prevention
 - ◆ Development of new organics management processes like anaerobic digestion (AD).
 - ◆ Provide local recycling information updates on county and city websites. This information is used to populate 1-800-RECYCLE hotline database.

Please note: If you are thinking of applying for an organics collection project that would send the collected material to a centralized facility, please contact your grant officer.

- Solid Waste Enforcement (SWE) Grants
 - Ecology will prioritize unrequested and unspent SWE funds from the regular cycle to first be awarded to other solid waste enforcement projects. **There will be at least \$572,000 available for SWE projects.** The amount unspent will be determined after closeout of the 2010-11 regular cycle is complete. Ecology will then award any remaining funds to SWI projects.

How Do I Get Started?

- Before you write your grant application, please read Chapter 1: Eligibility and Chapter 3 pre-Application/Task Development.
- Make sure to coordinate your SWI application with your county planning authority. See Chapter 3 Application coordination requirements.
- Contact your grant officer and discuss your task (project) ideas.
- Download the application form from <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

How Do I apply?

- Complete and save the application form in Excel.
- Contact your grant officer for assistance if needed.
- Your application should be complete and carefully prepared. The Award Committee relies solely on the information in your application to make funding recommendations.
- Submit the final application to your grant officer (see list below) by 5:00 p.m. on April 11, 2012 by e-mail.**
 - Attach the Excel document to an e-mail.** Add the following information to the e-mails subject line: “[your jurisdiction name] 2012 CPG Offset Cycle Application Final”
 - Print and mail a signed copy of the signatory page to your grant officer (see list below).** The signatory page is located on the second to last tab of the Excel application. The authorized official is the applicant’s authorized official with signatory authority to bind the applicant in a contractual agreement with Ecology.

How are funding decisions made?

Step 1: Ecology grant officers accept or deny the application based on the following criteria:

- Completeness of the application
- Readiness to proceed
- Coordination requirements met
- Each task is identified in the local Solid and/or Hazardous Waste Management Plan

Ecology will only consider applications meeting these criteria.

Step 2: Award committee reviews, scores and creates a prioritized funding list.

- The Award Committee consists of Ecology grant officers and planners. Ecology’s CPG Coordinator facilitates the process.
- The Award Committee will review and score (100 points possible) each task within an application on the following criteria:
 - **Task Information (10 points):** Does the applicant provide enough detail about the project? Is their goal and how they plan on achieving their goal clear?
 - **Budget (15 points):** Does the budget seem reasonable for the task, projected outcomes, and local circumstances? Is the cost/benefit worth the funds requested?
 - **Environmental outcome (25 points):** How does the project benefit the public and the environment? Does this task align with a Beyond Waste goal? See Appendix B of the 2012-13 Program Guidelines.
 - **Demonstrated Need (25 points):** Does the project meet an important local or statewide need?
 - **Quality of project (25 points):** Is the project well thought out? Are they ready to proceed? Does the project appear likely to succeed in achieving the desired outcomes?

- Does the project involve partners? Does the project have potential to provide valuable information or can serve as an example or pilot project.
- **Past Performance:** An applicant's score can be deducted by up to **15 points** for poor past performance. See page 7 of the 2012-13 guidelines for more details.
- The final score you receive will be a percentage of the total points possible for your project. Ecology will average all reviewers' scores to calculate this final percentage score. If the scores from each reviewer are substantially different, Ecology may facilitate more discussion and then recalculate the averaged final score. Then, after comparison with similar projects, Ecology will assign each task in your application a high, medium, or low ranking.

Step 3: Ecology Waste 2 Resources Program Management Team (PMT) reviews the award committee's recommendation and makes the final funding decision.

After the award process is complete, Ecology may offer to fund all or part of an application. In the case of a partial offer, Ecology may offer less than the requested funding. In this situation, Ecology will work directly with the applicant to adjust outcomes and scope, and to verify a lesser amount is acceptable.

Step 4: Ecology will notify applicants of funding decisions. Grant officers will begin drafting agreements in consultation with the grant recipient.

CPG 2012-13 Offset Cycle Calendar

February 20, 2012	Ecology sends CPG Offset Guidelines and posts application forms on Ecology's Web site.
April 11, 2012	Applications due to Ecology grant officers by 5 p.m.
April 11-16, 2012	Grant Officer reviews applications, accepts and posts for review or denies and notifies applicant.
April 17-23, 2012	Award Committee reviews applications.
April 25, 2012	Award Committee meets (one all-day meeting during this time period), establishes the task ranking list. The Committee submits recommendation list to Ecology's Program Management Team for final approval.
May 7, 2012	PMT approves the final offset cycle funding recommendations. (May recommend modification of amounts requested or task scope).
May 9, 2012	Ecology notifies recipients and posts final 2012 Offset cycle tasks funded.
May 9-June 30, 2012	Grant agreements are negotiated and offered.
July 1, 2012	Offset cycle grant starting date.
October 31, 2012 January 31, 2013 April 30, 2013	Payment requests and progress reports due quarterly
June 30, 2013	Grant expiration date.
August 14, 2013	A complete and final payment request due to grant officer (includes final progress report and Final Performance Analysis (FPA) for each task due via the Information Clearinghouse).

