



# *Public Participation Grant Guidelines*

2005-07 Edition

Applications must be received by 5:00 p.m.  
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Washington State Department of Ecology  
Solid Waste and Financial Assistance Program  
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# **Public Participation Grant Guidelines 2005-07**

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Publication #04-07-013

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Solid Waste and Financial Assistance Program  
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Abstract: These guidelines detail the requirements for Ecology's Public Participation Grants Program, which helps citizen groups and not-for-profit organizations with cleanup oversight and waste management education projects.

Public Participation Grant Guidelines 2005-07  
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If you have any special accommodation needs, please contact Michelle Payne at (360) 407-6129, in Ecology's Solid Waste and Financial Assistance Program; or TTY (for the speech and hearing impaired) 711 or 800-833-6388.

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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. It supports projects that help people educate each other and work together to solve solid waste and hazardous waste problems.

## About These Guidelines

2005-07 Public Participation Grants Calendar

Application period opens September 1, 2004

Application period closes November 1, 2004

Grant start date July 1, 2005

The booklet you are reading was written for citizen groups and not-for-profit public interest organizations. It applies to projects that will start July 1, 2005.

These guidelines will help you plan and refine your project. They can help you as you work to tell people of practical ways to improve our physical environment.

Officially, these guidelines define the public participation grants program called for in the Model Toxics Control Act (RCW 70.105D.070(5)). They also explain the criteria Ecology uses to evaluate and award PPG grants, and cover how to complete the application.

## Goals of 2005 PPG Program

Ecology wants to improve the quality of the public's participation influencing decisions on how contaminated sites should be cleaned up and restored. Ecology also wants to increase the environmental benefits of education projects, in particular projects that get people to generate less waste (source reduction) and projects that show people ways to prevent pollution.

## Who Can Receive a Grant?

Established groups of three or more unrelated persons, or not-for-profit public interest organizations, can qualify for the grants. **Groups have the option of applying at the Secretary of State's Office for status as a not-for-profit organization or to the Internal Revenue Agency for 501(C) 3 tax status to qualify for a grant.**

Recognizing that **waste poses problems for all of us, in different contexts**, Ecology encourages a wide range of groups to apply for PPG funding, such as:

- Business or trade associations.
- Environmental education groups.
- Community clubs.
- Environmental coalitions.
- Ethnic or minority societies.
- Groups residing downhill, downstream, or downwind from hazardous release sites.

- Labor or worker health/safety organizations.
- Neighborhood associations.
- Outdoor enthusiasts.
- Professional or fraternal societies.
- Service clubs.

*Note: The applicant must be a legitimate group whose purpose is nonprofit activity. Commercial entities cannot use the "three or more unrelated persons" clause to circumvent the eligibility restrictions and apply for a grant to benefit their money-making activities.*

## Who Is Not Eligible?

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

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

## Legal Actions

- Grant money cannot be used for legal actions (lawsuits, administrative appeals, etc.). These types of activities are not eligible for grant reimbursement. If you use grant funds for this purpose, your grant will be terminated and you will have to pay back to the Department any funds you used toward support of a legal action.
- It is requested you notify the Department if you are taking, or intend to take, a legal action related to the subject of your Public Participation Grant (PPG) project or application.
- Ecology will evaluate the circumstances and determine whether it is appropriate to continue the Public Participation Grant.
  - If the legal action is directly related to a regulatory decision or management practice about the site or activity that is the subject of your PPG project or application, then your group or the project may no longer be eligible for grant funding.
  - If the legal action is indirectly related to the site or activity that is the subject of your PPG project or application, then your group or the project may still be eligible, but Ecology needs to evaluate the particular circumstances.

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# PROGRAM DESCRIPTION

## What Are Public Participation Grants?

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

Ecology wants to fund projects that **enable people to influence the decisions made about waste sites**. Like many states, Washington has sites contaminated by hazardous substances. Government agencies and the parties responsible for the sites decide how to clean them up or restore them to usefulness. The public has the opportunity to comment on these plans, but many citizens feel they lack the knowledge or expertise to make effective comments. Grants can repay costs of procuring technical assistance to help citizens improve the decisions through their informed comments.

We are also looking for projects that **show how to prevent pollution** by reducing or eliminating waste at the source. We are looking for projects that teach communities and industries how to cut back on the amounts and hazards of the wastes they produce.

PPG projects should help Washington residents to:

- Identify the causes, sources, and effects of pollution.
- Become aware of how their activities affect the environment.
- Adopt responsible practices in their homes, schools, and businesses to clean up, reduce, or eliminate pollution.
- Participate more effectively in public comment opportunities about cleanup sites.

