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State of Washington

Program Guidelines

Public Participation Grants

2015-2017

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For more information about the Public Participation Grants Program, please visit:
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Program Guidelines Public Participation Grants

2015-2017

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

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Introduction

Welcome to the Public Participation Grants (PPG) Program. This is a **competitive** grant program of the Washington State Department of Ecology (Ecology). The grants support projects that help educate people and encourage Washington citizens to work together to solve solid waste and hazardous waste problems. The PPG Program provides funding to qualified not-for-profit organizations and citizens groups to:

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

These guidelines provide information about PPGs including requirements and the application procedure. They apply to all PPG agreements. All grant applicants are responsible for reading and understanding these guidelines along with the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#) before entering into a grant agreement with Ecology.

These guidelines define the PPG Program authorized by the [Model Toxics Control Act \(MTCA\) RCW 70.105D.070\[7\]](#). In addition, these guidelines explain the criteria Ecology uses to evaluate and award grants. They will also help you plan and refine your environmental education or outreach project.

Who can receive PPG funding?

PPG awards funding to either of the following groups:

- **Not-for-profit public interest organizations [501(c)(3) and 501(c)(6)] based in the State of Washington.** Not-for-profit organizations described in Section 501(c)(4) of the Internal Revenue Code are not eligible to apply under this announcement.
- **Groups of three or more unrelated persons residing in the State of Washington.** Groups that consider applying under this status should consult with a financial advisor as their funding may be subject to federal and/or state taxation.

Ecology strives to include and respect cultural, racial, ethnic, sexual orientation, and gender identity diversity. Ecology prohibits unlawful discrimination on the basis of race, color, creed, religion, sexual orientation, age (40 years of age or older), disability, pregnancy, honorably discharged veteran or military status, or genetic information, within the scope of employment, volunteering, or doing business with Ecology.

Unlawful discrimination violates Ecology policy and expectations or personal integrity and respect for others.

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 [MTCA \(see RCW 70.105D.040\)](#).
- 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. Three or more unrelated tribal members may apply. Not-for-profit branches of tribal governments may be eligible for funding.
- Public or private vocational or technical schools, colleges, or universities. Not-for-profit branches of educational institutions may be eligible for funding.
- Any other organization sustained by public funding.
- Any organization located outside of Washington State boundaries.
- Any applying organization that intends to use PPG funding solely for activities outside of Washington State boundaries.
- Not-for-profit organizations described in Section 501(c)(4) of the Internal Revenue Code.

Where does the grant money come from?

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

Program Description

Why do we have Public Participation Grants?

The people of Washington, through Initiative 97, created the 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 at contaminated sites. 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.

Grant funding allocations and priorities

The state currently plans to allocate more than \$3.9 million to the PPG Program for the two-year period running from July 1, 2015 to June 30, 2017. Ecology strives to increase public participation and environmental education opportunities. PPG helps accomplish this by funding qualifying projects related to the state's high-priority environmental initiatives such as:

- Cleaning up the Hanford nuclear waste site, Spokane River PCB contamination, the Duwamish River Superfund site, and other contaminated sites around the state.
- Implementing the state's waste reduction priorities to reduce wastes and toxics. The state's *Beyond Waste Plan* at <http://www.ecy.wa.gov/beyondwaste/> describes these priorities.

Up to \$120,000 per two year cycle may be awarded to PPG projects.

PPG projects should:

- Identify the causes, sources, and effects of pollution on all members of a community, regardless of ethnicity or socio-economic status.
- Help citizens provide informed feedback during public comment periods on site cleanup documents.
- Teach citizens to become aware of how their activities affect the environment.
- Encourage citizens to 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.

What's new this cycle?

Ecology will administer the 2015-17 PPG cycle in the new Ecology Administration of Grants and Loans (EAGL) system. Ecology will administer the grants in this new online system from application through final grant closeout. You will find an example of the online application in Appendix D. Ecology will conduct training on EAGL in October 2014.

What types of projects will the grants fund?

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 Reduction 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.

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 in affected communities participate in decision making regarding hazardous waste investigation or site cleanup.

To receive funding for cleanup oversight, 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 Hazardous Sites List online, see http://www.ecy.wa.gov/programs/tcp/mtca_gen/hazsites.html.
- Involve a site on the U.S. Environmental Protection Agency's (EPA) *National Priorities List* (Superfund). To view the EPA's *National Priorities List* online, see <http://www.epa.gov/superfund/sites/npl/>.

- Involve a site where Ecology is engaged in a remedial action.¹ 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 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 into “plain talk” or analyze data and methods.
- Coordinating, participating in, or holding public forums where the site owner and the enforcement agency (Ecology or EPA) 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.**

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.
-

¹ 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/pub_inv/pub_inv2.html.

Table 2.1 shows a brief listing of PPG project ideas listed by contaminated site.

Table 2.1
PPG Contaminated Site Project Ideas by Site.

Contaminated Sites	PPG Project Ideas
Hanford	<ul style="list-style-type: none"> • Develop middle and high school Hanford curriculum. • Provide Hispanic outreach and Spanish translation of Hanford educational materials. • Produce short Hanford educational videos. • Create a web-based interactive Hanford map and timeline.
Tacoma Smelter Plume	<ul style="list-style-type: none"> • Provide outreach to underserved populations including Korean, Hispanic, Vietnamese, and Somali communities. • Provide targeted outreach and education to Vashon-Maury Island residents. • Assist local health departments to teach children, parents, childcare providers, and teachers about soil safety.
Spokane River	<ul style="list-style-type: none"> • Design and establish interactive kiosks in public locations, such as shopping centers, to educate participants about contaminated sites along the river. • Provide outreach to underserved populations including Slavic, Hispanic, and Burmese communities.
Bellingham Bay	<ul style="list-style-type: none"> • Coordinate a docent/interpretive guide program as a resource for citizens to get information on contaminated sites, local ecology, stewardship, and cleanup status.

Ecology will give priority to contaminated sites impacting Native American populations for the 2015-17 PPG cycle. Education and outreach to tribal members should be the primary focus of the project. Three or more unrelated tribal members or not-for-profit branches of tribal governments may be eligible to receive PPG funding.

Waste Reduction Projects

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

1. Reducing solid and hazardous waste from 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.

Waste reduction and recycling projects encourage people to adopt personal habits or business practices that protect or restore the environment. This includes behaviors that prevent pollution, reduce waste, increase recycling, replace hazardous chemicals with safer and effective alternatives, and promote proper handling and disposal of hazardous chemicals. It also includes

practices such as sustainable building and remodeling, recycling and composting, and purchasing environmentally friendly products.

Washington’s solid waste and hazardous waste plan, *Beyond Waste*, aims to lead our society to view waste and toxics as an inefficient use of resources, and to eliminate most waste and toxics where possible. Waste reduction and recycling projects should carry out a priority action from the state plan. Table 2.2 shows a brief listing of some PPG project ideas listed by topic.

**Table 2.2
PPG Waste Management Project Ideas by Topic.**

Moderate Risk Waste (MRW) Issues	PPG Project Ideas
Mercury, Lead & other Persistent, Bio-accumulative Toxics (PBTs)	<ul style="list-style-type: none"> • Develop Spanish-language radio public service announcements (PSA) to educate about reducing exposure to mercury, lead, and other PBTs.
Pesticides	<ul style="list-style-type: none"> • Provide education and outreach, especially in Eastern Washington, on safe pesticide use and disposal, and increase knowledge of and demand for safer alternatives, including integrated pest management (IPM), • Promote alternatives to synthetic pesticides and fertilizers.
Environmentally Preferred Products (EPP)	<ul style="list-style-type: none"> • Promote demand for and use of environmentally preferred products statewide, including agricultural businesses. • Educate about 3rd party labels and certifications for EPP. • Provide technical assistance to small businesses on shifting to greener products and services, including cleaning practices and products. • Provide demonstrations at public events on how to use household ingredients to clean homes and small businesses in a cost-effective and safer way.
Product Stewardship	<ul style="list-style-type: none"> • Increase public understanding of statewide product stewardship programs to manage toxic and hard-to-handle products.
Moderate Risk Waste (MRW) Education to Public & Businesses	<ul style="list-style-type: none"> • Provide statewide education and outreach on safe handling and storage of potentially toxic products such as pesticides, cleaning products, paint, solvents, etc., and disposal of household hazardous waste (HHW). • Increase knowledge of and demand for safer alternatives to products that could end up as HHW.
Paint	<ul style="list-style-type: none"> • Increase knowledge about the availability and benefits of using recycled paint.
Carpet	<ul style="list-style-type: none"> • Increase knowledge about the availability and benefits of using recycled carpet.
Organics Issues	PPG Project Ideas
Organics Recovery & Recycling	<ul style="list-style-type: none"> • Establish more food waste prevention/donation programs in the state. • Promote urban agriculture, including composting and natural garden care. • Develop and promote backyard composting programs in rural communities that currently do not have programs.

	<ul style="list-style-type: none"> • Educate about the use and benefits of compost, including for agricultural businesses. • Implement organics contamination reduction programs (studies of sources, types of contaminants, and educational outreach to reduce contamination).
Healthy Soils & Natural Yard Care	<ul style="list-style-type: none"> • Develop curriculum and outreach programs to teach about specific soil types, microclimates, and plants (non-invasive) that thrive without the need for continued watering and fertilizing, and xeriscaping.
Building Materials Issues	PPG Project Ideas
Reuse & Recycling of Construction and Demolition (C&D), Buildings, and Building Materials	<ul style="list-style-type: none"> • Develop and distribute an industry guide to promote C&D reuse and recycling to the building industry. • Distribute information on where to take C&D materials for reuse and recycling. • Promote building salvage, deconstruction, and reuse of building materials.
Building Design, Construction, & Deconstruction Projects	<ul style="list-style-type: none"> • Increase incentives and remove barriers for deconstruction throughout the state. • Promote the design, purchase, and use of sustainable building materials.
Sustainable Building Products	<ul style="list-style-type: none"> • Gather and compile statewide data on the health, environmental, and economic benefits of using sustainable (reused, recycled, locally produced and/or less toxic) building materials.
Solid Waste Issues	PPG Project Ideas
Waste Reduction & Recycling Education	<ul style="list-style-type: none"> • Design and implement programs that promote waste reduction and recycling to the public, schools, and businesses in rural communities. • Design and implement programs that promote waste reduction and recycling in multi-family residences statewide. • Develop information on waste reduction and recycling in Spanish and other languages. • Design and implement reuse networks, repair cafes, or other programs that encourage reuse and reduction.
Packaging	<ul style="list-style-type: none"> • Provide free technical assistance to small business to reduce packaging materials and wastes.

This is only a partial list. Your project must clearly identify a waste problem. The project must have measurable goals that offer practical ways to prevent, solve, or reduce the problem. The project must also measure the outcome of those goals.

Grant Project Development

These guidelines should help you plan, describe, and complete a successful PPG project. Not every suggestion below is relevant to both contaminated site and waste management projects. If you need help with planning the project, call (360) 407-6062. A PPG financial manager 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.
- Have clearly defined goals and **measurable** outcomes that demonstrate public benefit.
- 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 instead of polystyrene 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.*)

- Use educational materials and activities that match their audiences. This could include translation of materials into other languages.
- Promote awareness and motivate action.
- Result in positive environmental change in the home, workplace, or community.
- 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, workplace, or 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, 2015 and June 30, 2017?
- Does your solution address the problem?

Implement the project

Tasks

Part of an effective environmental education and outreach project is a list of "tasks." Tasks are specific activities you complete to move toward your project goals. (see the EAGL sample application in Appendix D).

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

Evaluate your project

Measurable outcomes

- Document quantifiable measures that support the outcome(s), e.g. pounds of waste diverted.
- Document and measure behavior change.
- Define public benefit to the environment and individuals.
- Show a direct return on public investment.
- Adhere to project timelines.

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. You will be asked to provide an hourly salary rate for your organization's staff for each task. Salary rates should not exceed \$55 per hour. Staff

time is limited to 40 hours per week unless prior approval by Ecology is given. This does not apply to contracted work such as technical experts.

- 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 “Securing and Managing Contracted Services” starting on page 31).
- The following costs ARE NOT eligible for grant funding. You will need other funding sources to meet these costs.
- General personnel expenses.
- Overhead (office space, furniture and major equipment, utilities). Overhead costs are incurred by the recipient, and may include costs incurred by others who supply goods, services, or facilities to the recipient such as cost of utilities, maintenance, and supervisory personnel who oversee project activities. Included in the overhead rate are office furniture and supplies, which are generally not directly billed.
- Meals.