CPG Grant Officer Contacts

Name	Address	Phone/E-Mail/Fax	Counties
Shelly McMurry	Headquarters PO Box 47600 Olympia 98504-7600	Ph: 360-407-6223 shelly.mcmurry@ecy.wa.gov Fax: 360-407-6102	Statewide CPG Coordinator
Tami Ramsey	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6612 tami.ramsey@ecy.wa.gov Fax: 360-407-6305	Clallam, Grays Harbor, Jefferson Mason, Pacific, Thurston, Clark, Cowlitz, Lewis, Pierce, Skamania, Wahkiakum
Trent Hurlbut	Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387	Ph: 509-575-2782 trent.hurlbut@ecy.wa.gov Fax: 509-575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Diana Wadley	Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452	Ph: 425-649-7056 diana.wadley@ecy.wa.gov Fax: 425-649-7098	All grants for Island, San Juan, Skagit, Whatcom, and the King county cities of Auburn, Bellevue, Bothell, Carnation, Federal Way, Issaquah, Lake Forest Park, Redmond, Renton, Seatac, Shoreline, Snoqualmie, Tukwila and Woodinville
Taisa Welhasch	Northwest Regional Office 3190 160th Ave. SE Bellevue 98008-5452	Ph: 425-649-7266 taisawelhasch@ecy.wa.gov Fax: 425-649-7098	All grants for Snohomish and Kitsap County. King County Solid Waste Division and King County cities of Algona, Black Diamond, Covington, Des Moines, Enumclaw, Kenmore, Kent, Kirkland, Maple Valley, Newcastle, Normandy Park, Sammamish, Seattle, and Skykomish
Laurie Dahmen	Eastern Regional Office N 4601 Monroe Suite 202 Spokane 99205-1295	Ph: (509) 329-3432 laurie.dahmen@ecy.wa.gov Fax: (509) 329-3572	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman

Appendix A
Beyond Waste Project Ideas

Appendix A

Beyond Waste Project Ideas

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

The goal of this initiative is to reduce exposure to and demand for hazardous products, improve end-of-life management options, and increase demand for and availability of safer alternatives. Providing safer alternatives to hazards materials and products is a key component of reducing moderate risk waste.

AREA OF FOCUS	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Mercury, Lead and other PBTs	<ul style="list-style-type: none"> ▪ Reduce exposure to mercury, lead and other PBTs ▪ Ensure proper end-of-life management ▪ Reduce demand for products containing mercury, lead and other PBTs; Increase demand for non-PBT devices 	<ul style="list-style-type: none"> ▪ Implement collections and exchanges that ALSO include stewardship and prevention efforts for thermometers, mercury switches and thermostats, auto switches, and fluorescent lamps. Note: As of January 1, 2013, expenses covered under the implementation of the Mercury Containing Lights Law (Chapter 70.275 RCW) will not be eligible for CPG reimbursement. ▪ Develop take-back partnerships with retailers and manufacturers ▪ Develop and distribute outreach materials (specifically related to prevention, stewardship, or PBT awareness) ▪ Educate landlords and renters on lead hazards and resources available to address hazards ▪ Educate homeowners and renters on do it yourself lead hazard assessment ▪ Update outreach materials to local health care providers to reflect new information on the hazards of lead ▪ Encourage business to provide / use alternatives to lead ▪ Share information on workplace hazards and the availability of technical assistance from the Department of Labor and Industries ▪ Educate source control specialists on lead hazard assessment 	<ul style="list-style-type: none"> Mercury collected # of bulbs, switches, etc. # of policies developed # of projects Number of contacts Number of participants
E-waste	<ul style="list-style-type: none"> ▪ Reduce disposal of electronics to landfill ▪ Increase demand for closed-loop electronics management ▪ More opportunities are available for electronics recycling and are used by citizens 	<ul style="list-style-type: none"> ▪ Expand and promote the local electronic product stewardship infrastructure, ensuring convenient access to electronics recycling opportunities for covered electronics. ▪ Expand and promote recycling opportunities for products not covered under E-Cycle either through collection events or permanent drop-off sites. ▪ Promote and institutionalize the purchase and use of “greener” electronics ▪ Promote and institutionalize recycling programs in local government and local businesses ▪ Promote inclusion of additional electronics into product stewardship program. ▪ Ban the disposal (or placement in the MSW stream) of electronics covered by the E-Cycle WA program. 	<ul style="list-style-type: none"> Tons collected # of units collected Number of contacts Number of participants # of projects # of policies Electronics recycling rate
Pesticides	<ul style="list-style-type: none"> ▪ Reduce demand for pesticides 	<ul style="list-style-type: none"> ▪ Provide integrated pest management (IPM) outreach to city and county departments, 	<ul style="list-style-type: none"> Number of contacts