Most of all, we are looking for projects that are likely to make **measurable, positive impacts on our environment**.

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

The grants can fund three types of projects:

- Hazardous Substance Release Site (HSRS) (investigation and cleanup/restoration)
- Waste Management Priorities Implementation (pollution prevention and waste reduction)
- Environmental Follow-Up (building upon earlier PPG projects)

*See Appendix F for assistance in determining project eligibility.*

*Appendix A lists previous successful applicants.*

Since the PPG program began in 1989, we have noticed patterns in the ways people have set up their projects. The three main types seem to divide into categories that use similar approaches to address different problems.

A PPG project typically answers:

1. What is the problem? Who is affected?
2. What are the possible solutions?
3. What would each solution cost? Who will pay?
4. What action will be taken--when?
5. How will "success" be measured?

The project should be based on the Bennett's Hierarchy model for evaluating environmental education (page 16). Its goals should include measurably improving people's participation in the cleanup process or in reducing waste.

## **Hazardous Substance Release Site**

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 hazardous release has occurred or that a release of a hazardous substance threatens an identified site.<sup>1</sup>

There are two categories of Hazardous Substance Release grants:

### **Cleanup Oversight**

This category covers projects that help people participate in the decisions made at hazardous waste investigation or cleanup sites. (*Appendix C explains the cleanup process.*)

The site is identified on one of Ecology's Hazardous Sites Lists<sup>1</sup> or on the U.S. Environmental Protection Agency's National Priorities List (Superfund), or Ecology is engaged in a Remedial Action on the site. The group must show there is a genuine public interest in a planning issue or a cleanup action at the identified site.

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<sup>1</sup> Ecology produces several lists that may be useful, including the Leaking Underground Storage Tank List, Underground Storage Tank List, Confirmed & Suspected Contaminated Sites List, and Hazardous Sites List. The Leaking Underground Storage Tank (LUST) List is Ecology's database of known leaking underground storage tank sites. The Underground Storage Tank (UST) List contains all USTs registered through the Department of Ecology. The Confirmed & Suspected Contaminated Sites List includes mostly non-LUST sites that are known to be, or have the potential to be, hazardous. The Hazardous Sites List, a subset of the Confirmed & Suspected Contaminated Sites List, is a list of prioritized sites that have been ranked using the Washington Ranking Method.

Although not a list, the Site Register is another useful source. It contains brief summaries of site activities and is printed twice a month.

For more information or to order copies, please call 1-800-826-7716. There is a copy and/or disk fee for most lists. In addition, all lists are available to download from the internet at [www.wa.gov/ECOLOGY/tcp/cleanup.html](http://www.wa.gov/ECOLOGY/tcp/cleanup.html).

The grant can fund public involvement at a site not yet addressed by a PPG project. Or, if there has been a PPG project at the site, a group could get funding to focus on new decisions or conditions that had not been addressed by the preceding project. (If your group is interested in building on the work of a previous project, see “Environmental Follow-Up-Substance Release” [page 8]).

The project should look beyond the immediate issue, to identify ways to prevent similar problems at this site, or at other sites, in the future.

### **Community/Industry Partnerships**

In this category, community, environmental, or minority groups with proven leadership could focus on concerns about releases or threatened releases from local industries. The group must have a letter of understanding with any business they will be working with.

The project could involve working with a nearby business to find the source of pollution and plan a way to stop it or reduce it. Many businesses in Washington are aware of and are responding to their environmental responsibilities with pollution prevention plans. The group could provide a forum where business people and concerned neighbors might discuss their common interests and respective needs. The group could work with industry and concerned residents to establish a “good neighbor agreement.”

The project should be based on the Bennett’s Hierarchy model of evaluating environmental education (page 16). Its goals should include eliminating or **measurably** reducing pollution and improving relations among all parties.

*See Appendix F for assistance in determining project eligibility.*

### **Typical Work Covered by Hazardous Substance Release Site Grants**

The following activities are typical for the HSRS grants:

- Contracting with an expert who can translate technical jargon and analyze data and methods.
- Coordinating or holding public forums where the site owner and the governing agency (EPA or Ecology) can discuss people’s concerns about activities at the site.
- Publishing and/or broadcasting a site history or telling about impacts of past, current, and possible future activities there.
- Displaying photographs, maps, or topographical/hydrogeologic models of the site at pertinent public events or in high-traffic public areas.
- Advertising special events related to decisions about the site.
- Working with communities and industries to prevent similar contamination at other sites.
- Contracting with a skilled facilitator who can help the people involved reach a “good neighbor” agreement.