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

Environmental Equity

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

Environmental equity is important to the 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.”

Application Process

Submitting your application

To apply for a PPG, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL) system. Make sure you read and understand all of the application instructions (see Appendix D). A copy of the instructions will also be included with the application in EAGL. The PPG Program will accept applications from November 3, 2014 until January 5, 2015.

Your PPG grant officers will be referred to as Financial Managers in EAGL. Financial managers:

- Negotiate with the recipient to develop the grant budget, scope of work, and performance schedule.
- Act as the central contact with the recipient.
- Review costs for eligibility, monitor project progress, and approve payment requests.
- Respond to budget deviation and determine appropriate action.
- Provide technical assistance and coordinates the review/approval of recipients work products.

Once PPG financial managers have reviewed your applications for eligibility, we may request you to provide additional or clarifying information about items mentioned in your application(s).

Application review

Ecology first screens your application to make sure you completed the application correctly and that your organization is eligible for PPG funding. If you are applying as a non-profit organization, make sure you are registered with the Washington Secretary of State's Office as a 501(c)(3) or 501(c)(6). If your application is incomplete, Ecology will contact you and request corrections or missing materials. You have two weeks to correct all errors and complete the application. Once the two-week window has closed, Ecology will not consider any application that remains incomplete.

Eligible applications will then be evaluated and scored by Ecology staff familiar with contaminated sites, waste management and prevention issues, and environmental education methods. Ecology will notify you of your application ranking after all applications are evaluated. This should occur in February 2015.

Grants evaluation criteria

General criteria

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

- The applicant’s past performance under a PPG grant (if applicable).
- The ranking (contamination level) of the site on Ecology’s Toxic Cleanup Program’s (TCP) most current *Hazardous Sites List*, if applying as a Contaminated Site project. The higher the contamination level, the higher priority the project will have.
- The project’s ability to carry out the priorities of the state’s combined solid and hazardous waste plan.
- How well the applicant defines the tasks and goals, and addresses the environmental issue outlined in the project. The applicant should demonstrate the project will result in a positive public benefit.
- The type and extent of the applicant’s organizational history and experience conducting activities like those described in the grant application.
- The applicant’s budget, with consideration given to applicants with limited resources and projects that serve economically disadvantaged areas.
- The applicant’s demonstration that the budget is sufficient to cover the tasks without being excessive.

Grants to economically disadvantaged areas

Projects serving economically disadvantaged counties and cities may receive special consideration. You can find the definition of economically disadvantaged counties and cities in WAC 173-322-020.

As of the date of this guidance, the following counties and have been determined disadvantaged based on the most recent data available on the OFM website.

Table 4.1
Economically Disadvantaged Counties in Washington State.

Economically Disadvantaged Counties in Washington State			
Adams	Franklin	Lewis	Stevens
Asotin	Grant	Mason	Wahkiakum
Cowlitz	Grays Harbor	Okanogan	Walla Walla
Douglas	Kittitas	Pacific	Whitman
Ferry	Klickitat	Pend Oreille	Yakima

As of the date of this guidance, the following cities and towns not located in economically disadvantaged counties have been determined disadvantaged based on the most recent data available on the OFM website.

**Table 4.2
Economically Disadvantaged Cities and Towns in Washington State.**

Airway Heights (Spokane)	Everson (Whatcom)	Skykomish (King)
Almira (Lincoln)	Fairfield (Spokane)	South Prairie (Pierce)
Battle Ground (Clark)	Forks (Clallam)	Spangle (Spokane)
Benton City (Benton)	Gold Bar (Snohomish)	Sprague (Lincoln)
Bucoda (Thurston)	Hamilton (Skagit)	Starbuck (Columbia)
Burlington (Skagit)	Latah (Spokane)	Sultan (Snohomish)
Carbonado (Pierce)	Lyman (Skagit)	Sumas (Whatcom)
Cashmere (Chelan)	Medical Lake (Spokane)	Tenino (Thurston)
Concrete (Skagit)	Mount Vernon (Skagit)	Tukwila (King)
Creston (Lincoln)	Nooksack (Whatcom)	Wilbur (Lincoln)
Darrington (Snohomish)	Oak Harbor (Island)	Woodland (Cowlitz)
Davenport (Lincoln)	Pacific (King Co.)	Yacolt (Clark)
Dayton (Benton County)	Prosser (Benton)	Yelm (Thurston)
Deer Park (Spokane)	Rockford (Spokane)	
Entiat (Chelan)	SeaTac (King)	

If your county or city is not on this list and you think it should be at the time of your application, please attach the supporting information to your application.

Applicant interview

Ecology may ask those applicants whose 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, explain or modify elements of the project plan, assign administrative and performance responsibilities, and 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.

Post-selection assessment

After making the selections for funding, Ecology will contact all applicants. Unsuccessful applicants 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.

Ecology writes the agreement

If Ecology selects your project for funding, your grant's financial manager will draft an agreement based on the information in your application. They will contact you with questions and ask you to review a draft of the grant agreement prior to sending you a formal offer.

Signing your agreement

A formal offer consists of the grant agreement and an official offer letter. Once you receive a formal offer, you must:

- ✓ Have the person with signature authority within your organization sign two copies in blue ink.
- ✓ Return the signed agreements to the financial manager at:
Waste 2 Resources Program
PO Box 47600
Olympia, WA 98504-7600

Please work with your grant's financial manager to address any timing issues, such as the schedule of your organization's signature authority.

Questions?

If you need more information or help, please call the PPG Program at (360) 407-6062. The PPG Program allows you to schedule a one-hour conference with a financial manager. During this time, you can ask questions about your specific proposal. You may also ask and receive guidance

from the financial manager(s) about how you can improve your application. A financial manager will not review a draft application prior to submittal.

There is no guarantee that Ecology will fund your project because you confer with the financial manager(s). The financial manager will answer all general, program-related questions without you needing to schedule a conference.

Managing a PPG Agreement

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

Tips for successful grant management

- Regularly review your agreement and general guidelines.
- Maintain a grant file. (See below, “What records do I need in my grant file?”)
- Attend Ecology provided payment request training.
- Read the instructions corresponding with the required forms before submitting a payment request.
- Keep a calendar of all reporting deadlines with reminders to keep on top of important dates.
- Communicate with your grant’s financial manager early if there are any potential changes to your agreement's scope of work or budget.
- Communicate immediately with your grant’s financial manager if it appears you will not spend your entire grant award.

Review the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#). This document establishes the administrative requirements for all grants and loans administered by Ecology in EAGL. The PPG Program guidelines may be more stringent than the administrative requirements found in EAGL. If you do not find answers to your questions in either of these documents, contact your grant’s financial manager for assistance.

What costs can PPG pay?

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.

All reimbursable costs incurred for materials, merchandise, or services furnished to the State of Washington, and all goods furnished and services rendered must be provided without discrimination because of age, sex, marital status, race, creed, color, national origin, disability, religion, or Vietnam era or disabled veterans status.

If the grant agreement, the PPG rule, or these PPG guidelines specify eligibility of an item, your grant officer will determine if your PPG agreement can allow reimbursement for the cost of the item.

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

Following are examples of the types of eligible expenses that are reimbursable under the PPG Program guidelines:

- Procuring technical assistance – advertising the need, developing the request for proposals (RFP), contracting for the services. (Review pages 29-34 of these guidelines or contact your grant financial manager for an explanation of state-required procurement procedures.)
- Mileage paid at the state reimbursement rate for travel to and from project events within Washington State.
- Rental of audio/visual equipment, public address systems, or display units.
- Website design and maintenance for websites solely dedicated to the PPG project. Recipients may not use websites that are paid for by PPG funds to solicit organizational donations.
- Rental of space to display exhibits and/or conduct public meetings related to the grant project.
- Costs to develop, publish, and distribute 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.
 - Cell phone charges that are dedicated to the PPG project.
 - Postage for newsletters, surveys, response cards, and grant invoices.
 - Costs of copying documents and printing fliers or notices.
 - Record keeping.
 - Project staff salary.

On a case-by-case basis, Ecology may approve some activities or purchases not listed above. Please ask your grant’s financial manager about the eligibility of project costs before you spend money. Ecology will only reimburse eligible costs.

What costs can’t PPG pay?

Some project costs are not eligible for PPG funding. Ecology may terminate a grant agreement if you spend funds on ineligible activities. The [*Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL*](#) provides a comprehensive list of eligible/ineligible costs.

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

- Lobbying. See Appendix B for the definition of lobbying.
- Subscriptions, contributions, or donations.
- Meals. Light refreshments may be allowed with prior approval.

- 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. PPG may reimburse rental cars used for grant related activities.
 - 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.
 - Any activities funded by other sources, including data compilation, studies, plans, or campaigns.
 - Hiring experts to prepare or conduct legal actions against potentially liable persons, facility owners/operators, manufacturers, suppliers, or Ecology.
- Note: Paying legal expenses related to claims against Ecology are not eligible activities and may affect the eligibility of the project. 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. Always consult with your grant officer if you are contemplating such action.*
- Activities or materials designed with the primary goal of generating revenue for your organization.
 - Any expense incurred prior to the authorization date on a signed grant agreement unless authorized by your grant's financial manager.
 - Bad debts or losses arising from uncollectible accounts.
 - Fines and penalties.
 - Volunteer time.

Conditionally eligible costs

Ecology does not normally consider the following expenses eligible for reimbursement. You may be able to negotiate them as a term of the grant agreement under special circumstances. You must demonstrate that conditionally eligible costs are necessary to the success of your PPG project. Your grant's financial manager 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, slideshow, or word processing only) necessary to fulfill record-keeping requirements, project presentations, and tracking grant activities.
- Telephone cards and cell phones used specifically for grant activities.
- Insurance for project-specific volunteers and staff.
- Small, portable equipment to enhance outreach efforts.
- Small incentives or “giveaways” for educational purposes.

Material review and approval

Prior to production and distribution of any document or material, you must submit a copy of the draft for review and approval to your grant’s financial manager. Ecology approves materials based on the accuracy of technical information and the materials compliance with the grant agreement.

How do I get reimbursed?

You must register as a statewide vendor in order to receive payment reimbursement. Washington State’s Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington State agency use to process vendor payments. You can complete the registration process online at:

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. This registration process also allows you to sign up for direct deposit payments, also known as electronic fund transfers (EFT).

If you have questions about the vendor registration process or setting up direct deposit payments contact DES at the Payee Help Desk at (360) 664-7779 or payeehelpdesk@des.wa.gov.

Submitting payment requests

Ecology will require that all grant recipients participate in training on submitting payment requests in the new EAGL system before the grant cycle begins. Your grant’s financial manager will contact you with the details.

You will need the following supporting documents for all payment requests:

- Copies of receipts.
- Invoices.
- Timesheets (Form E, ECY 060-12).

You must submit a complete payment request at least once per quarter, but no more often than once per month.

Ecology will process complete payment requests packages within 30 days of receipt. Incomplete payment request packages will cause delays in reimbursement.

Payment reimbursement overview

- The grant is not a cash award. Once you perform a task 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 a 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. 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.
- Costs eligible for reimbursement or payment must meet the following conditions:
 1. They fall within parameters of the program guidelines.
 2. They move the PPG project *toward the goal* defined in the grant agreement.
 3. They have appropriate documentation such as copies of receipts, vendor invoices, timesheets, and payroll records.
 4. They appear specifically in the grant agreement, OR
 5. They have previous approval from the financial manager for compliance with the grant agreement and from the technical advisor to assure compliance with Ecology's scientific and technical guidelines.

Progress reports

Ecology requires you to submit a progress report for each calendar quarter of the grant period. You must submit a corresponding progress report as part of each payment request. Your grant's financial manager cannot process a payment request without a progress report for the billing period.

Progress reports allow financial managers to:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Determine PPG eligibility.
- Learn how the project is proceeding.

In certain circumstances, you may not have a payment request to submit for a calendar quarter. However, you are still required to submit a progress report for that quarter.

Final project report

A Recipient Closeout Report (and a progress report) must accompany your final payment request. You must submit the final payment request, including the recipient closeout report, within 30 days of the end of the agreement to ensure payment.

Recipient Closeout Reports summarize the entire project and its outcomes, and include the following:

- A description of the problem addressed by the grant.
- The purpose of the project.
- The project results and outcomes achieved.

How will Ecology interact with me?

You should have regular contact with your grant's financial manager. The financial manager may simply call or e-mail you periodically to check in, or may actually make an onsite visit.