AREA OF FOCUS	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
	<ul style="list-style-type: none"> ▪ Reduce wastes associated with pesticide use 	<p>schools, landscapers, etc.</p> <ul style="list-style-type: none"> ▪ Implement healthy soils programs and/ or “Natural Yard care” education ▪ Provide training for workers and homeowners on reducing use of pesticides and using alternatives to pesticides ▪ Provide outreach to retailers to provide alternatives to pesticides ▪ Partner with green building training programs to educate about the use of alternatives to pesticides 	<p>Number of participants Pounds of pesticides reduced # of IPM policies implemented or adopted Shelf survey of pesticides</p>
EPP	<ul style="list-style-type: none"> ▪ Increase demand for environmentally preferred products ▪ Reduce use of environmentally damaging products 	<ul style="list-style-type: none"> ▪ Establish an EPP policy for your jurisdiction ▪ Provide education and outreach to businesses and/or the public on EPP 	<p>Policy developed Number and type of EPP products purchased Number of contacts</p>
Product Stewardship	<ul style="list-style-type: none"> ▪ Increase product stewardship programs ▪ Diverting toxic materials from landfills ▪ 	<ul style="list-style-type: none"> ▪ Be active in the NW Product Stewardship council and /or other products stewardship efforts ▪ Education on product stewardship, targeting local and state decision makers so they understand how product stewardship can help government achieve their goals 	<p>Policy developed Number of contacts</p>
MRW Education to public and businesses	<ul style="list-style-type: none"> ▪ Increase knowledge of and demand for safer alternatives ▪ Reduce improper use, storage and disposal of MRW 	<ul style="list-style-type: none"> ▪ Provide technical assistance to CESQGs ▪ Provide education on safer alternative products to the public and businesses ▪ Provide education on proper use, storage and disposal of MRW 	<p>Number of contacts Number of CESQG participants Amount of materials collected</p>
Paint	<ul style="list-style-type: none"> ▪ Increase demand and use of recycled paint ▪ Encourage and support a closed-loop paint management system ▪ Support paint product stewardship 	<ul style="list-style-type: none"> ▪ Promote the use of recycled content paint with contractors and consumers ▪ Assist with take-back infrastructure development ▪ Partner with green building training programs to educate about the use of recycled paint ▪ Develop and implement incentives for builders to use paint with recycled content ▪ Educate builders on the regional infrastructure for paint diversion 	<p>Number of contacts Number of participants # of purchasing policies adopted or implemented Tons of paint waste eliminated or recycled Gallons of recycled paint sold or given away</p>
Implementation of Hazardous Waste Plans	<ul style="list-style-type: none"> ▪ Work plan for implementing current local HW plan ▪ CESQGs receive active assistance in management and reduction of MRW and reducing use of toxic products. 	<ul style="list-style-type: none"> ▪ Develop local capacity for technical assistance to CESQGs ▪ Participate in sector campaigns and voluntary leadership programs (partnership with Ecology) 	<p># of CESQGs served on-site</p>

B. Increasing Recycling for Organic Material (Organics Category)

The goal of this initiative is to expand and strengthen the reuse and recycling system for organic materials. This includes yard waste, food scraps, manures, crop residues, soiled paper, wood and bio-solids.

ISSUE	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Residential and Commercial Organics Recovery and Recycling	<ul style="list-style-type: none"> ▪ Increase residential and commercial diversion of yard debris and food waste ▪ Reduce disposal of organics ▪ Home composting education available in every county ▪ Composting and compost use by governments ▪ Food waste prevention and edible food recovery programs are in place 	<ul style="list-style-type: none"> ▪ Develop composting programs for residential, commercial, schools and / or institutions. ▪ Create on-site or off-site demonstration of food waste composting at farmers markets, restaurants, grocery stores, institutions, and/or government locations ▪ Promote or build facility infrastructure ▪ Provide training to Master Composter volunteers ▪ Provide collection containers ▪ Encourage composting and use of compost by your jurisdiction ▪ Educate on the prevention of food waste ▪ Establish edible food recovery programs 	Tons diverted or recycled # of contacts # of participants Number of programs Amount of compost created or used by your jurisdiction Diversion rate for organic materials
Healthy Soils and Natural Yard Care	<ul style="list-style-type: none"> ▪ People understand the benefit of healthy soils ▪ People practice natural yard care 	<ul style="list-style-type: none"> ▪ Partner with organizations providing education on healthy soils, such as “Soils for Salmon” ▪ Provide education on natural yard care, including compost use. 	Number of contacts or participants
Compost quality	<ul style="list-style-type: none"> ▪ Recycled organic products are of high quality 	<ul style="list-style-type: none"> ▪ Provide assistance, training and oversight to compost facilities in your area to create a high-quality end product. ▪ Send compost facility operators, solid waste and health district staff to WORC’s Compost Facility Operator Training ▪ Set guidelines for high-quality compost for local use 	Compost sales Technical assistance visits Guidelines established Fewer complaints; increased customer /neighbor satisfaction
Agricultural and Industrial Organics Recovery and Recycling	<ul style="list-style-type: none"> ▪ Increase industrial and agricultural organics recovery ▪ Reduce disposal of organics 	<ul style="list-style-type: none"> ▪ Promote or build infrastructure and projects that divert agricultural and industrial organic materials from disposal ▪ Provide technical assistance (zoning, permitting) for businesses building new projects, such as anaerobic digesters on farms 	Tons and material types diverted or recycled # of participants Diversion rate for agricultural and industrial organics
New Products and Technologies for Organics Recycling	<ul style="list-style-type: none"> ▪ Increase availability and types of recycled organic products ▪ Create robust markets 	<ul style="list-style-type: none"> ▪ Research end-uses for recycled organics (such as characterizing product, demonstration of end uses, market research, novel-use pilot projects) ▪ Create demand for recycled organic products used for storm water management, erosion control, carbon sequestration, fuel, energy and soil health. ▪ Provide technical assistance (zoning, permitting) for businesses building new projects 	# demonstration/research sites operating Tons diverted and material types of organics used for feedstock

C. Making Green Building Practices Mainstream (Green Building Category)

The goal of this initiative is to increase adoption of green building construction, operation and deconstruction practices so that it becomes the usual practice throughout the state.