## Waste Management Priorities Implementation

### Public Participation Grant Waste Management Priorities

#### For Solid Waste:

1. Pollution Prevention
2. Waste reduction
3. Recycling

#### For Hazardous Waste:

1. Pollution Prevention
2. Hazard reduction (alternatives & practices)
3. Waste reduction (volume)
4. Recycling

Washington has set priorities for how to deal with waste. This category of projects helps people put these priorities into practice.

These projects encourage people to adopt **personal habits** or **business practices** that protect or restore our shared environment. This includes behaviors that prevent pollution, reduce waste, substitute effective alternatives for hazardous chemicals, and promote proper handling and disposal of hazardous chemicals. It also includes practices that make it easier to collect recyclables, and to identify and buy recycled products.

**The applicant must clearly identify the waste management problem. The project must offer practical ways to prevent, solve, or reduce this problem.**

There are three categories of Waste Management Priorities grants:

- Business/Industry Source Reduction
- Community Source Reduction
- Potential or Threatened Hazardous Substance Release Mitigation

### Business and Industry Source Reduction

These can be peer education projects, projects where people in a particular type of business educate others in the same business. Or they can be projects where outside groups educate people in a particular business. They apply to industries, occupations, or professions that make, use, or dispose of hazardous chemicals. (Remember, only citizen groups or not-for-profit organizations, such as trade or professional associations, can qualify for PPG grants.)

A group interested in this category of project might be able to take advantage of work already done by Ecology's industry education campaigns. Ecology has worked with automobile repair shops, photo labs, vocational/technical schools, print shops, integrated pest management efforts in public schools, and boat yards/marinas. If you are thinking of applying for a grant in this category, check with our office of Hazardous Waste and Toxics Reduction (360-407-6700) to see whether there is previous work you can build upon.

The project should be based upon the Bennett's Hierarchy model of evaluating environmental education (page 16). Its goals should include eliminating or **measurably** reducing waste (showing the type and amount of waste) and encouraging effective alternative behaviors, practices, or products.

The final task must measure how close the project came to reaching its waste reduction goals.

### **Community Source Reduction**

These are projects that help people learn and use methods or strategies to prevent or reduce solid or hazardous waste. They may include elements of recycling, but the grant will not cover the costs of collecting or processing recyclable materials.

If your group is applying for this type of project, you should be able to define the project's audience or participants by age, common interest, and location.

The project should be based on the Bennett's Hierarchy model of evaluating environmental education (page 16). Its goals should include eliminating or **measurably** reducing waste, showing the type and amount of waste.

The **final task must measure** how close the project came to reaching its waste reduction goals.

### **Typical Work Covered by Source Reduction Grants**

- Spearheading a “shop smart” campaign to show shoppers and suppliers why less packaging makes a product more desirable.
- Organizing or leading workshops that show industry how to prevent pollution and tell why it makes good business sense to reduce the use of hazardous chemicals.
- Asking local businesses to be models for “waste sweeps” that include a waste audit, followed by learning and using best management practices, with a final audit to measure the difference the new practices made.
- Holding events that show how each person's waste adds to the amount going into the landfill and suggest ways each person can cut waste.
- Publishing information that tells how or where to become involved with certain waste management issues.
- Asking community residents or businesses to pledge that they will change some habit or practice—and, by that change, protect or improve the environment.

### **Potential or Threatened Hazardous Substance Release Mitigation Grant**

This project category is for situations where the applicant is interested in working on a potential or threatened source of a hazardous substance release but:

- the applicant does not have a letter of understanding with any facility/site owner or proponent; or
- the site is not on the state's hazardous site list or confirmed and suspected contaminated site list.

This type of application will receive a lower priority ranking under the Waste Management Priorities Funding category.

The applicant group in this category could work on ways to mitigate or reduce the potential or threatened release of a hazardous substance.

The project should be based on the Bennett's Hierarchy model (page 16). Its goal should include eliminating or **measurably** reducing the release of hazardous substances.

### **Typical Work Covered by Potential or Threatened Hazardous Substance Release Mitigation Grants**

The following activities are typical of HSRM grants:

- Contracting with an expert who can translate technical jargon and analyze data and methods.
- Coordinating or holding public forums where the site owner and the governing agency (EPA or Ecology) can discuss people's concerns about conditions, operations, or activities at the site.
- Publishing and/or broadcasting a site history or telling about impacts of past, current, and possible future activities there.
- Displaying photographs, maps, or topographical/ hydrogeologic models of the site at pertinent public events or in high-traffic public areas.
- Advertising special events related to decisions about the site.
- Working with communities and industries to prevent similar contamination at other sites.
- Contracting with a skilled facilitator who can help the people involved reach a "good neighbor" agreement.