Regular contact between you and your grant's financial manager allows the financial manager to respond to grant related issues. For example, if a recipient has encountered difficulty carrying out the scope of work described in the grant agreement, the financial manager and recipient can work together to make adjustments.

These contacts lead to sharing valuable information. Effective communication also assists financial managers in managing PPG funds throughout the state.

What records do I need in my grant file?

The list below provides information regarding required file contents. If you have questions about grant file management, contact your grant's financial manager.

Required grant file contents:

- ✓ Copy of your grant agreement, all amendments, and any other modifications.
- ✓ Budget information regarding the award.
- ✓ Backup documents- expenditure information such as:
 - Cash receipts.
 - Invoices.
 - Timesheets (Form E, ECY 060-12 or a similar form).
 - Payroll records.
- ✓ Copies of any accounting records such as applicable journal vouchers for payments, refunds, transfers, and adjustments, including backup documentation. These are often the best source of information for tracking grant accounting problems and how the problems are resolved.
- ✓ Copies of any federal reporting forms such as taxes.
- ✓ If your project earns income, documentation showing how you recorded the income in the accounting records and how you applied it toward the grant projects.

- ✓ Copies of all products produced through the grant, including but not limited to:
 - Advertisements.
 - Brochures.
 - Factsheets.
 - Posters.
- ✓ Copies of grant-related documents, notes, and information pertaining to the grant agreement, including correspondence.
- ✓ Phone numbers and addresses for contacting personnel pertaining to the grant agreement.

For the purposes of auditing, you must retain records for a minimum of three years from the day that you submit your last payment request.

Audits

All grants are subject to audit. Ecology has the right to audit the grant project for three years after the project has officially finished. Ecology may also audit the grant project, invoices, and backup documentation at any time during the project. If an audit identifies issues, you must correct them. If Ecology identifies problems on invoices, you must review and correct all previous invoices. This could include repayment of grant funds or adjustments to subsequent billings to reimburse Ecology for overpayments.

Amendments

After your grant's financial manager establishes the grant budget, you may consider an amendment to change the scope of work of the agreement or to increase or decrease the budget. However, Ecology does not promise or guarantee such amendments.

If a change is needed, you must request the change in writing (email is fine) to your grant officer. Once approved, the amendment process can begin in EAGL.

Performance monitoring

As a government agency, Ecology is accountable for proper use of all grant funds. Performance monitoring is Ecology's ongoing review process of your performance to ensure accountability.

The objectives of performance monitoring are to determine if you are:

- Carrying out the scope of work described in the executed agreement.
- Administering the program in an effective, timely manner in accordance with the schedule and budget in the executed agreement.
- Complying with the scope of work and terms of your grant agreement, as well as [Administrative Requirements for Ecology Grants and Loans Managed in EAGL, Chapter 173-321 WAC](#), and these guidelines.

Your grant's financial manager monitors performance through your progress reports and final performance evaluation documents. Your grant's financial manager may conduct onsite inspections or request deliverables during the course of your agreement.

How do I close out a PPG agreement?

Within 30 days of the expiration of your agreement, you must fill out the Recipient Closeout Report and final payment request in EAGL. Your grant's financial manager will then take steps to close your agreement. The financial manager:

- May conduct a final on-site visit or evaluation of work accomplished.
- Will complete and Ecology Closeout Report. This officially closes the grant.

Securing and Managing Contracted Services

General practices

You may contract to buy goods or services related to the project. In such cases, you must follow procedures that ensure fair, open competition. You must also provide written certification that you have followed your standard procurement procedures and applicable state law in awarding contracts. If your organization has no formal procurement procedures, you will have to certify that you complied with the standards outlined below, as well as applicable state law. If you are receiving funds from federal sources, you must also observe applicable federal laws and regulations.

Many PPG recipients require contracting out for services. If you decide to contract out for services, you can help ensure you get the right consultant by asking questions and checking references about both the company and its staff. Also, ask how a contractor hires and uses any subcontractors on the project. The firm you select must demonstrate that not only is it capable, but also has qualified staff available.

In awarding and administering contracts, you are to:

Use sound business judgment. You need to use sound business judgment and fair administrative procedures in procuring goods and services. This applies to invitations to bid, requests for proposals, solicitation of contractors or vendors, and awards of contracts or purchase agreements.

Select responsible contractors. You are to make awards only to responsible contractors with the ability to perform successfully under the terms of the agreement. You are to consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Ensure contractor compliance. Contractors are to adhere to the same terms and conditions as yours, and they must perform in accordance with the terms and conditions of their agreement. You are to ensure that contractors comply with all applicable federal, state, and local laws and regulations related to discrimination, labor and job safety, and environmental protection. If you permit deviation from those terms, you are responsible for any extra costs.

Provide a written contract document. Contracts must be written, enforceable, and legally sound, and include appropriate general terms and conditions.

Maintain standards of ethical conduct. You are to maintain a code of conduct governing the performance of the employees engaged in the award and administration of contracts. No employee, officer, or agent of yours shall take part in the award or administration of a contract under a grant or loan if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, or his or her partner, has a financial or other interest in the firm selected. A conflict would also arise if an organization that employs or is about to employ, any of the above has a financial or other interest in the firm selected.

Your officers, employees, or agents must not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or other parties to contracts. You may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, your code of conduct will provide for penalties, sanctions, or other disciplinary actions. These actions would be for violations by your employees or agents, or by your contractor's employees or agents.

Analyze purchases for cost effectiveness. You are to avoid purchase of unnecessary or duplicate items, and must consolidate or break out purchases as appropriate to obtain a more economical price. Where applicable, you need to analyze lease versus purchase alternatives in determining the most economical approach.

You are encouraged to use federal or state excess and surplus property whenever such use is feasible and reduces project costs.

Resolve disputes promptly and fairly. You are responsible for the fair and just settlement of all contractual and administrative issues related to contracts for goods and services. Such issues include, but are not limited to source evaluation, protests, disputes, and claims. This does not relieve you of any contractual responsibilities under its contracts.

Ecology will not substitute its judgment for yours unless the matter is primarily an Ecology concern. Ecology will refer violations of law to the local, state, or federal authority having proper jurisdiction.

You must have protest procedures for handling disputes relating to contracts and disclose all information regarding protests to Ecology. A protestor must exhaust all administrative remedies with you before pursuing a protest with Ecology. Ecology will limit its review of protests to violations of state law, regulations, or the standards set forth in this document, and to violations of your protest procedures in its failure to review a complaint. Ecology will refer all other protests to you.

Questions to ask a contractor

These sample questions can help you choose a contractor:

- What is your firm's experience in this specific work and the subsequent work to which it might lead? Request a list of similar completed projects, with references.
- Which portions of the work will the company subcontract? Will the contractor competitively bid subcontractor activities? Ask for names of subcontractors and check their experience.
- What is your firm's experience working with regulatory agency requirements? Request a list of completed projects, with references.
- Do the firm's estimates of the time the work requires include time for Ecology review and approval?
- Which staff will be assigned to my project? Ask for current résumés. Ask the firm to specify staff roles. Ask for references, at least for the project manager.
- Will the assigned staff be available over the life of the project? Ask if the firm will provide additional staff if needed to get the job done.

- How will you plan cost-effectively so that all short-term work will complement any potential long-term work? Ask the firm to prepare a proposal for the work they will conduct, including a detailed cost estimate for the work proposed and a “ballpark” estimate for subsequent work required.

Managing costs

You must seek to keep costs realistic. Escalating costs do not obligate Ecology to increase grant amounts. Ecology reserves the right to reject costs as excessive. Consultants generally use two methods to charge for work performed: cost plus fixed fee and fixed price. The method you choose depends on the type and scope of your project.

Contracting for goods and services

You can find complete details about contracting for goods and services under an Ecology grant in [Administrative Requirements for Recipients of Ecology Grants and Loans in EAGL](#).

Minority and Women-Owned Business Enterprises

The Office of Minority and Women’s Business Enterprises (OMWBE) has established goals for inclusion of minority and women-owned businesses in procurements made with Ecology funds. In accordance with law, meeting these goals is voluntary. Ecology will make no contract award or rejection based on meeting or not meeting the goals. Ecology encourages you to meet the goals. You and all prospective bidders or persons submitting qualifications must take the affirmative steps set forth in the grant agreement in any procurement.

You may use its OMWBE goals when they are greater than the goals specified in the grant agreement.

Any Ecology funds passed through your grant agreement to reimburse private entities are subject to OMWBE goals. The grant agreement will specify the OMWBE goals relevant to the project. As a condition of the award, you need to certify by execution of the grant agreement that you will ensure compliance with the affirmative steps set forth in the grant agreement. In addition, any contract awarded under a grant must specify the percentage of total dollars, if any, awarded to a qualified minority or women-owned businesses.

Overview of competitive methods for personal service contracts

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 39.26](#), “Procurement of Goods and Services”, 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.

**Table 6.1
Personal Services Competitive Methods**

Dollar Threshold	Competitive Process	Personal Services Competitive Procurement - Major Activities
\$1 - \$9,999	Not Required	<ul style="list-style-type: none"> • Although voluntary for this dollar range, we recommend you always seek competition. • You can call firms or individuals, describe the services desired and request price, schedule, and qualifications. • You enter into a written contract with the selected contractor, regardless of dollar amount. • Sign contract and begin work.
\$ 10,000 - \$19,999	Informal Competition-- also called "Evidence of Competition"	<ul style="list-style-type: none"> • 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. • 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. • Evaluate responses and make award decision. • Negotiate contract. • 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. • Sign contract and begin work
\$20,000 or more	Formal Competition	<ul style="list-style-type: none"> • 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. • 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. • Post solicitation document on agency website (optional). • Develop score sheets for use by evaluators. • Issue RFP or RFQQ to a minimum of six firms or businesses. Agencies may also just send a notification to six or more businesses that the solicitation document is available on their website. • Conduct pre-proposal conference, if required in RFP or RFQQ, and issue minutes. • Provide answers to bidders' questions via an addendum to all who receive 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. • Date and time stamp proposals received by the due date. Electronic proposals will have the date and time automatically noted. • Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. You must use a minimum of three evaluators for scoring and score proposals using score sheets. • Schedule and conduct oral interviews of top finalists, if desired. • Determine final scoring and select apparent successful contractor. • Notify successful and unsuccessful firms. • Negotiate contract with apparent successful contractor. • Conduct debriefing conferences with unsuccessful proposers, if requested.

Basic contract provisions

Write all contracts and purchase orders. Ecology does not permit oral contracts. The contract or purchase order must contain provisions to define a sound and complete agreement. Additional requirements include, but are not limited to:

- Name and address of the contractor or vendor, effective and expiration dates (for contracts), scope of work, and maximum cost.
- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, as well as such sanctions and penalties as may be appropriate.
- Suitable provisions for termination by the State of Washington or the recipient, including the manner by which it will be terminated and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default.
- Retention of all required records for three years after Ecology makes final payments and all other pending matters are closed. Provide the state access to such records.
- Equal opportunity employment and nondiscrimination.
- Notice of Ecology reporting requirements.
- Notice of Ecology patent rights and copyrights with respect to any discovery, invention, or rights in data that arises or is developed in the course of or under the contract.
- Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- Designation of Ecology as an express third-party beneficiary.
- Compliance with the provisions of 40 U.S.C. 276a-276a-5 (Davis-Bacon) and state Prevailing Wage Laws (RCW 39.12), as appropriate.

If you have questions about the securing and managing contracted services, please contact the PPG Program at (360) 407-6062.

Appendices

Appendix A. Chapter 173-321 WAC – Public Participation Grants

Appendix B. Definitions

Appendix C. Grant Award History

Appendix D. Sample Application

Appendix E. Site Cleanup Process

Appendix A. Chapter 173-321 WAC – Public Participation Grants

Chapter 173-321 WAC PUBLIC PARTICIPATION GRANTS

Last Update: 2/12/01

Chapter Listing

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.
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173-321-070	Grant funding.
173-321-080	Grant administration.

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. WSR 01-05-024 (Order 97-09A), § 173-321-010, filed 2/12/01, effective 3/15/01.
Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-010, filed 10/17/89, effective 11/17/89.]

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

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. WSR 89-21-072 (Order 89-26), § 173-321-030, filed 10/17/89, effective 11/17/89.]

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. WSR 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. WSR 90-18-065 (Order 90-20), § 173-321-040, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-040, filed 10/17/89, effective 11/17/89.]