ISSUE	Priority goals of Beyond Waste	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Green Design, Construction, and Deconstruction Projects	<ul style="list-style-type: none"> ▪ Increase incentives for green design, construction, and deconstruction ▪ Remove key barriers for green design, construction, and deconstruction 	<ul style="list-style-type: none"> ▪ Develop and implement incentives for green building and low impact development ▪ Work with other regulatory agencies on encouraging green building practices ▪ Develop partnerships with organizations working to promote green building and design ▪ Adopt third-party verified green building standards in local agencies or departments 	# of green building policies developed # of green building projects (actual) Ratio of green buildings to conventional construction
Reuse and Recycling of C&D	<ul style="list-style-type: none"> ▪ Increase demand for recycling and reusing building materials ▪ Expand infrastructure for recycling and reusing building materials 	<ul style="list-style-type: none"> ▪ Promote or develop deconstruction processing facility or infrastructure ▪ Develop and implement marketing programs that stimulate demand for reused and recycled building materials ▪ Promote reuse stores ▪ Develop and implement incentives for builders to divert construction waste from landfills ▪ Educate builders on the regional infrastructure for waste diversion 	# of participants Tons recycled or diverted
Green Building Program Promotion	<ul style="list-style-type: none"> ▪ Increase awareness of green building programs ▪ Increase the number of green buildings 	<ul style="list-style-type: none"> ▪ Promote green building and products through case studies, tours, and other publicity avenues ▪ Partner with building organizations to promote green building ▪ Develop and implement 'green design/ build challenges' ▪ Establish recognition programs 	# of green building projects (actual) Ratio of green buildings to conventional construction
Knowledge and Awareness of Green Building	<ul style="list-style-type: none"> ▪ Increase participation in green building programs ▪ Increase awareness of green building benefits 	<ul style="list-style-type: none"> ▪ Develop and implement residential green building education program ▪ Establish demonstration sites ▪ Train contractors, builders, laborers, architects, real estate agents, lenders 	# of participants
Green Building Products	<ul style="list-style-type: none"> ▪ Increase demand and use of green building products ▪ Support product stewardship for building products 	<ul style="list-style-type: none"> ▪ Promote green building and products through case studies, tours, and other publicity avenues ▪ Adopt policies that require the use of third-party verified green building materials in local agencies or departments ▪ Support product stewardship efforts for building products 	# of green building projects or products (actual)
Low-Impact Development (LID)	<ul style="list-style-type: none"> ▪ Reduce site impact of development, including stormwater runoff and use of pesticides and fertilizers 	<ul style="list-style-type: none"> ▪ Establish low-impact development policies ▪ Develop demonstration low-impact development site ▪ Educate residents and building professionals on the basics of low-impact development for new construction and remodels 	Policy established Number of projects Number of visits to demonstration project

D. Local Planning and SW Issues (SW Category)

Addressing solid waste issues is pivotal to moving beyond waste. Goals include: local plans and programs prioritize waste and toxics reduction, more material is recycled in a closed-loop; disposal facilities are safely managed; and the solid waste system is sustainably financed.

ISSUE	PRIORITY GOALS OF BEYOND WASTE	PROJECT IDEAS	EXAMPLE OUTCOME UNITS
Solid and Hazardous Waste Plan Updates	<ul style="list-style-type: none"> ▪ Local plan updates incorporate concepts of Beyond Waste 	<ul style="list-style-type: none"> ▪ Update local plans for solid and hazardous waste management to include projects aligned with the Beyond Waste vision and goals. ▪ Update local HW plan according to local HW planning guidelines 	# of participants in planning process # of plan updates
Close loop recycling	<ul style="list-style-type: none"> ▪ Increase recycling of commodities. 	<ul style="list-style-type: none"> ▪ Find markets and establish programs to collect new materials ▪ Outreach to specific sectors (commercial, schools, multi-family) to increase recycling 	Identified markets, new programs, outreach visits
Solid Waste characterization	<ul style="list-style-type: none"> ▪ Understand what is in the waste stream to better drive programs and markets 	<ul style="list-style-type: none"> ▪ Perform a waste characterization study for your jurisdiction ▪ Perform waste audits for schools, businesses as part of technical assistance 	Waste characterization study results Number of audits
Waste Reduction and Recycling Education	<ul style="list-style-type: none"> ▪ Education efforts promote waste reduction and recycling to the public, schools and businesses 	<ul style="list-style-type: none"> ▪ Work with school to promote recycling and waste reduction. Encourage them to join Washington Green Schools ▪ Provide businesses with recycling and waste reduction information and resources ▪ Prepare and deliver waste reduction education strategies for the public ▪ Provide local recycling information updates on county and city websites. This information is used to populate 1-800-RECYCLE hotline database. 	# of schools reached or joining green schools # of schools or businesses adding recycling programs, and amounts recycled # of public participating in waste reduction programs # of website updates/ # of contacts
Solid waste financing	<ul style="list-style-type: none"> ▪ Find sustainable funding mechanisms for solid waste , recycling and reduction programs 	<ul style="list-style-type: none"> ▪ Study alternative funding systems for waste programs ▪ Make adjustments to your funding system to move towards a more sustainable system ▪ Support product stewardship programs as a means of financial aid 	Finance related studies Changes to solid waste finance system
Closed and Abandoned landfills	<ul style="list-style-type: none"> ▪ Inventory locations and risk posed by closed and abandoned landfills ▪ Make plans for clean up where needed 	<ul style="list-style-type: none"> ▪ Create an inventory of closed and abandoned landfills, mark on property records ▪ Use site hazards assessment or other process to determine risk posed by landfill sites. 	Inventory of sites Risk assessment of sites Clean-up plans for risky sites