### **Environmental Follow-Up**

These grants **build upon** groundwork laid by past PPG projects. If you apply for a follow-up grant, you must show Ecology that added funds would help your group to fulfill the unmet promise of the initial project. **The project plan should lead to outcomes that can be measured** using Bennett's Hierarchy (page 16). The new project must have a positive impact upon the audience and upon the physical environment.

There are two categories of Environmental Follow-Up grants:

#### **Substance Release**

These grants are available to groups who can show that a previous PPG project successfully involved the public.

The follow-up project could focus on reaching the final steps needed to achieve an environmental outcome. Or it could **document and measure** how public participation helped bring about an improved environmental investigation or cleanup plan. The

project should evaluate the degree to which the project activities contributed to that outcome or improvement.

### **Waste Management**

A group could use this grant to evaluate whether a previous PPG project reached an appropriate audience and caused that audience to respond to the issues the project covered.

The grant project would build upon those past efforts. The group would work with the same audience or an expanded participant group to attain levels five, six, or seven on Bennett's Hierarchy.

The final task would be to **record/measure** changes in the participants' personal behavior or work practices. The project should **measure amounts** of waste prevented or volume of waste reduction, because of the changes caused by the project.

### **Typical Work Covered by Environmental Follow-Up Grants**

The following activities are typical of Environmental Follow-Up grants:

- Comparing the draft and final versions of cleanup plans to see how comments from the public actually influenced decision-makers, showing whether the initial project engaged public concern and how this follow-up project will persuade people to study and comment upon proposed site cleanup standards and methods.
- Once the cleanup activities begin, hiring an expert to evaluate monitoring data, and cleanup firms' performance, for compliance with the cleanup action plan.
- Surveying project audiences to learn whether the knowledge they obtained through the initial project caused them to change their thinking and their habits.
- Conducting waste audits at "model" businesses to measure the long-term value of learning and using "best management practices."
- Persuading people to demand products made from recycled materials and to buy supplies that contain them.
- Publicizing or duplicating a project "success" shown to have improved the environment (with "success" defined by Bennett's Hierarchy at level five or above).
- Building partnerships among businesses, government, and a community to solve a waste problem that affects them all.

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# GRANT PROJECT DEVELOPMENT

These guidelines should help you plan, describe, and complete a successful PPG project. If your group needs help with planning the project, call 1-800-RECYCLE, and leave a message. The PPG Project Officer will return your call and answer your inquiry.

## What Is “Successful”?

The Department of Ecology labels a PPG project “successful” if the project motivates people to improve their attitudes and behaviors toward protecting the environment. This can be as simple as using durable coffee mugs or as complex as testifying at a public hearing on a hazardous waste cleanup.

A successful PPG project teaches people. It makes them aware of the causes and the costs of pollution, showing why it’s socially unacceptable to pollute. It stimulates self-assessment and the recognition that each person has an impact on, and responsibility for, our environment. It provides strategies and methods for solving environmental problems.

It makes a measurable improvement in the physical environment.

## How Should We Begin?

A successful environmental education 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.
- Successful projects have a well-defined “audience,” to receive the message, and “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 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, a “trash hold” project, where people learn how much trash they personally produce by carrying it around with them, would list the trash holders as participants and the people who read a newspaper article about the exercise as audiences.*

- Successful projects tailor educational materials and activities to the special ways their audiences learn.
- Successful projects promote awareness and motivate action.
- Successful projects result in positive environmental changes in the home, the workplace, and the 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.

## First, define the problem

What exactly is the problem?

- Has a government agency or business identified a contaminated site?
- Is it likely that a local business will spill contaminants onto the ground or release hazardous chemicals into the sewer/storm drain?
- Are your neighbors outraged about illegal dumping or unaware of it?
- Could your business, and others like it, save money and other resources by substituting durable goods for disposables?
- Would a change in personal habits prevent or reduce the amount of waste you, and your neighbors, discard each week?

**Focus on a specific problem**, one that impacts your home, your workplace, or your community, or one that affects people in your industry or profession, local or statewide.

## Second, frame the context

Put the existing conditions into context. Make three lists:

**Environment**--List any current threats to your immediate physical environment, threats posed to human health, and resources at risk. Add any related environmental issues. Describe the environment you want.

**Social**--List the groups of people most likely to share the concerns you listed above. Assess their levels of awareness. What kinds of information do they need to prepare them to respond to those concerns? List other people who have a stake in the outcome (stakeholders).