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. WSR 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. WSR 90-18-065 (Order 90-20), § 173-321-050, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-050, filed 10/17/89, effective 11/17/89.]

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

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

173-321-080
Grant administration.

- (1) The department shall establish grant application funding cycles each year.
- (2) Public notice of application funding cycles shall be published statewide.
- (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. WSR 01-05-024 (Order 97-09A), § 173-321-080, filed 2/12/01, effective 3/15/01.

Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-080, filed 10/17/89, effective 11/17/89.]

Appendix B. Definitions

Definitions

As used in the program guidelines:

AGREEMENT The formal written contractual document, signed by authorized representatives of the recipient and Ecology, which details the terms of the grant or loan. A grant is a type of agreement that awards funds to accomplish a purpose.

AGREEMENT EFFECTIVE DATE The earliest date on which eligible costs can be incurred. Even though costs can be incurred starting at the effective date, they cannot be reimbursed until the agreement has been signed. Therefore, incurring costs after the effective date but before the signature date is done at the recipient's risk.

AGREEMENT SIGNATURE DATE The date the agreement document is signed by the Ecology authorized signatory.

ALLOWABLE COSTS Are those in which Ecology will participate, provided that the costs are not prohibited by program guidelines, are directly related to the grant project and meet all other eligibility requirements. If an allowable cost meets all eligibility requirements established in the terms of the agreement, it becomes eligible.

AMENDMENT A written document, signed by the authorized representative of Ecology and the recipient, which details the changes or revisions to the original terms of the grant.

AMOUNT REQUESTED TO DATE The total amount of grant funds requested from Ecology since the effective date.

APPLICANT An entity that applies for financial assistance through one or more funding programs.

APPLICATION A data entry form used by the Applicant to request funding from a funding program.

APPLICATION PACKAGE A package of documents prepared and submitted by an applicant that includes the completed application and attached supplemental documents.

AUTHORIZED OFFICIAL A person designated by the recipient or by Ecology to sign a grant agreement and any formal amendments to it.

BACKUP DOCUMENTATION Supporting documentation for all expenditures reported on a payment request. Includes recipient salary and benefits, contractor and subcontractor invoices and receipts, accounting records or other forms of records that establish the appropriateness of an expense.

BID A written offer to perform a contract in response to a formal solicitation. The contract may be to purchase or supply property, equipment, services, tools or supplies.

BIENNIUM A 24-month fiscal period. In Washington, the biennium extends from July 1 of odd-numbered years to June 30 of odd-numbered years.

CASH EXPENDITURES Any cash outlay by the recipient, regardless of the source of the funds, for project-related:

- Direct costs of goods and/or services;
- Salaries and benefits of recipient employees;
- Overhead costs; and
- Payments made to contractors.

Under certain conditions, cash expenditures may also include the cash outlay by another entity for any of the above.

CLOSE-OUT The process by which all administrative matters relative to a grant are reconciled in order to close the file. A final payment request, progress report, recipient closeout report, and Ecology closeout report are required before a grant or loan can be closed.

COMPETITIVE SOLICITATION A process by which a recipient solicits bids or proposals from a sufficient number of bidders to assure adequate fair and open competition.

CONTRACT A written document for which the principal purpose is the procurement, by purchase or lease, of goods or services for the direct benefit of the project.

CONTRACTOR Any entity who is paid by the recipient for goods or services received under a contract.

COSTS All charges made to the project, either as cash expenditures or as in-kind contributions.

CURRENT REQUEST The amount of grant funds requested from Ecology on the current billing.

DELIVERABLE A quantifiable good or service that will be provided upon the completion of a task. Deliverables can be tangible or intangible.

ECOLOGY The Washington State Department of Ecology.

ECOLOGY CLOSEOUT REPORT A data form that collects information about the accomplishments of a closing grant from Ecology's perspective. Some of the data is collected at the task level and some is collected at the agreement level.

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

ELIGIBLE

- A task is eligible for funding by a particular fund source if the activities performed in that task are permitted by the fund source requirements.
- An entity is eligible for a grant if it meets the applicant criteria in the program guidelines.

ELIGIBLE COST The cost that meets all eligibility criteria established in the terms of the agreement. This includes any criteria related to the nature and the amount of the costs. If cash expenditure is eligible, this implies that it will be reimbursed, in whole or in part.

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

EVALUATE The rating and ranking of screened application that are associated with a funding opportunity.

EVALUATOR Person responsible for the reviewing and ranking grant applications according to pre-established evaluation criteria. Can be internal or external.

EXPENDITURE An outlay by the recipient for an agreement / project related costs.

EXPIRATION DATE (of an agreement or amendment) The last date on which costs may be incurred and be considered eligible.

FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENT The governing body or governmental agency of any Indian tribe, band, nation, or other organized group or community (including any Native village as defined in the Alaska Native Claims Settlement Act, 85 Stat. 688) certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

FINANCIAL MANAGER Responsible for the financial, administrative, and project management aspects of an agreement.

FUND AMOUNT (\$) The maximum amount of the eligible costs which will be supported by the fund.

FUND SHARE (%) The maximum percentage of eligible project costs which will be supported by a particular fund.

GOVERNMENT A federal, state or local government, or a federally recognized Indian tribal government.

GRANT An award of money or property to accomplish a public purpose authorized by statute.

GRANT AMOUNT The maximum dollar amount of financial assistance that may be paid to the recipient under the terms of the agreement.

GRANT OFFER means a letter sent to the grant applicant stating that the application was accepted and that a grant agreement may be negotiated.

GRANT PERCENTAGE The maximum percentage of eligible costs that may be supported by grant funds.

GRANT REMAINING The amount of grant funds which has not yet been disbursed to the recipient.

LOBBYING Funds expended to influence or attempting to influence an officer or employee of an agency, a legislator, an officer or employee of the legislature or an employee of an individual legislature.

LOCAL GOVERNMENT A county, municipality, city, town, township, municipal corporation, quasi-municipal corporation, local public authority, conservation district, school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

OVERHEAD COSTS A term often used interchangeably with Indirect Costs. Costs that benefit more than one activity or cost objective of the recipient (including grant project), that cannot be easily or readily directly assigned to an objective of the project.

OVERTIME Employee hours in excess of the Fair Labor Standards Act.

OVERTIME DIFFERENTIAL The additional hourly rate applied to an individual's overtime hours. For instance, the overtime differential is 50% when overtime is paid at "time-and-a-half."

PAYMENT REQUEST A data entry form used to report agreement/project expenditures. The amount of disbursement is based on the approved expenditures and budget rules.

PERSONAL SERVICES Professional services of a consultant.

PRIOR AUTHORIZATION Written documentation authorizing the recipient to incur eligible project costs before the execution of the agreement.

PRIOR WRITTEN APPROVAL Documentation indicating that Ecology gave the recipient the authority to incur the particular costs, or take the particular actions, before the costs were incurred or the actions taken.

PROGRAM MANAGER The manager of Ecology's Waste 2 Resources Program.

PROGRESS REPORT A data entry form used to collect agreement progress information by task and overall agreement/project. The progress report is used to justify payment requests.

PROJECT A specific, connected set of activities that are eligible for funding and have explicit objectives and a predetermined cost. A project can be funded by one or more grants or loans.

RECIPIENT The entity that is awarded funding and is accountable for the use of the funds. The recipient is the entire legal entity even if only one component or department is designated in the agreement document.

RECIPIENT AUTHORIZED SIGNATORY The person designated by the recipient to sign a grant or loan and any amendments to it.

RECIPIENT BILLING CONTACT The person designated by the recipient to be the main contact for billing issues related to the grant or loan.

RECIPIENT CLOSEOUT REPORT A data form that collects information about the accomplishments of a closing grant from the recipient's perspective. Some of the data is collected at the agreement level.

RECIPIENT PROJECT MANAGER The person designated by the recipient to be the main contact for project management issues related to the grant or loan program.

SCOPE OF WORK The tasks and deliverables of the agreement.

STATEWIDE VENDOR NUMBER A 10-digit number issued by the Office of Financial Management that uniquely identifies State of Washington vendors. A statewide vendor number is required for recipients to receive a disbursement.

SUPPLIES All tangible personal property other than tools or equipment.

SUSPENSION The temporary withdrawal of the authority to obligate previously awarded project funds pending either termination or corrective action by the recipient.

TASK A particular objective of a project, such as "Environmental Education".

TASK GOAL A description of why the task is being done.

TASK OUTCOME A quantitative and measurable change as a result of doing the task.

TECHNICAL ADVISOR Responsible for one or more of the following: technical review of a proposed agreement; technical evaluation of applications; review and approval of interim and final technical deliverables when needed and at the request of the project manager.

TERMINATION Permanent withdrawal, before the expiration date, of the authority to obligate previously awarded project funds. It also means the voluntary relinquishment of that authority by the recipient. Termination does not include:

- Withdrawal of funds awarded on the basis of the recipient's underestimate of the unobligated balance in a prior period.
- Withdrawal of the unobligated balance at agreement expiration.
- Refusal to extend/renew an agreement or award additional funds.
- Voiding an agreement upon determination that the award was obtained fraudulently, or was otherwise illegal or invalid from inception.

TERMS OF AGREEMENT All requirements of the grant or loan, whether in statute, regulations, administrative requirements, program guidelines or the agreement document. General terms and conditions are the terms and conditions that apply to all Ecology grants and loans. Special terms and conditions are the terms and conditions that are applicable to a specific funding program. Agreement specific terms and conditions are the terms and conditions that are applicable to a specific agreement.

THIRD PARTY An entity who is not the recipient or a contractor under the grant agreement.

TOOLS Tangible, personal property having a useful life of more than one year and an acquisitions cost of less than \$5,000 per functional unit.

TOTAL COST The total cost of the project. Some costs may not be eligible under the agreement.

TOTAL ELIGIBLE COST The total cost of the agreement that is eligible under the agreement.

WATER RESOURCE INVENTORY AREAS (WRIA) A watershed is an area draining into a river, lake or other water body. Washington State has been divided into multiple WRIsAs to delineate the state's major watersheds.

Appendix C. Grant Award History

Public Participation Grants Program History

2005-2007 Biennium

Biennium	Grant #	Organization	County	Purpose	Amount
2005-2007	G0600001	Washington Toxics Coalition	Statewide	Expand the Pesticide Free Zone campaign, improve the Toxics Hotline, and broaden the website services.	\$45,000
2005-2007	G0600002	Northwest Renewable Energy Festival	Walla Walla	Establish a Sustainability Resource Center that provides free information, education and workshops. Annual festival which demonstrates emerging technologies to help reduce waste and preserve resources.	\$30,000
2005-2007	G0600003	The Lands Council	Spokane	Education and outreach to low-income families, Eastern European, Asian, & Tribal communities, and the general public about possible health risk factors associated with recreating on beaches and fishing waters of the Spokane River.	\$40,000
2005-2007	G0600004	Walla Walla Resource Conservation Committee	Walla Walla	Educate public on ways to reduce, reuse, and recycle, and sponsor a one-time electronic recycling event during the City of Walla Walla's annual Earth Day.	\$13,000
2005-2007	G0600005	RE Sources for sustainable Communities	Whatcom, Skagit	Education and outreach about computers as hazardous wastes and establish a computer-recycling program at the Bellingham RE Store.	\$30,000
2005-2007	G0600006	Automotive Recyclers of Washington, Inc.	Statewide	Provide vehicle recyclers with free comprehensive cross-media hazardous waste, stormwater, and air emissions management inspections and technical assistance in order to reduce release of hazardous substances.	\$20,500
2005-2007	G0600007	Environmental Information Cooperative	Clark	Train educators in special stream pollution identification and pollution prevention, and incorporate new knowledge in classroom curriculum.	\$9,000
2005-2007	G0600008	Spokane Neighborhood Action Programs	Spokane, Stevens	Increase the knowledge and practice of the "Living Green Program" among all residents through educating the communities with workshops, classes, and at-home parties.	\$35,000
2005-2007	G0600009	Lake Roosevelt Forum	Stevens, Spokane	Provide meetings, workshops, conferences, and tours for citizens surrounding Lake Roosevelt to increase their understanding of the EPA's RI/FS.	\$35,000
2005-2007	G0600010	People for Puget Sound	King	Continue to educate the neighborhoods on the progress of the Duwamish River cleanup and encourage involvement by these residents.	\$80,000
2005-2007	G0600011	Olympic Environmental Council	Clallam	Continue to educate residents about the cleanup process of the Rayonier Mill site and two associated landfills, and encourage involvement in voicing community values to be incorporated into the final cleanup decisions.	\$30,000
2005-2007	G0600013	Puget Soundkeeper Alliance	King, Kitsap	Promote reduction and proper management of hazardous wastes by marinas through the EnviroStars program.	\$33,000