Appendix B

Application for Coordinated Prevention Grant

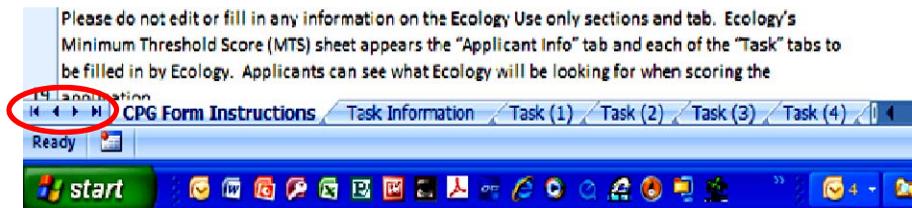
APPLICATION FOR COORDINATED PREVENTION GRANT

Please submit to your regional Ecology grant officer:

- An electronic copy of your Excel application.
- A paper version of the “Signatory Page” with original signature in blue ink. The “Signatory Page” can be found on tab # 6 and printed for your authorized official to sign.
- This form was developed to reduce the amount of paper printed by providing an electronic application. It contains fields that can be viewed in their entirety if clicked on but won’t be visible if printed. The signatory page is the only print friendly portion of the application form.

How do I navigate the application in excel?

- This form was developed to reduce the amount of paper printed by providing an electronic application. It
- When you open the document you will see Tab 1, “CPG Form Instructions”, at the bottom of your screen, you will see several tabs (Titles listed below) to the right of four arrows. To view more tabs, click on the right arrow.
- The tabs include:
 - CPG Form Instructions
 - Applicant and task Information
 - “Task” 1 thru 3
 - Signatory Page
 - For Ecology Use
- Applicants are asked to fill in all of the white fields. The form is set up to “tab” to the next field for input.
- Please do not edit or fill in any information on the Ecology Use only sections and tab.



Steps to filling out the application form

Step 1: Fill out the “Applicant and Task Information” tab 2. Task titles and category information will auto populate into each of the Task tabs. If you are unsure about how to group and title tasks, consult your grant officer.

Step 2: Fill out the information for each of your Tasks (tab 3-5 depending on the number of tasks).

Step 3: Once your Task tabs are filled out, the Excel spreadsheet will auto populate information to the “Signatory Page” (tab 6). Please confirm this is correct.

Step 4: Fill in the Name and Official Title for the “Authorized Official.”

Step 5: Print Signatory Page and have “Authorized Official” sign and date in blue ink.

Step 6: Make a copy for your file and mail the signed original to your regional grant officer.

Definitions and Instructions

(Tab 1) APPLICANT INFORMATION

Applicant Type

Indicate the jurisdiction type of local government applying for CPG money. Options: County, City, Health Jurisdiction, Other (port).

Applicant

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

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

Application Contact Person

The contact person is the person who prepares this application in coordination with the applicant.

Provide the name and contact information for application questions.

Payable to

Entity reimbursement should be made payable to.

Attn:

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

Federal Tax ID

Provide the Federal Tax ID for your jurisdiction.

Application Coordination

See Chapter 3 for coordination requirements and consequences. Check this box to indicate you have included the appropriate coordination documentation.

Task Title, Category and Plan Consistency

Fill in the task title, category and reference the section and page # for verification that the task is consistent with your local Comprehensive Solid Waste Plan or Local Hazardous Waste Plan. Do this for each of the tasks you plan on applying for. There is a maximum of 8 tasks. Activities can vary from title heading, but should be related or support outcome for selected title. Please see Chapter 3 of the guidelines for more information on task titles and grouping activities.

(Tab 3-5) Task Information

Task Coordinator

Person responsible for coordination of task and communicates with Grant Officer on task issues.

EXAMPLE: John Doe, Accounting Officer, Blooming County

Task Title and Category

Should auto populate from “Applicant Information” tab.