**Organization**--List your group members who have outreach experience, organizing skills, or technical expertise. Make a list of other groups, businesses, or agencies that could provide information, labor, supplies, meeting space, or moral support for your project.

Put the lists side by side. The “environment” list will help you weigh concerns and issues and define the environment you hope to make. The “social” list will help you identify appropriate audiences and participants and their learning needs. The “organization” list will help you structure your project.

## Third, state your goals

Using information from the context lists, you can begin to **devise goals that reflect your group’s priority** for improving your environment.

- Goals should be reachable and measurable.
- Goals should be attainable within a reasonable time.
- Goals should be consistent with your group’s purpose in applying for PPG funding.

Goal statements set the direction for your project. They should accurately describe the problem, clearly express your project’s purpose, reflect informational needs (basic elements of your educational activities), and connect the common interests of all stakeholders.

**EXAMPLE:**

Users of our lunchroom generate waste at the rate of four trash cans per day; this project will cut that number by half. We will reach the waste reduction goal by giving a durable lunch kit to each lunchroom user—faculty, staff, and students. We will train all users in the “Pack-it-in–Pack-it-out” ethic. We will compost food waste in on-site worm bins. We will wash and recycle aluminum from hot-lunch service.

We will encourage parents to buy lunch foods in bulk. Students will design logos for recognition buttons. This project will demonstrate that each individual can act to reduce waste.

*Latona School United Parents - G9300201*

**Fourth, develop strategies**

Your goal statements set a clear course for your PPG project. Now you are ready to **develop the strategies to reach these goals.**

**Objectives**

One component of an effective environmental education strategy is a list of “**objectives.**” Objectives are distinct, pragmatic tasks that move you toward your goals.

- Each objective should relate directly to a specific project goal.
- Each objective should be precise, but flexible enough to adapt to changes in your context lists.
- Each objective should occur within a planned time frame. Progress toward the goal must be measurable.

**EXAMPLE:**

We will reduce the amount of organic waste burned or hauled to the landfill by ten percent. We will show orchardists how to compost their trimmings and to use compost.

1. Recruit volunteers to learn composting.
2. Contract with Master Composters to train recruits.
3. Recruit orchardists to participate as model stewards, hosting workshops.

4. Collect discarded fruit-pallets; convert them into compost bins.
5. Advertise composting workshops and offer individual assistance.
6. Compare last year's landfill and air quality measurements with this year's.

*Community Services Work Group - G9200230*

## **Outcomes**

A second strategy component is “**outcomes.**” Outcomes describe conditions that result from the effort to reach a goal.

- Each practice/behavior change leads others nearer to the goal.
- Each practice/behavior change yields a direct return on investment.
- Each practice/behavior change occurs within the planned time frame.

### **EXAMPLE:**

The reuse and recycling of building materials increased greatly during the course of this grant. Promoting materials reuse by the construction industry informed the public of this option as well; the computerized materials exchange was broadened to accept listings for materials that fall outside the “construction” definition. Parts of this project have been adopted and will be continued by industry and local government at the end of this grant year.

*Environmental Resource Services - G9400233*

## **Investments**

A third strategy component is “**investments.**” Investments are the resources that, when put into a project, contribute to achieving the desired outcomes. These resources can be money, supplies, volunteer time, etc.

### **EXAMPLE:**

Demonstrations of practices/products that reduce overall risks of spills, site contamination, or routine exposure to hazardous chemicals in vessel use, maintenance, and moorage were conducted.

Reprinted and distributed materials that explain pollution prevention concepts and strategies.

*Puget Soundkeeper Alliance - G9600310*

We use the Bennett's Hierarchy model to **measure outcomes** and track investments' results. (page 16)

## What's in the Budget?

PPG **projects give** nontechnicians the **process tools** to participate effectively in solving waste problems that have impacts on our environment. The **grant gives** not-for-profit and community interest groups a way to **amplify** their limited resources in order to provide information to the larger community.

The budget represents your best estimate of what it will cost to improve your environment. You already have the tools for making an educated guess—your context lists, goal statements, and environmental education strategies.

Begin by estimating, for each objective in your environmental education strategy, the cost of:

- Coordinating/supervising volunteers
- Room/space and audio/visual equipment rental for any grant sponsored event
- Compiling and printing materials or adapting and copying materials
- Mailing/delivering/distributing material
- Advertising
- Service contract for technical assistance

**The following costs ARE NOT eligible for grant funding, but you should include them in your budget planning and on the form.**

- General personnel expenses, paid staff and employee benefits, payroll taxes. (*Some specific "people costs" are eligible.*)
- Overhead (office space, furniture and equipment, utilities, insurance).