Biennium	Grant #	Organization	County	Purpose	Amount
2005-2007	G0600014	WA Physicians for Social Responsibility	Statewide	Provide the educational tools that explain the human/environmental history of Hanford and the challenge of cleaning up its burden of radioactive waste, and encourage citizens to become participants in decisions about the Hanford cleanup.	\$25,000
2005-2007	G0600015	Citizens for a Healthy Bay	Pierce	Protect the post-Superfund health of Commencement Bay, surrounding waters, and habitat through education and hands-on citizen and school involvement.	\$44,000
2005-2007	G0600016	The Columbia Gorge Ecology Institute	Klickitat	Promote solid waste education, community sustainability, and natural resource stewardship by implementing "THE SECRETS" program in classrooms.	\$27,800
2005-2007	G0600018	Washington Citizens Advisory Committee	Spokane	Provide public meetings/forums for residents to learn about the cleanup of the Spokane River and encourage their involvement.	\$20,000
2005-2007	G0600047	Methow Recycles	Okanogan	Expand participation in recycling with Methow Recycles by educating businesses and residents about their recycling options, and offer new avenues for recycling.	\$15,500
2005-2007	G0600052	Pacific Rivers Information Network (PRIN)	Statewide	Provide information about the Hanford Tank Cleanup activities with interested organizations and schools to encourage public interest and support. Will take a "traveling road show" to schools and will develop new learning packages for school districts.	\$28,000
2005-2007	G0600097	Brackett's Landing Foundation	Snohomish	Continue to monitor the progress of the cleanup of the UNOCAL site. Educate the community about the status and progress of the UNOCAL cleanup site.	\$60,000
2005-2007	G0600110	Georgetown Community Council	King	Provide informational meetings/workshops for the community about the cleanup process of the Philip Services Corporation site.	\$75,000
2005-2007	G0600127	Economic Development Council of Snohomish County for Sustainable Development Task Force (SDTF)	Snohomish	Educate communities, builders/developers, and governing bodies about the benefits of sustainable building and assist in development of a plan that promotes sustainable planning, design, and construction.	\$103,700
2005-2007	G0600132	Olympia Master Builders	Thurston	Promote construction using resource-efficient building practices. Educate builders on how to reduce construction waste, use energy-efficient building materials, and encourage participation in the Built Green program.	\$72,000
2005-2007	G0600148	Columbia Riverkeeper	Statewide	Educate/motivate the public to become active participants in the Hanford cleanup process. Focus will be on risk assessments for the River Corridor and the 200 area and appropriate cleanup for the 300 Area.	\$75,000
2005-2007	G0600269	Skykomish Environ. Coalition	Skykomish	Continue to provide information to the community and encourage involvement in decision-making processes to clean up the old BN/SF refueling/maintenance site in Skykomish.	\$46,000
2005-2007	G0600275	Heart of America NW	King	Assure public values are heard and incorporated into the decision making process for cleanup of the Hanford site.	\$85,000

Biennium	Grant #	Organization	County	Purpose	Amount
2005-2007	G0600280	Far West Agribusiness Association	Statewide	Increase recycling of pesticide containers through education/outreach to the commercial pesticide user/applier.	\$45,000
2005-2007	G0600305	Eco Solutions	Kitsap	Provide education/outreach about the effects of toxic lawn/garden chemicals & emissions on human health and the environment.	\$43,000
2005-2007	G0600334	South Sound Environmental Services	Pierce, Kitsap	Effectively reach the senior and disabled populations who are not reached by current waste reduction and recycling education efforts.	\$20,000
2005-2007	G0600285	Center for Justice	Spokane	Engage the community in the Spokane River cleanup process by using the media to focus attention on the river cleanup.	\$39,000
2005-2007	G0600370	Bellingham Bay Foundation	Bellingham	Provide education/outreach on the cleanup of Whatcom Creek.	\$20,000
2005-2007	G0700091	WA Childcare Resource & Referral Network	King, Pierce	Provide outreach/education to childcare providers on the Safe Soil Program related to the hazardous outfall materials from the Tacoma Smelter.	\$8,000

2007-2009 Biennium

Biennium	Grant #	Organization	County	Purpose	Amount
2007-2009	G0800015	Prescott Neighborhood Association	Walla Walla	Promote efficient removal of yard and garden waste within the community in anticipation of 2007 "burn ban."	\$4,000
2007-2009	G0800111	North Peninsula Building Association	Clallam	Provide community outreach regarding green building practices and sustainable living.	\$58,800
2007-2009	G0800133	Duwamish River Cleanup Coalition	King	Clean up contaminated sediment in Duwamish River communities and restrict further pollutants from contaminating the area.	\$120,000
2007-2009	G0800139	Brackett's Landing Foundation	Snohomish	Coordinate exchange of information between the community and UNOCAL/Chevron.	\$59,000
2007-2009	G0800168	Kirkland Chamber of Commerce	King	Connect businesses with the community by promoting green business practices.	\$45,000
2007-2009	G0800170	Puget Sound Car Wash Association	King, Pierce	Provide education and outreach regarding the environmental hazards of car wash fund raisers.	\$15,000
2007-2009	G0800177	Northwest EcoBuilding Guild	Thurston	Spread awareness on the financial and environmental benefits of green building.	\$55,000
2007-2009	G0800178	The Lands Council	Spokane	Educate communities on the dangers of heavy metals and PCBs in the Spokane and Coeur d'Alene Rivers.	\$60,000
2007-2009	G0800179	WA Physicians for Social Responsibility	King	Maintain and expand public pressure on the USDOE to ensure effective continuance of Hanford cleanup through community education.	\$22,000

Biennium	Grant #	Organization	County	Purpose	Amount
2007-2009	G0800180	Heart of America	King	Ensure cleanup of contaminated Hanford sites through public awareness and education.	\$60,000
2007-2009	G0800181	EcoSolutions	Kitsap	Reduce the amount of high-hazard pesticides, herbicides, and synthetic fertilizers entering the environment by hosting educational workshops.	\$45,000
2007-2009	G0800182	Walla Walla Resource Conservation	Walla Walla	Provide workshops to encourage use of green building materials for construction.	\$28,000
2007-2009	G0800183	Citizens for a Healthy Bay	Pierce	Protect post-Superfund health of Commencement Bay through education and citizen involvement.	\$71,500
2007-2009	G0800186	Walla Walla Resource Conservation	Walla Walla	Provide educational outreach in an effort to reduce pollutants from abandoned vehicles and auto parts.	\$7,500
2007-2009	G0800187	RE Sources for Sustainable Communities	Whatcom	Promote responsible electronics reuse and recycling in order to limit e-waste in Island, Skagit, and Whatcom counties.	\$30,000
2007-2009	G0800189	Pacific Rivers Protection League	Benton	Educate citizens regarding the Hanford site and the resultant environmental impact on the Columbia River and tributaries.	\$38,800
2007-2009	G0800194	ReUse Works	Whatcom	Promote solid waste reduction by encouraging donation, reconditioning, and purchase of large used appliances.	\$20,000
2007-2009	G0800211	Lopez Community Land Trust	Island	Create and disseminate "Sustainable Community Homes Manual" in order to reduce ecological footprint.	\$35,000
2007-2009	G0800222	Washington Toxics Coalition	King	Reduce pesticide use and expand ongoing Pesticide Free Zone (PFZ) campaign by broadening website services to complement the Toxics Hotline.	\$94,540
2007-2009	G0800223	Washington Organics Recycling Council	Statewide	Promote organic recycling by expanding compost markets and public education.	\$60,000
2007-2009	G0800227	Georgetown Community Council	King	Promote community awareness of contaminated sites and educate citizens regarding cleanup activities.	\$60,000
2007-2009	G0800243	Columbia Riverkeeper	Klickitat	Protect Columbia River water quality by educating and involving students on Hanford cleanup issues and public involvement activities.	\$90,000
2007-2009	G0800284	Leavenworth Recycles	Chelan	Establish, promote, and educate recycling within the Leavenworth community through education and advertising campaigns.	\$15,000
2007-2009	G0800285	Puget Soundkeeper Alliance	King	Certify 20 new marinas, representing 5,000 boaters, in water contamination prevention.	\$72,000
2007-2009	G0800302	People for Puget Sound	King	Educate citizens on the dangers of toxic chemicals to the marine ecosystem.	\$60,000
2007-2009	G0800315	Sustainable Seattle	King	Educate middle and high school students on environmental responsibility, waste reduction, and sustainability.	\$60,000
2007-2009	G0800316	Olympia Master Builders	Thurston	Promote professional and consumer workshops aimed at waste reduction and energy efficiency.	\$75,000
2007-2009	G0800367	Tacoma-Pierce County Built Green	Pierce	Promote green building through community outreach and educational classes.	\$50,000

Biennium	Grant #	Organization	County	Purpose	Amount
2007-2009	G0800371	Built Green Washington	Kitsap	Promote awareness and demand of green building through an outreach campaign.	\$70,000
2007-2009	G0800390	Sustainable Development Task Force	Snohomish	Promote green building, sustainable development, and low-impact development practices through project advocacy workshops.	\$90,000
2007-2009	G0800412	Spokane Neighborhood Action Program	Spokane	Promote environmental awareness with an emphasis on economically disadvantaged neighborhoods.	\$35,000
2007-2009	G0800413	Sustainable Living Center	Walla Walla	Conduct a public outreach campaign in an effort to reduce waste, conserve natural resources, and emphasize proactive planning towards a sustainable community.	\$75,000
2007-2009	G0800454	Puget Soundkeeper Alliance	King	Promote increased awareness of Puget Sound water quality and initiate community commitments toward eco-friendly lifestyle habits.	\$50,300
2007-2009	G0800455	People for Puget Sound	King	Promote an information campaign directed towards the reduction or elimination of harmful chemicals in the 12 Puget Sound counties.	\$46,727
2007-2009	G0800456	Northwest Straits Foundation	Skagit	Provide technical information to shoreline residents regarding toxics reduction, shoreline armoring, and other relevant issues.	\$120,000
2007-2009	G0800462	YMCA of Greater Seattle	King	Educate the community on the amount of food waste produced by schools on a daily basis and encourage composting.	\$57,600
2007-2009	G0800463	Central Washington Built Green Association	Yakima	Promote green building in central Washington and improve standards for energy/water efficiency, waste reduction, and indoor air quality.	\$50,000
2007-2009	G0800472	Port Townsend Marine Science Center	Clallam	Prevent plastics pollution in the Puget Sound area through awareness and monitoring campaigns.	\$54,700
2007-2009	G0800473	Built Green of King and Snohomish Counties	King, Snohomish	Provide information to 100,000 citizens in King and Snohomish Counties on the benefits of the Built Green program.	\$60,000
2007-2009	G0800486	Olympic Environmental Council	Clallam	Assist state and federal agencies in toxic site cleanup and maintain communication with the community.	\$65,000
2007-2009	G0800487	San Juan Nature Institute	San Juan	Educate residents on the threats of water contaminants and form volunteer groups to monitor water quality.	\$46,000
2007-2009	G0800488	Lake Roosevelt Forum	Spokane	Facilitate communication between environmental agencies and the Lake Roosevelt community in an effort to increase public participation.	\$52,500
2007-2009	G0800489	Habitat for Humanity of WA State	Pierce	Educate Habitat for Humanity affiliates to the Evergreen Sustainable Development Standard.	\$83,500
2007-2009	G0800495	Building Industry Association of Whatcom County	Whatcom	Promote green building construction through a media campaign, tours, and workshops.	\$50,000
2007-2009	G0800502	Environmental Coalition of South Seattle	King	Provide outreach, education, and technical assistance regarding household hazardous waste, recycling, and storm water pollution to ESL citizens.	\$65,000
2007-2009	G0800509	Foundation for Private Enterprise Education	King	Incorporate environmental consideration into traditional business week classes given to local area high schools.	\$32,600