Task Description

Briefly summarize your task in 1,000 characters (with spaces) or less. This will be used as the basis for agreement language and a description of your task for the Information Clearinghouse. There should be enough detail so the reviewer knows what the problem you are trying to address is, your strategy to address it and how CPG funds will be used.

Consultant/Contractor

Select the checkbox if either of the following are true.

- Will an existing contract be used to perform the scope of work for this agreement?
- Will a new contract be negotiated to perform the scope of work for this agreement?

Goal Statement

Goal Statement describes reason for doing the task and relates to the outcome statement. For example, the goal of your home compost bin task might be to decrease the amount of organic waste going to the landfill.

Outcome Statement

Describe what will change by doing this task and by how much over the 12 month grant period. For example, a home compost bin project may have an outcome of how many residents will participate and the average amount of yard waste diverted from the landfill. Include estimated tonnage details below.

Estimated Outcomes for the 12 month grant period

Below are the statewide outcomes. Please estimate any that apply to the outcomes you expect to achieve with your task. Diversion is in terms of Tons diverted. Visit the CPG website at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html> to access the CPG Outcomes Conversion publication that will help you convert outcomes to tons.

Organics Diversion: Tons of organic material diverted from disposal.

MRW Diversion: Tons of Moderate Risk Waste recycled or properly disposed.

Recycling/Reuse: Tons of non-MRW material diverted from disposal.

Business Contacts: The number of businesses that you contacted with your message (e.g. the number of brochures distributed, hits to a website, etc.).

Residential Contacts: The number of residents that you contacted with your message (e.g. the number of brochures distributed, hits to a website, etc.).

Business Participants: Number of businesses that actually participated in a program (e.g. workshop attendees, technical assistance visits, number of people who purchased compost bins, etc.).

Residential Participants: Number of residents that actually participated in a program (e.g. workshop attendees, technical assistance visits, number of people who purchased compost bins, etc.).

Other Outcomes: Other Outcomes not listed above. This should include any non-quantifiable outcomes, survey results, etc.

Target Audience

Describe who this task will serve.

Work Plan, Deliverables and Activities Timeline

Your work plan should include what activity or deliverables you expect to conduct within each quarter. CPG quarters are based on the 12 month grant cycle beginning in July 1, 2012 and ending June 30, 2013.

<u>Quarter Activity/Deliverable</u>	<u>CPG Quarters</u>
Q3 Service G,H,I,J,K,L county parks, complete service checklists	• Q3 – July – Sept 2012
Q4 Inventory pesticide and other toxins at county shop	• Q4 – Oct – Dec 2012
Q5 No activity	• Q5 – Jan March 2013
Q6 Same as Q2	• Q6 – April – June 2013

Method of Evaluation

Describe how you will know whether you accomplished your goals and proposed outcomes, affected your target audience, or otherwise learned about the task you completed.

Total Task Cost

This is the estimated total cost of the task even if it is above the state share and local match total. Ecology can use this information to show what percent CPG covers of the total cost and if it is less than 75%.

Spending Plan

Spending plans provide a detailed budget identifying the amount you expect to spend in each quarter for the entire grant period.

- Spending Plans are in terms of Maximum Eligible Cost (MEC) for each task. MEC is the sum of state dollars (75%) plus the local match (25%).
- The State share will be automatically calculated on the Task Spending Plan form as 75% of the MEC.
 - State Funds/Grant Amount Chapter 2 of the guidelines identifies what each County or Health Jurisdiction is eligible to apply for. This is set by legislative appropriation and WAC 173-312. The sum of all the proposed Solid Waste Implementation tasks cannot exceed the County allocation.
- Expected spending should equal what you expect to request for reimbursement. “Cost incurred” is defined as the date you take possession of the item purchased or the date the service is completed. The expected spending for some items or services will require an adjustment to the spending plan. For example, you may pay for an item or service in Q1 but not incur the cost until Q2 and not request reimbursement until Q3. In this case, adjust your spending plan for the cost to show in Q3.
- Expenditure Type
 - Salaries-expenses related to salaries and benefits for staff working on CPG tasks.
 - Overhead-calculated at 25% of salaries and benefits to cover costs incurred by the recipient that is not readily identifiable with a particular project such as cost of utilities, services such as warehouse or mailroom, cost of supervisory personnel.
 - Travel-expenses related to travel. Gas, mileage, etc.
 - Contract Services- expenses related to contracting with a third party for services.
 - Purchases- expenses related to purchasing such as printing, supplies, advertising, etc. Please include in this total and itemize any purchases over \$5,000 under “Itemized Purchases”.

- Itemized Purchases
 - Purchase Type-Equipment, Land, Building.

Example of Itemized Purchase:	
Purchase Type: <u>Equipment</u>	Item Description: <u>ATALT-53-4 Recycling Trailer</u>
Item Identification #: <u>VIN: 5RESZ04809S092006</u>	Intended Use: <u>Collect recyclables</u>
Cost: <u>\$5,001</u>	

(Tab 11) Signatory Page

Step 1: Once Tabs 2-5 are filled out, the Excel spreadsheet will auto populate the information below from the Task tab information. Please confirm this is correct.