Use your context lists to identify possible sources of information for estimating actual costs. Use it also to identify possible sources of money; of in-kind contributions of labor, equipment, or facilities; of donations of materials, supplies, or advertising; etc. (Appendix B identifies some project costs as eligible or ineligible for reimbursement.)

Now, review your project objectives and revise them as necessary to meet your project goals within an attainable budget.

## Tips on Leadership and Group Dynamics

Good projects are based on good ideas, but you must consider human factors, too. They help determine whether your project will have real impact. Our experience with PPG projects shows that leadership and teamwork together can make or break a project.

As you plan your project, keep these needs in mind:

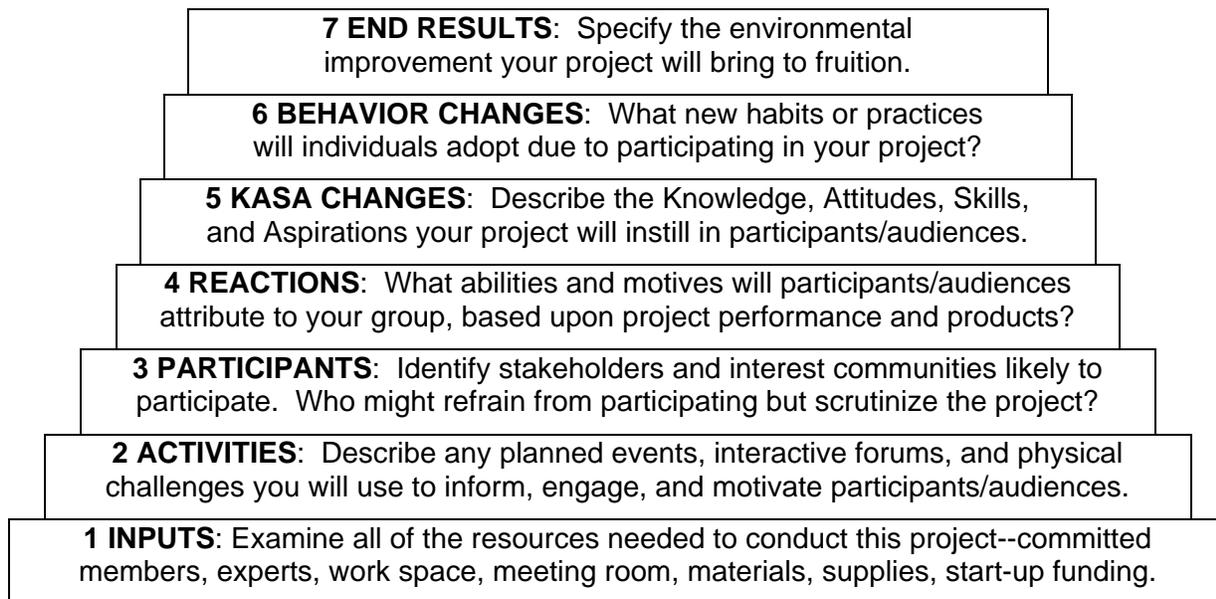
- You need someone with proven organizing skills to lead or coordinate the project. You also need someone who is committed to seeing the project through or others in your group who could step in if the original leader leaves.

- Your group members need to be able to work well with each other and with the leader(s). This seems obvious, but we have seen projects fail because the people simply couldn't get along.
- Your group needs to be able to work well with people outside the group. This is especially true of "good neighbor agreement" and community source-reduction projects.

It helps to have someone with bookkeeping skills in your group. While Ecology staff can help explain the paperwork, you still have the responsibility to track and account for the funds and what they are used for. Ecology does have an electronic financial tracking program available for grant recipients to use.

## BENNETT'S HIERARCHY

Bennett's system was developed as a way to evaluate the effectiveness of environmental education. It looks at outcomes--changes that occur in response to specific effort. We view Bennett's Hierarchy as an equally useful tool for planning your organization's project. Using your ultimate goal as the starting point, plan "backward" (down the steps). The system will suggest methods for measuring impacts, structuring events and products, and involving appropriate participants and audiences.



Each level your group defines and attains supports the next and all build toward attainment of the ultimate goal--an improved physical environment. Having identified the elements needed to achieve each level, your group will have a clear picture of the demands and structure of your project, as well as methods for measuring its success. Use Bennett's Hierarchy as your "quality control" tool.

Requests for grant funding always exceed the amount available. All applications filed before the deadline are reviewed, scored, and ranked by a committee of employees from differing fields of expertise. Committee members score each application against criteria set out by the regulation and by these guidelines. Planning your project, and describing it in terms of Bennett's Hierarchy, will assure that your application competes successfully.