Biennium	Grant #	Organization	County	Purpose	Amount
2007-2009	G0800510	Center for Justice	Spokane	Promote public support and involvement in the Spokane River cleanup between the Upper Dam and Idaho state line.	\$77,000
2007-2009	G0800512	Stillwater Environmental Center	Kitsap	Provide information packets on sustainable living to the Kitsap community.	\$3,500
2007-2009	G0800513	Stilly Snohomish Fisheries	Snohomish	Promote environmental stewardship through classes and field trips examining the Puget Sound watersheds.	\$34,440
2007-2009	G0800520	Sustainable Connections	Whatcom	Promote solid waste reduction and recycling through presentations and distribution of learning tools.	\$30,000
2007-2009	G0800521	Automotive Recyclers of Washington	King	Ensure auto recyclers remain in compliance with environmental regulations by holding a series of six half-day workshops.	\$34,000
2007-2009	G0800522	Pacific Northwest Pollution Prevention Resource Center	King	Reduce environmental impacts of product manufacturing by developing a network system in which one participant's waste stream becomes another's resource.	\$90,000
2007-2009	G0800535	Heart of America Research Northwest	King	Provide information to citizens regarding the Hanford cleanup project and ensure public opinions are heard and understood.	\$120,000
2007-2009	G0800539	Lighthouse Environmental Programs	Island	Promote reduction/elimination of plastics through public presentations and outreach at two Sound Water events.	\$52,600
2007-2009	G0800540	Cascadia Region Green Building Council	King	Promote green building by providing information on the benefits and values of sustainable development.	\$73,000
2007-2009	G0800541	Inland Northwest Built Green	Spokane	Provide information designed to raise awareness of green building services to the local communities.	\$40,000
2007-2009	G0800569	WA Citizens for Resource Conservation	King	Provide information on how to recycle "hard to handle" products like unwanted medicines, rechargeable batteries, and fluorescent bulbs.	\$27,100
2007-2009	G0800570	Product Stewardship Institute	King	Encourage stakeholders to develop a sustainable solution for fluorescent lamps.	\$94,058
2007-2009	G0800571	International District Housing Alliance	King	Encourage waste reduction in a multi-cultural community through multi-lingual tools and resources, specifically with restaurants to recycle food waste and use non-styrene take out packaging.	\$79,745
2007-2009	G0800585	Kirkland Chamber of Commerce	King	Build on the successes from Sustainable September and continue to offer public and professional education and promotions of green business practices, goods, and services in the Kirkland area.	\$75,000
2007-2009	G0800591	EcoSolutions	Kitsap	Improve the water quality of Eagle Harbor through a hands-on educational program aimed at 4 th -12 th grade students and adults. The recipient will provide field trips for students to study water quality and maintain 100,000 pollution filtering oysters (not purchased through PPG).	\$43,930
2007-2009	G0800601	Environmental Coalition of South Seattle	King	Reach approximately 300 manufacturing and industrial firms to improve their spray coating technique, methods, and coatings to create less hazardous waste	\$61,000

Biennium	Grant #	Organization	County	Purpose	Amount
2007-2009	G0900034	Environmental Education Association of Washington	Statewide	Create a statewide environmental and sustainability education and outreach web-based clearinghouse.	\$85,000
2007-2009	G0900048	The Sustainability Foundation	Kittitas	Promote green building in the state through marketing, communications, and providing technical assistance to builders.	\$60,000
2007-2009	G0900059	Built Green WA	Statewide	Create a green building comprehensive informational DVD and supplements for a wide audience.	\$74,200
2007-2009	G0900137	Northwest EcoBuilding Guild	Spokane	Develop and implement a course for homeowners to provide information and techniques about adopting environmentally responsible practices.	\$45,360
2007-2009	G0900237	Olympia Salvage	Thurston	Conduct skill-building workshops about the need for waste reduction and reuse, as well as an intensive hands-on building class using salvaged materials.	\$16,500

2009-2011 Biennium

Biennium	Grant #	Organization	County	Purpose	Amount
2009-2011	G1000110	Methow Recycles	Okanogan	Inform the school districts, students, and citizens of Methow Valley about recycling opportunities in their area, especially as related to CFLs.	\$11,700
2009-2011	G1000111	Walla Walla Area Resource Conservation Community	Walla Walla	Promote the “Smart Business Program” (Walla Walla’s version of the Green Seals Program) to encourage and assist businesses in waste reduction, environmental preferable purchasing, recycling, and using no or less toxic alternative products.	\$25,700
2009-2011	G1000154	Facing the Future	King	Educate 7,500 students on how to promote community economic, social, and environmental sustainability while developing literacy skills.	\$80,000
2009-2011	G1000153	Habitat for Humanity of Washington State	Statewide	Provide multiple one-day sustainable building seminars across the state.	\$75,000
2009-2011	G1000277	Sustainable Connections	Whatcom	Provide comprehensive education and outreach for building professionals, business owners, and individuals interested in environmentally friendly and energy saving practices.	\$52,000
2009-2011	G1000280	Evergreen Habitat for Humanity	Clark	Implement a comprehensive marketing program to educate businesses and the public in the Vancouver area about the types of materials the ReStore collects, and introduce the concept of “new salvage materials”.	\$72,000

Biennium	Grant #	Organization	County	Purpose	Amount
2009-2011	G1000281	Puget Soundkeeper Alliance	King	Combat the environmental problem of pollution entering the Puget Sound and other Washington waters from marinas and boaters through education and outreach.	\$53,000
2009-2011	G1000288	Stilly-Snohomish Fisheries Enhancement Task Force	Snohomish	Conduct a series of classes and field trips for 5 th -8 th grade classrooms focusing on watersheds and ecosystems.	\$65,000
2009-2011	G1000289	Washington Agricultural Family Assistance	Grant	Provide extensive toxics reduction outreach to the farm worker communities of Grant County.	\$48,200
2009-2011	G1000295	YMCA Tacoma Pierce County	Pierce	Provide low-income students in Western Washington with the opportunity to attend the YMCA of Tacoma-Pierce County's Camp Seymour Outdoor and Environmental Education Program.	\$66,000
2009-2011	G1000313	Port Gamble S'Klallam Foundation	Kitsap	Provide community outreach and education about the contaminated site cleanup project in Port Gamble Bay.	\$60,000
2009-2011	G1000314	Citizens for a Healthy Bay	Pierce	Monitor and provide public outreach and information pertaining to the Point Ruston/Asarco Superfund Site.	\$42,000
2009-2011	G1000309	Olympic Environmental Council	Clallam	Engage and educate the public about the Rayonier Mill cleanup process through public forums and tabling at community events.	\$45,000
2009-2011	G1000319	Re Sources	Skagit	Educate and engage the public in the Skagit County area about the Fidalgo and Padilla Bay cleanups.	\$42,000
2009-2011	G1000318	The Lands Council	Spokane	Increase public awareness of the health risks associated with toxics in the Spokane River.	\$45,000
2009-2011	G1000320	WA Physicians for Social Responsibility	Spokane, Benton, King	Achieve a broader and more engaged community on Hanford issues. Focus educational efforts on communities of the Spokane/Richland corridor, and health professionals statewide.	\$51,000 (US DOE funds/\$51 kphase II)
2009-2011	G1000321	Skykomish Environmental Coalition	King	Provide citizen outreach and education regarding the Skykomish Cleanup Project.	\$20,000
2009-2011	G1000327	Spokane Neighborhood Action Partners	Spokane	Reduce the use of household chemicals and toxic cleaners through a series of classes, workshops, and participation in community events throughout the Spokane region.	\$40,000
2009-2011	G1000335	Columbia Riverkeeper	Benton, Clark, Franklin, Grant, Kittitas, Klickitat, Pacific, Skamania, Wahkiakum, Walla Walla, Yakima	Provide outreach to increase public participation in the Hanford cleanup process.	\$62,475 (US DOE funds/\$57,525 phase II)
2009-2011	G1000328	Brackett's Landing Foundation	Snohomish	Inform and involve the community in the UNOCAL/Chevron at Pt. Edwards.	\$36,000

Biennium	Grant #	Organization	County	Purpose	Amount
2009-2011	G1000336	Hanford Challenge	Benton/King	Expand and connect the Hanford public participation pool to strengthen public input and include traditionally uninvolved communities affected by Hanford.	\$75,000 (US DOE funds/\$45 k phase II)
2009-2011	G1000337	Lake Roosevelt Forum	Spokane	Conduct community engagement in Lake Roosevelt's Remedial Action and Feasibility Study (RI/FS) through a forum, public meetings, documents, and educational site tours.	\$47,200
2009-2011	G1000338	Salish Sea Expeditions	King	Provide hands on education for students regarding Puget Sound and Duwamish River water quality and cleanup.	\$45,000
2009-2011	G1000339	Port Townsend Marine Science Center	Jefferson	Conduct multiple citizen monitoring projects and educational activities designed to promote citizen involvement and understanding of hazards and impacts associated with plastic waste.	\$60,000
2009-2011	G1000343	Heart of America Northwest	King	Perform education and outreach pertaining to the ongoing Hanford site cleanup through a multi-prong approach.	\$70,000 (US DOE funds/\$50 k phase II)
2009-2011	G1000344	WA State Hotel and Lodging Association	King	Conduct two lodging pilots in which hotels will commit to selected energy, water, and waste reduction actions.	\$53,000
2009-2011	G1000348	WA Citizens for Resource Conservation	King	Building off of the success of the E-Cycle Washington Program, implement a strategic outreach campaign to educate citizens and community leaders about producer responsibility.	\$50,000
2009-2011	G1000356	Georgetown Community Council	King	Educate and involve the local community in the Phillip Service's Corporation Georgetown Cleanup Site.	\$42,000
2009-2011	G1000372	Duwamish River Cleanup Coalition	King	Ensure broad and diverse citizen participation in the Duwamish River cleanup process and educate citizens to control ongoing sources of pollution into the river.	\$45,000
2009-2011	G1000454	People for Puget Sound	King	Perform outreach and involvement activities to citizens regarding the Everett Bay Area cleanup.	\$50,000

2011-2013 Biennium

Biennium	Grant #	Organization	County	Purpose	Amount
2011-2013	G1200100	The Institute of Neurotoxicology and Neurological Disorders	King, Snohomish	Community outreach regarding the ongoing investigation centered on Cedar Grove Compost Facilities.	\$48,000
2011-2013	G1200283	Heart of America NW	Statewide	Education and outreach pertaining to the ongoing Hanford site cleanup.	\$120,000
2011-2013	G1200285	Duwamish River Cleanup	King	Engage and educate a diverse group of citizens, organizations, and	\$95,000

Biennium	Grant #	Organization	County	Purpose	Amount
		Coalition/Technical Advisory Group		agencies on the ongoing cleanup of the Duwamish River in King County.	
2011-2013	G1200330	People for Puget Sound	Snohomish	Community outreach for the Port Gardner cleanup sites in Snohomish County and raise awareness about the need for personal and community-wide action to reduce the impact of stormwater runoff and pollution to Puget Sound.	\$70,000
2011-2013	G1200333	Friends of Skagit Beaches	Skagit	Education and outreach pertaining to contaminants affecting the health of Puget Sound, local ecology, stewardship of marine resources, and the Anacortes Baywide Cleanup Project.	\$90,000
2011-2013	G1200334	WA Physicians for Social Responsibility	Statewide	Statewide education and outreach to the public about Hanford in order to promote public participation in Hanford cleanup decision making.	\$120,000
2011-2013	G1200346	Hanford Challenge	Statewide	Build sustained awareness of and commitment to the Hanford cleanup, improve and expand the public's understating of Hanford issues, and provide opportunities for meaningful engagement by the general public.	\$90,000
2011-2013	G1200347	Columbia Riverkeeper	Statewide	Education and outreach pertaining to the Hanford site contamination and cleanup.	\$90,000
2011-2013	G1200348	Citizens for a Healthy Bay	Pierce	Engage citizens in protecting the health of Commencement Bay by educating about contaminated sites, pollution prevention, and restoring natural habitat.	\$52,000
2011-2013	G1200384	The Lands Council	Spokane	Increase community stewardship and awareness of Spokane River toxics in economically-disadvantaged communities, migrant/immigrant communities, and among underprivileged/underserved youth.	\$42,000
2011-2013	G1200388	Georgetown Crime Prevention and Community Council	King	Educate and involve the local community in the Philip Services Corporation Georgetown cleanup site.	\$50,000
2011-2013	G1200398	Olympic Environmental Council	Clallam	Engage and educate the public about the Rayonier Mill cleanup process in Clallam County.	\$50,000
2011-2013	G1200401	Lake Roosevelt Forum	Spokane, Lincoln, Stevens, Ferry, Grant	Improve citizen education and involvement regarding the Lake Roosevelt RI/FS process.	\$40,000
2011-2013	G1200411	Heart of America NW Research Center	Statewide	Education and outreach pertaining to the ongoing Hanford site cleanup.	\$28,957
2011-2013	G1200451	Brackett's Landing Foundation/Edmonds Citizens' Awareness Committee	Snohomish	Inform and involve the community in the UNOCAL/Chevron cleanup site.	\$31,500