- List of Task Titles.
- Total Application Maximum Eligible Cost The total application cost is the total maximum eligible cost from each of the Task (tab 2-10 spending plans. The maximum eligible cost of a request is the sum of state dollars requested (75%) plus the local match (25%).
- Local Match Is the amount of money that will be borne by the applicant. This amount has to be at least 25% of the maximum eligible costs. For more information about match requirements, see Chapter 1 of the CPG Guidelines.

Step 2: Fill in the Name and Official Title for the “Authorized Official”.

- Authorized Official is the local government official with appropriate signature authority to bind the applicant in a contractual agreement with Ecology.

Step 3: Print Signatory Page and have Authorized Official Sign and Date in Blue Ink.

Step 4: Make a copy for your file and send the original, signed document to your regional grant officer.

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

Applicant Information

Applicant Type: _____

Applicant Name: _____

Applicant Address: _____

Application Contact: _____

Phone: _____

Fax: _____

Email: _____

Payable To: _____

Division: _____

Fiscal Contact: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Federal Tax ID: _____

Followed Application Coordination Requirements and included the appropriate documentation (see Guidelines, Chapter 2).

FOR ECOLOGY USE ONLY

Applicant Information

<u>Complete</u>	<u>Incomplete</u>	<u>Criteria</u>
<input type="checkbox"/>	<input type="checkbox"/>	Type of applicant is identified
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and address are provided
<input type="checkbox"/>	<input type="checkbox"/>	Application contact is provided
<input type="checkbox"/>	<input type="checkbox"/>	Billing/Invoice contact is provided
<input type="checkbox"/>	<input type="checkbox"/>	Jurisdiction and address is identified for payments
<input type="checkbox"/>	<input type="checkbox"/>	Fed Tax ID # is provided
<input type="checkbox"/>	<input type="checkbox"/>	Application coordination is checked and appropriate coordination documentation is provided

Task Title, Category and Plan Consistency

<u>Complete</u>	<u>Incomplete</u>	<u>Criteria</u>
<input type="checkbox"/>	<input type="checkbox"/>	All tasks are listed
<input type="checkbox"/>	<input type="checkbox"/>	A category is selected for each task (okay if left blank, GO determine category)
<input type="checkbox"/>	<input type="checkbox"/>	Plan, section, and/or page number is identified for each task (GO verify accuracy)
<input type="checkbox"/>	<input type="checkbox"/>	Task description aligns with solid or hazardous waste planning, implementation, or enforcement activities (GO verify accuracy)

Task Title, Category and Plan Consistency			
	Task Title	Category	Plan Consistency
1		Category	
2		Category	
3		Category	

Category Legend	
ORG	Organics
GB	Green Building
WRR	Waste Reduction and Recycling
MRW	Moderate Risk Waste
SWE	Solid Waste Enforcement
Other	Select this option if updating your plan

Applicant Information

Task Coordinator: _____

Phone: _____

Email: _____

Task Title: 0

CATEGORY: Category

Task Description:

Contract:

Yes

No

Will an existing contract be used to perform the scope of work for this agreement?

Will a new contract be negotiated to perform the scope of the work for this agreement?

Goal Statement:

Outcome Statement:

Estimated Outcomes for the 12 month Grant Period

Organics Diversion: _____

MRW Diversion: _____

Recycling/Reuse: _____

Business Contacts: _____

Residential Contacts: _____

Business Participants: _____

Residential Participants: _____

Other Outcomes:

Target Audience: _____

Demonstrated Need:

Regional Coordination and Partnerships:

Sustainability:

Work Plan, Deliverable and Timeline

Quarter

Q3	<input type="text"/>
Q4	<input type="text"/>
Q5	<input type="text"/>
Q6	<input type="text"/>

Method of Evaluation:

Total Task Cost:
\$0

Spending Plan Quarter Costs/Totals for 12 month Grant Cycle							
Expenditure Type		Q1	Q2	Q3	Q4	Q5	Q6
1	Salaries			\$0	\$0	\$0	\$0
2	Overhead			\$0	\$0	\$0	\$0

3	Travel			\$0	\$0	\$0	\$0
4	Contract Services			\$0	\$0	\$0	\$0
5	Purchases			\$0	\$0	\$0	\$0
Spending Plan Totals				\$0	\$0	\$0	\$0

Spending Plan Quarter Costs/Totals for 12 month Grant Cycle - CONTINUED

Total Eligible Cost By Expenditure	
1	Salaries \$0
2	Overhead \$0
3	Travel \$0
4	Contract Services \$0
5	Purchases \$0
Total Eligible Cost	State Grant Share
\$0	\$0

6. Itemized Purchases (purchases of at least \$5K/unit value)

Purchase Type: _____ Item Description: _____
 Item Identification #: _____ Intended Use: _____
 Cost: \$0

Purchase Type: _____ Item Description: _____
 Item Identification #: _____ Intended Use: _____
 Cost: \$0

Purchase Type: _____ Item Description: _____
 Item Identification #: _____ Intended Use: _____
 Cost: \$0

Applicant Information

Task Coordinator: _____

Phone: _____

Email: _____

Task Title:

CATEGORY: Category

Task Description:

Contract: Yes No

Will an existing contract be used to perform the scope of work for this agreement?