## Why Evaluate?

The PPG program was created to involve and empower you, your neighbors, your peers, and your associates so you can work together in preventing or solving an environmental problem that you might face.

By evaluating as you follow the plan you have mapped out, you can avoid or correct any step that might lead you away from your project goals. Even well-developed project plans sometimes need revising once the project gets underway. Ecology encourages “**mid-course corrections**” if that is what is needed to achieve intended results.

By evaluating as you attain each goal in your plan, you can document your group's abilities—for Ecology and other current or potential sponsors; for supporters, volunteers, colleagues, and members; for your community; and for you.

## Examples of Outcomes from Past Projects

### Bennett's Hierarchy Level 7 **End Results**

- Grocery store reduced waste by 20%.
- Rice packaging decreased in size and weight during the project period.
- College went from 2% to 50% recycling; reduced total waste generated/disposed of by six tons per month.
- Lunchroom waste reduced by more than 90%; amounts of waste disposed of daily dropped from four cans to less than one-half can.
- A local grocery store composted organic wastes, and reduced their total waste disposal by 1,500 tons per year.

### Bennett's Hierarchy Level 6 **Behavior Changes**

- Operators and workers at shipyards adopted “best management practices” from manuals provided by our organization.
- A community college instituted waste reduction and recycling techniques.
- Students, staff, and faculty used durable, washable lunch kits instead of throwaway and single-serving items.
- Automotive service shops used fewer solvents for cleaning parts, stopped flushing hazardous liquids into the floor drain.
- Calls were logged, mapped, and forwarded monthly for appropriate action.

### Bennett's Hierarchy Level 5 **K A S A Changes**

- Seventeen volunteers were trained as Master Composters.
- The community group fostered cooperation between city students and country residents, performing stream cleanup, restoration, and maintenance.
- Employers learned the cost benefits of adopting “best management practices.”
- Employees learned effective methods of performing tasks using alternatives to hazardous chemicals.

#### Bennett's Hierarchy Level 4 **Reactions**

- People began viewing the group as a credible source of data and community opinion.
- The workshop's lively, informative presentations engaged an inquisitive audience.
- Cafeteria staff was hostile to the ideas of using durables and of composting food waste.
- Boatyards all around the country have asked for copies of the manual.
- Though not happy about the regulatory information, the intense workshop audience was attentive.

#### Bennett's Hierarchy Level 3 **Participants**

- 110 adults attended the town meetings; 50 people went on the field trips; 20 people participated in the NPDES (National Pollution Discharge Elimination System) workshop.
- The complaint-registry line was very busy during mill operations; calls increased after media published the hotline number; attendance was highest for the asbestos workshop.
- Twenty-seven schools began programs, involving 1,000 students.
- Nine adults and 14 children acted in our video.
- A local government office, one store of a grocery chain, and a restaurant served as model waste reduction businesses.

## Examples of Investments from Past Projects

#### Bennett's Hierarchy Level 2 **Activities**

- After viewing the ground water video, students received water test kits and sampling/monitoring instructions.
- Conducted evening workshops at eight community colleges around the state.
- Mailed fliers to several hundred marine industry businesses, conducted weekend workshops, and selected models for audit.
- Published campaign interview and waste reduction advertisements in newspapers, broadcast waste reduction messages over radio, broadcast waste reduction video on cable channel.
- Toured the point-source pollution generation site and the release point, surveyed tourists to find out knowledge of site's historical uses.

#### Bennett's Hierarchy Level 1 **Inputs**

- Three paid staffers will train 12 volunteers; all 15 will each donate 20 hours per month; local businesses have donated window space and at-cost services or supplies.
- Representatives of the EPA, Ecology, the Public Utility District, and the Health Department will donate technical expertise.
- The local utility has agreed to include our brochure in the month's billing envelope.

- The suppliers will sell 400 bags, the flatware, and the containers to us at cost; volunteers will sew the napkins from fabric remnants; parents will help teachers in assembling the lunch kits.
  - The University will allow us to place receptacles in each dorm during finals week to collect reusable clothes, linens, and small appliances.
  - Neighborhood businesses will exhibit our posters in their storefronts during the months of the campaign.

## What if Bennett's Doesn't Fit Your Idea?

Perhaps your project doesn't seem to follow this model. If you look closer, you may see that your project plan will **focus on just one part of this hierarchy**. That's OK. You just need to show why you are doing this.