2013-2015 Biennium

Biennium	Grant #	Organization	County	Purpose	Amount
2013-2015	G1400336	Brackett's Landing Foundation	Snohomish	Encourage community involvement in cleanup decisions at the UNOCAL/Chevron site.	\$49,000
2013-2015	G1400337	Friends of Skagit Beaches	Skagit	Provide public education and outreach regarding the Anacortes Bay Wide cleanup.	\$116,000
2013-2015	G1400338	Washington Physicians for Social Responsibility	Statewide	Educate the public to encourage participation in Hanford cleanup decision making.	\$120,000
2013-2015	G1400339	Hanford Challenge	Statewide	Improve and expand understanding of Hanford issues and provide meaningful public engagement.	\$120,000
2013-2015	G1400340	Institute of Neurotoxicity and Neurological Disorder	Statewide	Identify sources of potentially unhealthful toxics and odor from large-scale compost operations.	\$30,000
2013-2015	G1400341	Futurewise	King	Provide education and outreach to Algona residents regarding the Fildalgo Bay cleanup site.	\$100,000
2013-2015	G1400356	The Lands Council	Spokane, Stevens, Lincoln	Involve ethnically diverse members of the public on Spokane River cleanup and restoration.	\$55,000
2013-2015	G1400357	Georgetown Crime Prevention	King	Provide public education and outreach regarding the Phillips Services Georgetown cleanup site.	\$50,000
2013-2015	G1400358	Columbia Riverkeeper	Statewide	Provide public education and outreach regarding the Hanford cleanup.	\$120,000
2013-2015	G1400359	Olympic Environmental Council	Clallam	Engage and educate the public regarding the Rayonier Mill and Port Angeles Harbor cleanup and restoration.	\$88,000
2013-2015	G1400364	Citizens for a Healthy Bay	Pierce	Engage the public in protecting the health of Commencement Bay through education.	\$78,000
2013-2015	G1400365	Lake Roosevelt Forum	Lincoln, Stevens, Ferry, Grant	Improve community engagement and understanding of Lake Roosevelt RI/FS.	\$46,000
2013-2015	G1400366	Duwamish River Cleanup	King	Provide education and outreach regarding the Duwamish River cleanup.	\$120,000
2013-2015	G1400378	YMCA of Pierce and Kitsap County	Pierce, Kitsap	Provide low-income students in Western Washington with the opportunity to attend the Camp Seymour Outdoor and Environmental Education Program.	\$110,000
2013-2015	G1400379	Spokane River Forum	Spokane, Stevens, Lincoln	Spokane River waste and toxics reduction education and outreach.	\$51,000
2013-2015	G1400380	RE Source for Sustainable Communities	Whatcom, Skagit	Provide education and outreach regarding the March Point Landfill and Bellingham Bay cleanup sites.	\$85,000
2013-2015	G1400402	YMCA of Greater Seattle	King, Snohomish	Initiate a composting program in three area schools and train student volunteers on how to educate and inspire other students to improve and grow waste reduction programs.	\$60,000

Biennium	Grant #	Organization	County	Purpose	Amount
2013-2015	G1400403	Institute of Neurotoxicity and Neurological Disorder	Statewide	Northwest Children's Environmental Health Forum.	\$70,000
2013-2015	G1400425	Sustainable Obtainable Solutions	Okanogan, Ferry, Stevens, Pend Oreille	Introduce biochar technology and applications to rural communities.	\$115,000
2013-2015	G1400426	Spokane Neighborhood Action Partners	Spokane	Living green sustainability education and outreach.	\$80,000
2013-2015	G1400438	Facing the Future	Statewide	Hanford student educational curriculum.	\$94,980
2013-2015	G1400439	Puget Soundkeeper Alliance	Statewide	Marina pollution prevention education.	\$60,000
2013-2015	G1400440	Seattle Tilth	King	Expand the Master Composter Program in King County.	\$100,500
2013-2015	G1400441	Nisqually River Foundation	Thurston, Pierce, Lewis	Implement watershed based education and environmental action projects for students to protect the Nisqually River Watershed.	\$88,000
2013-2015	G1400444	Salish Sea Expeditions	Puget Sound	Provide hands on education for students with the goal of reducing future Puget Sound contamination.	\$60,000
2013-2015	G1400445	Heart of America Northwest 200 Area	Statewide	Provide information and citizen participation opportunities focused on the cleanup of Hanford.	\$115,000
2013-2015	G1400446	Heart of America Northwest 100-300 Area	Statewide	Provide information and citizen participation opportunities focused on the cleanup of Hanford.	\$110,000
2013-2015	G1400447	Heart of America Northwest US Ecology	Statewide	Provide education and outreach regarding the US Ecology-Hanford cleanup site.	\$75,000
2013-2015	G1400463	Zero Waste Washington	King	Neighborhood lending library for durable products.	\$84,000
2013-2015	G1400466	Zero Waste Washington	King	Child car seat recycling program.	\$53,000
2013-2015	G1400467	Network for Business Innovation & Sustainability	Statewide	By-product synergy education and outreach.	\$114,000
2013-2015	G1400468	Yakima Valley Habitat for Humanity	Yakima	Increase contractor participation in Habitat for Humanity stores.	\$80,000
2013-2015	G1400469	Port Townsend Marine Science Society	Jefferson	Toxics reduction in stormwater runoff educational displays.	\$90,000
2013-2015	G1400470	Hanford Learning.Org	Statewide	Develop classroom curriculum on the Hanford cleanup site.	\$108,000
2013-2015	G1400471	Habitat for Humanity Seattle	King	Green building education and outreach.	\$109,500
2013-2015	G1400472	Pacific Northwest Pollution Prevention Resource Center	King, Snohomish	Auto shop waste reduction education and outreach.	\$54,000
2013-2015	G1400473	Puget Creek Restoration Society	Pierce, King	Puget Sound stormwater pollution education.	\$55,000
2013-2015	G1400474	Just Health Action	King	Develop an environmental justice curriculum that addresses Environmental Equity principles and aspects of the Beyond Waste Plan.	\$40,000
2013-2015	G1400477	Environmental Coalition of South Seattle	Snohomish	Small business pollution prevention education and outreach.	\$65,000

Biennium	Grant #	Organization	County	Purpose	Amount
2013-2015	G1400478	Heart of America Northwest Lake Washington	King	Provide education and outreach regarding the Lake Washington and Magnuson Park cleanup sites.	\$80,000
2013-2015	G1400479	Sustainable Resources Inland Northwest	Statewide	Create a by-product synergy network of industries and institutions.	\$108,000
2013-2015	G1400518	Futurewise	King	Provide education and outreach to Algona residents regarding the Boeing Fabrication Plant cleanup site.	\$120,000

Appendix D.
PPG EAGL Application Instructions
2015-17

PPG EAGL APPLICATION INSTRUCTIONS

The following are instructions on how to fill out your PPG application in EAGL. To gain access to the EAGL system, you must first register through Secure Access Washington (SAW). You can find step-by-step instructions for registering here: [SAW Instructions](#).

These instructions are meant to be used along with the EAGL External User's Manual. The External User's Manual can be located under the My Training Materials link in EAGL. The following screen shots are directly from the PPG application you will find in EAGL. Notations and directions in **green** are added. Fields with a ***** are required to be filled out.

The EAGL text boxes do not accept formatted text. For the longer text boxes, it's recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then "cut and paste" it into the EAGL text box. The text boxes have a character limit shown at the bottom.

EAGL does not have a log out feature so if you are interrupted or need to leave in the middle of filling out an application hit the Save button located at the top of the application form you are working on and close out.

If you have questions or need assistance, contact:

Lynn Gooding, PPG Financial Manager, at lgo0461@ecy.wa.gov or (360) 407-6062 or

Login to EAGL

SCREEN: MY HOME



Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Please take note! This is every Monday.

The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience.

Hello SarahSAW, please choose an option below.

View Available Opportunities

You have **19** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

Click "View Available Opportunities" and scroll down to Public Participation Grants.

My Inbox

You have **50** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks

You have **75** new tasks.
You have **2** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

Top of the Page

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SCREEN: MY OPPORTUNITIES

From this point on, do not hit the “Back” button in EAGL or your browser! The back button is a feature of the original program but does not work in the EAGL version.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

Do not hit the “Back” button in EAGL or your browser!

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Public Participation Grant for Applicant Organization 2

Offered By:
Department of Ecology

Application Availability Dates:
06/01/2014-06/01/2025

Application Period:
06/01/2014-06/01/2025

Application Due Date:
06/01/2025

Description:

Public Participation Grants provide funding to citizen groups and not-for-profit public interest organizations. PPG can fund up to \$120,000 for a two-year project and matching funds are not required. Contaminated Site Projects encourage public involvement in investigation and cleanup of contaminated sites. Waste Management Projects encourage public involvement to eliminate or reduce waste..

After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

APPLY NOW

Click “Apply Now” under Public Participation Grants.

Please note it is easy to accidentally create multiple applications. You should only select the “Apply Now” button once for each project. EAGL limits you to only three applications.

SCREEN: APPLICATION MENU

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SHOW HELP

Application Menu

Document Information: [W2RPPG-1517-AppOrg2-00022](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Applicant Organization 2	Authorized Official	Application In Process	06/01/2014 - 06/01/2025 06/01/2025 12:00PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS & OPTION S](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOL S](#)

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEM S](#)

[Top of the Page](#)

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This is your application number. Please write this down so you can easily search for it later.

Go to “View, Edit, and Complete Forms” and select “View Forms” to begin filling out the application.

HOW TO SEARCH FOR YOUR APPLICATION:

You probably will not complete the application in one session. You will need to search for the application when you return to EAGL. Make sure you have written down your application number! Select “My Applications” and follow the instructions below.

SCREEN: MY APPLICATIONS



The screenshot shows the "My Applications" search criteria form. A red "X" is over the "Back" button. The form includes the following fields:

- Application Types:** Public Participation Grant: 1517
- Application Name:** W2RPPG-1517-AppOrg2-00022
- Person:** (empty text field)
- Status:** (empty dropdown menu)
- Organization:** (empty text field)
- Year:** (empty text field)
- Ecology Program:** Waste 2 Resources

Buttons for "SEARCH" and "CLEAR" are located at the bottom of the form.

Under “Application Types” select **Public Participation Grant: 1517**.

Enter your application number in “Application Name” field.

Under “Ecology Program” select **Waste 2 Resources**.

Hit “SEARCH”. Your result will appear below.

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SEARCH RESULTS:

Search Results

Export Results to [Screen](#) Sort By [-- SELECT --](#) [ASC](#) [GO](#)

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Waste 2 Resources	Applicant Organization 2	W2RPPG-1517-AppOrg2-00025	Application In Process	1517

Select this link to return to the Application Menu for your application.

SCREEN: APPLICATION MENU- FORMS

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State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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Application Menu - Forms

Please complete all required forms below.

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Forms

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	Funding Program Guidelines			
	1517 Public Participation Grant Guidelines			
	1517 Public Participation Grant Application Instructions			
	Application Forms			
	General Information			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization Information			
	Task Questionnaire			
	Budget Sheet - Project Admin			
	Uploads			

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You can return to the Application Menu from any screen by selecting this link.

Here are the PPG Guidelines and application instructions. They will open up in another window.

These are the application forms that you need to complete. Click on General Information to begin.

Save your work as you go. If the form is not completed when you select “Save”, you may receive a page error message like this:

Page Error(s)
Expiration Date is required
Expiration Date cannot be before the Effective Date

Don't worry, EAGL will still save your work and allow you to finish the form later.

FORM 1: GENERAL INFORMATION

 Ecology's Administration of Grants & Loans (EAGL) 

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GENERAL INFORMATION

Instructions:
Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

Project Title *

Project Short Description **Write a brief description (500 characters or less) of your project's objective. (Cut and paste from Plain Text).** 0 of 500

Project Long Description **Provide a complete description (4,000 characters or less) of your contaminated site or waste management project following the guidelines on the next page. Include whether contractors will be used. Cut and paste from Plain Text.** 0 of 4000

Total Cost * **Total Eligible Cost** *

Effective Date * **Expiration Date** *

Ecology Program

Project Category* Contaminated Site Waste Management

Will Environmental Monitoring Data be collected?