Will a new contract be negotiated to perform the scope of the work for this agreement?

Goal Statement:

Outcome Statement:

Estimated Outcomes for the 12 month Grant Period

Organics Diversion: _____

MRW Diversion: _____

Recycling/Reuse: _____

Business Contacts: _____

Residential Contacts: _____

Business Participants: _____

Residential Participants: _____

Other Outcomes:

Target Audience: _____

Demonstrated Need:

Regional Coordination and Partnerships:

Sustainability:

Work Plan, Deliverable and Timeline

Quarter

Q3	<input style="width: 100%; height: 40px;" type="text"/>
Q4	<input style="width: 100%; height: 40px;" type="text"/>
Q5	<input style="width: 100%; height: 40px;" type="text"/>
Q6	<input style="width: 100%; height: 40px;" type="text"/>

Method of Evaluation:

Total Task Cost:
\$0

Spending Plan Quarter Costs/Totals for 12 month Grant Cycle						
Expenditure Type	Q1	Q2	Q3	Q4	Q5	Q6
1 Salaries			\$0	\$0	\$0	\$0
2 Overhead			\$0	\$0	\$0	\$0

3	Travel			\$0	\$0	\$0	\$0
4	Contract Services			\$0	\$0	\$0	\$0
5	Purchases			\$0	\$0	\$0	\$0
Spending Plan Totals				\$0	\$0	\$0	\$0

Spending Plan Quarter Costs/Totals for 12 month Grant Cycle - CONTINUED

Total Eligible Cost By Expenditure	
1	Salaries \$0
2	Overhead \$0
3	Travel \$0
4	Contract Services \$0
5	Purchases \$0
Total Eligible Cost	State Grant Share
\$0	\$0

6. Itemized Purchases (purchases of at least \$5K/unit value)

Purchase Type: _____ Item Description: _____
Item Identification #: _____ Intended Use: _____
Cost: \$0

Purchase Type: _____ Item Description: _____
Item Identification #: _____ Intended Use: _____
Cost: \$0

Purchase Type: _____ Item Description: _____
Item Identification #: _____ Intended Use: _____
Cost: \$0

Applicant Information

Task Coordinator: _____

Phone: _____

Email: _____

Task Title:

CATEGORY: Category

Task Description:

Contract: Yes No

Will an existing contract be used to perform the scope of work for this agreement?

Will a new contract be negotiated to perform the scope of the work for this agreement?

Goal Statement:

Outcome Statement:

Estimated Outcomes for the 12 month Grant Period

Organics Diversion: _____

MRW Diversion: _____

Recycling/Reuse: _____

Business Contacts: _____

Residential Contacts: _____

Business Participants: _____

Residential Participants: _____

Other Outcomes:

Target Audience: _____

Demonstrated Need:

Regional Coordination and Partnerships:

Sustainability:

Work Plan, Deliverable and Timeline

Quarter

Q3	<input type="text"/>
Q4	<input type="text"/>
Q5	<input type="text"/>
Q6	<input type="text"/>

Method of Evaluation:

Total Task Cost:

\$0

Spending Plan Quarter Costs/Totals for 12 month Grant Cycle							
Expenditure Type		Q1	Q2	Q3	Q4	Q5	Q6
1	Salaries			\$0	\$0	\$0	\$0
2	Overhead			\$0	\$0	\$0	\$0

3	Travel			\$0	\$0	\$0	\$0
4	Contract Services			\$0	\$0	\$0	\$0
5	Purchases			\$0	\$0	\$0	\$0
Spending Plan Totals				\$0	\$0	\$0	\$0

Spending Plan Quarter Costs/Totals for 12 month Grant Cycle - CONTINUED

Total Eligible Cost By Expenditure		
1	Salaries	\$0
2	Overhead	\$0
3	Travel	\$0
4	Contract Services	\$0
5	Purchases	\$0
Total Eligible Cost		
State Grant Share		
\$0		\$0

6. Itemized Purchases (purchases of at least \$5K/unit value)

Purchase Type: _____ Item Description: _____
Item Identification #: _____ Intended Use: _____
Cost: _____ \$0

Purchase Type: _____ Item Description: _____
Item Identification #: _____ Intended Use: _____
Cost: _____ \$0

Purchase Type: _____ Item Description: _____
Item Identification #: _____ Intended Use: _____
Cost: _____ \$0



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

CERTIFICATION AND AGREEMENT

Applicant Name: _____ 0
Maximum Eligible Cost: _____ \$0
State Share: _____ \$0

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

The applicant agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology grant regulations and of the grant agreement. Final agreement budget's are based on approved scopes of work and funds available.

Signature of Authorized Official (blue ink)

Name (printed)

Title of Official

Date

Coordinated Prevention Grants 2010 - 2011 Regular Cycle Spending Plans

Based on Maximum Eligible Cost (100%) and when the costs are incurred. We assume the recipient bills the following Quarter.

Grant Office	Region	County	Grant Number	Category	Recipient	Task Title	Max Eligible Cost	State Share	Total Score
Task 1				Category		0	\$0.00	\$0.00	
Task 2				Category		0	\$0.00	\$0.00	
Task 3				Category		0	\$0.00	\$0.00	