Overall Goal **Describe (1,000 characters or less) the goals, outcomes, and methods of measuring the success of the project and how this will contribute toward solving the identified problem. (Cut and paste from Plain Text).** 0 of 1000

Save often!

Write a descriptive project title. The title should capture the main purpose of the project.

NOTE! This is a mandatory field even though there isn't an "*".

Hover your cursor over the "+" symbol for instructions on these fields.

Select only one project category.

FORM 1: GENERAL INFORMATION-Project Long Description Instructions (use only one)

If your project is for a CONTAMINATED SITE:

Define the problem: Describe the release or 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.

Public participation in the cleanup and investigation: Describe how your project will result in public participation in the environmental investigation or cleanup process. Identify your intended audience. 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.

Technical information: Explain how you would effectively deliver technical information to the public.

Puget Sound Initiative: If your project will help improve the health of Puget Sound, please explain.

Emergency Grants: provide a description of why an [emergency](#) exists.

If you have a WASTE MANAGEMENT project:

Environmental issue: Tell us how your project will promote environmental education and protect the environment.

Public Involvement: Describe who your intended audience is and how your project will involve and benefit the public. 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.

Beyond Waste Initiative: Explain briefly how your project will result in public participation in promoting or carrying out solid or hazardous waste priorities.

Disseminating 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.

Puget Sound Initiative: If your project will help improve the health of Puget Sound, please explain.

FORM 2: RECIPIENT CONTACTS

DEPARTMENT OF ECOLOGY
State of Washington

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RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type. Required fields are marked with an *. When done, click the SAVE button.

Project Manager *

Authorized Signatory *

Billing Contact *

Each of these contacts will have to be registered in EAGL. You may identify the same person for multiple roles.

The "Authorized Signatory" is the individual from your organization who will sign the final grant.

This is not the same as "Authorized Official" although, in your organization, they may be the same individual.

The authorized signatory must be registered in SAW and EAGL. You will then be able to select their name from the drop down field.

If you will have more than one signatory, you may add them here. These individuals do not have to be registered in SAW or EAGL. Most PPGs will only have one signatory.

Other recipient signatures on printed agreement

To Add a Row

Enter a name and title
When done, click the **SAVE** button
After SAVE, a new row will appear

To Delete a Row

In the row you want to delete, remove the information in the Name and Title textboxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

Name	Title
<input type="text"/>	<input type="text"/>

FORM 3: LOCATION INFORMATION

DEPARTMENT OF ECOLOGY
State of Washington

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Select "Save" to add additional rows below.

LOCATION INFORMATION

Provide location information about the work being performed

Instructions:

Please select a value in the drop down list for each field
 Required fields are marked with an *
 Next, enter a percentage in the Percent field
 When done, click the **SAVE** button
 After SAVE a new row will appear
 Repeat these steps for each location
 To Delete a row, Select the empty value at the top of the drop
 Remove the percentage
 When done, click the **SAVE** button

You will have to provide location information for projects that are not considered "statewide".

Click on the map links to find information on your project area.

Statewide * Yes No

* Ecology Region	Central	100	%
* Ecology Region			%
Click here to view map:			
* County	KITTITAS	50	%
* County	YAKIMA	50	%
* County			%
Click here to view city/county list:			
* Congressional District	District 04	100	%
* Congressional District			%
Click here to view map:			
* Legislative District	District 14	100	%
* Legislative District			%
Click here to view map:			
* WRIA	39 - Upper Yakima	100	%
* WRIA			%
Click here to view map:			

If your project will cover more than one region, county, congressional district etc. you will have to estimate the percentage of each area that your project covers.

For example: If your project is in Yakima, you would select CRO as the Ecology Region and enter 100%.

Press the "Save" button to add additional rows.

FORM 4: SCOPE OF WORK – TASK 1 PROJECT ADMIN

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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SCOPE OF WORK - TASK 1 PROJECT ADMIN

Instructions:

Enter Task Cost
When done, click the **SAVE** button.

Task Number 1

Task Title Project Administration Task Cost *

Task Description

A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report; submittal of required performance items; and compliance with applicable procurement and contracting requirements.

B. The RECIPIENT will develop and maintain tracking systems to monitor and measure all project objectives and activities. The RECIPIENT shall maintain these systems throughout the project period and measure accomplishments against project objectives at the end of the grant period.

C. The RECIPIENT will, along with each request for reimbursement, prepare and submit a progress report to ECOLOGY's project manager. The reports shall include, at a minimum, the following information:

1. A comparison of actual accomplishments to the objectives established for the reporting period.
2. The reasons for any delays if the project does not meet established objectives.
3. Plan and schedule of activities for the upcoming two months.
4. Analysis and explanations of any cost overruns.
5. Any additional pertinent information.

D. The RECIPIENT shall submit a Final Project Report encompassing the entire project with their last payment request. The RECIPIENT shall include the Final Project Report with the last monthly/quarterly project report. The RECIPIENT shall submit the final payment request and final report by July30, 2017.

E. The RECIPIENT must manage and carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement Properly managed project that meets agreement and Ecology administrative requirements.

Task Expected Outcomes * Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report.
*Properly maintained project documentation

Recipient Task Coordinator

Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude
1.1	Quarterly payment request and progress report	10/15/2015					

➔ YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

The project administration task description will be pre-populated. You will only need to calculate the task cost.

FORM 5: SCOPE OF WORK – ADDITIONAL TASKS (You will add as many additional tasks as needed).

Tasks:

- **Public Events/Meetings**
- **Environmental Education**
- **Training/Workshops/Technical Assistance**
- **Media Outreach**
- **Technical Review/Research/Consultation**
- **Other (you will have to fill in what the task is)**

The following is a list of Actions/Tools that may be used in one of the tasks above. You will be using these to develop your budget:

- **Advertising /Marketing**
- **Curriculums**
- **Databases/Social Media/ Websites**
- **Displays/Exhibits/ Signage**
- **Educational Toolkits**
- **Environmental Monitoring/Field Work**
- **Event Attendance**
- **Event Hosting**
- **Language Interpretation**
- **Meetings**
- **Presentations**
- **Program Development**
- **Public Tours**
- **Publications**
- **Site Visits/Technical Assistance**
- **Student Education/Outreach**
- **Surveys**
- **Technical Review/Research**
- **Travel**
- **Volunteer Recruitment/Training**
- **Workshops**
- **Other**

FORM 5: SCOPE OF WORK – ADDITIONAL TASKS

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State of Washington

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SCOPE OF WORK - ADDITIONAL TASKS

Instructions:

Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
When done, click the **SAVE** button.
After SAVE a new row will appear
Continue entering deliverables, clicking the SAVE button after each

Task Number

Task Title *

Task Cost *

Task Description

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Task Goal Statement

0 of 1000

Task Expected Outcomes

0 of 1000

Recipient Task Coordinator

Deliverables

To Add a Row
Enter a deliverable
When done, click the **SAVE** button
After SAVE a new row will appear
Repeat these steps for each deliverable

To Delete a Row
Delete data entered in a row
When done, click the **SAVE** button

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)

➔ YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

Enter the description of the task here (i.e. "River Festival" or "10 public meetings").

When you have entered and saved a task an "Add" button will appear here. Select "Add" to add additional tasks.

Select from the list of tasks on the previous page.

Provide a detailed description of the task. Be specific as to the number of meetings, events, workshops, tools etc. Include locations, audience, and purpose.

Provide measurable, clear outcomes. State what you will measure, how you will measure it, and when you will measure it.

FORM 6: SCOPE OF WORK SUMMARY

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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SCOPE OF WORK SUMMARY

Instructions:

Review the following information. When done, click the **SAVE** button.

Task Title	Task Cost

Total Eligible Costs (from the General Information Form)
\$0.00

The Scope of Work Summary will be automatically filled in with the information you included in the Scope of Work forms. You will still have to save this form.

Navigation Links

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	Budget Sheet - Project Admin			
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You will find "Navigation Links" at the bottom of each form. This allows you to move between forms easier. Remember to SAVE your work before you do!

FORM 7: ORGANIZATION INFORMATION

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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ORGANIZATION INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Organization Structure

* Check all that apply

- Your organization is a registered non for profit and has all of the following
 - * A current 501C tax exemption registration with the Internal Revenue Service
 - * A current Articles of Incorporation recognizing your organization's not for profit status from the Washington Office of the Secretary of State.
 - * A formal set of by-laws
- Your organization consists of a group of three or more unrelated individuals but has not registered with any government entity and does not have a state or federal tax exemption.
- Other: The structure of your organization is not listed above.

If other, explain your organization structure:

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* In what year were you founded?

* What is your organization's mission statement?

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* Provide a brief overview of your organization structure.

0 of 800

* **Attach an organization chart.**

Click the Browse button
Select your file
Click Save, your file will appear in the List of uploaded documents
Repeat for each file
To Delete a file, select the Delete checkbox next to the file and click SAVE

You will upload a copy of your organization chart from your files here.

FORM 7: ORGANIZATION INFORMATION CONT.

* Describe your membership, including information about any membership restriction and dues.

▲
▼

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* Does your organization have a website? Yes No

If yes, list your website address:

Budget Information

* Will a Public Participation Grant award fully fund this project? Yes No

If no, explain what other funding you will use. Include any other organizations that may be involved with this project.

▲
▼

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FORM 8: TASK QUESTIONNAIRE

DEPARTMENT OF ECOLOGY
State of Washington

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TASK QUESTIONNAIRE

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the SAVE button.

Select "Yes" for all of the tasks you included in your Scope of Work except Project Admin. Select "No" for all other tasks.

- * Will you be completing a Public Events task? Yes No
- * Will you be completing an Environmental Education task? Yes No
- * Will you be completing a Training / Workshop / Technical Assistance task? Yes No
- * Will you be completing a Meetings / Presentations task? Yes No
- * Will you be completing a Technical Review / Research / Consultation task? Yes No
- * Will you be completing a task other than one listed above? Yes No

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	Organization Information			
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	Budget Sheet - Project Admin			
	Uploads			

FORM 9: BUDGET SHEET – PROJECT ADMIN

BUDGET SHEET - PROJECT ADMIN

Instructions:
Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Actions/Tools	*Description	Staff Hours	Staff Hourly Rate	Total Staff Cost	Additional Costs	Total Cost
Payment request preparation						
Contractor Solicitation						
Copying/Printing						
Reporting						
Postage						
Training						
Office Supplies						
Phone Calls						
Equipment Purchases						
Total Task Cost						

FORM 9: BUDGET SHEET – PROJECT ADMIN CONT.

Total Cost	* PPG Funds	* Other Funds

You will fill out a budget sheet for every task in your scope of work. For every action or tool in your task, you will describe what you are including in the costs (staff time, travel, etc.).

You may have to estimate an hourly rate for staff. PPG will not reimburse you or your staff for more than \$55 per hour (this does not include consultants).

You will include staff costs and any additional costs to calculate the total cost of the action.

You will then break out how much of the total cost you will charge to PPG and how much you will charge to other funding sources (if any).

FORM 10: UPLOADS

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL)

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UPLOADS

Description	Attachments
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Navigation Links

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You may upload any additional documents you feel are necessary.

SUBMITTING YOUR APPLICATION

SCREEN: APPLICATION MENU



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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Applicant Organization 2	Authorized Official	Application In Process	06/01/2014 - 06/01/2025 06/01/2025 12:00PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Select “View Status Options” under Change the Status.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

SCREEN: APPLICATION MENU – STATUS OPTIONS



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Application Menu - Status Options

Select a button below to execute the appropriate status push.

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Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

Under “Application Submitted” select “Apply Status”.



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Global Errors

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You must complete this page.
[Budget Sheet - Project Admin](#)

You must complete this page.
[Env Education: Budget Sheet - Environmental Education](#)

Project Title is required;Project Short Description is required;Total Cost must be a positive number;Total Eligible Cost must be a positive number;Effective Date is required;Expiration Date is required;Overall Goal is required;
[General Information](#)

Ecology Region is a required field.;Ecology Region value should be a positive number.;County is a required field.;County value should be a positive number.;Congressional District is a required field.;Congressional District value should be a positive number.;Legislative District is a required field.;Legislative District value should be a positive number.;WRIA is a required field.;WRIA value should be a positive number.;The sum of the percentage for all selected lists must equal 100%;
[Location Information](#)

If you have not completed the application correctly, you will get a “Global Errors” screen.

Return to the forms to correct them following the link. Return to “Change Status” and repeat the process.

Appendix E. Site Cleanup Process

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 and 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.