For example, if the education groundwork has already been laid, show that your audience is informed, committed, and motivated. In that case your project should focus on encouraging changes in practices and environmental action (Bennett's Hierarchy Level 6). Or maybe you have a situation where almost nothing has been done and the project focus needs to be on the first stages of education (Bennett's Hierarchy Levels 1,2,3). If so, identify clearly what steps need to come after your project to reach an environmental improvement (Bennett's Hierarchy Level 7), and who will do that.

The PPG program is the vehicle for helping Washington residents to:

- Identify the causes, sources, and health effects of pollution.
- Understand how their activities affect the environment.
- Adopt responsible practices in their homes, businesses, and institutions to clean up, reduce, or eliminate pollution.
- Collaborate effectively in planning site cleanup or pollution prevention.

**Whatever you decide to do, take the time now to think through your project in this structured way. It will help you use your time and energy to the best effect once your project starts.**

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# FUNDING INFORMATION

## Where Does the Grant Money Come From?

The money for public participation grants is tied to our use of hazardous substances such as motor oil, pesticides, and solvents. In 1988, Washington voters passed Initiative 97, the Model Toxics Control Act. This created a program to clean up all sites in the state that had been contaminated by hazardous substances and to prevent future contaminated sites. It is funded by a tax on hazardous substances.

The Model Toxics Control Act requires Ecology to set aside for Public Participation Grants one percent of the revenues collected from the tax on hazardous substances. For the 2005-07 funding cycle we may obligate up to an estimated \$900,000. The Department reserves the right to not obligate all of the available funds.

## Grant Funding Allocations and Priorities

Half of the estimated \$900,000 for grant funding during 2005-07 is available to fund qualifying Hazardous Substance Release Site public involvement projects (\$450,000). The other half is available to fund qualified Waste Management Priorities Implementation Projects (\$450,000).

Applications for these two types of projects will be separately evaluated and funded. Applicants may request funding for either one or two years of the biennium. All grant projects must be completed by the end of the biennium (June 30, 2007).

## Will the Grant Pay for Everything?

- No. Grant funds may be used only to pay you back for some of the costs of promoting public involvement and providing information through your project.
- Grant funds may repay your costs of informing the community of the waste management problem and promoting public involvement in its solution.

## Suggested Funding Ranges

You can use the funding ranges shown here, and the descriptions of the possible projects from Chapter 1, to help figure out the grant amount you want to request. The amount you request should relate directly to the educational needs of your audience, the nature of your project and how complex it is, and the support you can get from other sources.

Our experience with this grant program has shown that different levels of funding are more effective for the different categories. If you wish to apply for higher funding, be prepared to justify the greater expense. (Hint: You won't get higher funding to pay staff salaries and benefits, or high hourly rates fully loaded with overhead costs.)

You must apply for at least \$1,000. The largest possible grant is \$60,000 per fiscal year or \$120,000 per biennium.

- If more than one applicant qualifies for a Hazardous Substance Release Site grant at the same site, the groups may be asked to share the grant award.
- If more than one applicant qualifies for a Waste Management Priorities Implementation grant pertaining to the same problem, the groups may be required to consolidate proposals and collaborate on performance.

### **Hazardous Substance Release Site**

- Cleanup Oversight--a maximum of \$60,000/\$120,000 where application budget justifies costs based upon grant eligible activities.
- Community/Industry Partnership  
Suggested range: \$20,000

### **Waste Management Priorities Implementation**

- Business and Industry Source Reduction  
Suggested range: \$1,000 - \$60,000
- Community Source Reduction  
Suggested range: \$1,000 - \$35,000
- Potential or Threatened Hazardous Substance Release Mitigation  
Suggested range: \$1,000 - \$35,000

### **Environmental Follow-Up**

- Substance Release  
Suggested range: \$1,000 - \$25,000
- Waste Management  
Suggested range: \$1,000 - \$20,000

## **Is This a Cash Award?**

- The grant is not a cash award. As you show that you have done and paid for the tasks in the grant agreement, you will be reimbursed for those expenses. The payments may be as often as monthly while the project is underway.
- As you pay for services or materials that will fulfill the tasks in the grant agreement (performance contract), those costs are reimbursed by the grant. Costs not contemplated by the grant agreement will not be reimbursed.
- The grants project manager receives your request for reimbursement. To be eligible for reimbursement, costs of any materials produced or distributed, or costs of activities conducted or events staged in fulfillment of the grant agreement, must:
  1. Fall within parameters of the program guidelines;
  2. Be specified in the grant agreement;

3. Have been preapproved by the grant project manager for compliance with the grant agreement and by the technical advisor to assure compliance with the Department's scientific/technical guidelines; and
4. Move the PPG project *toward the goal* defined in the grant agreement.

## Does Ecology Require “Matching” Funds?

Not directly. These grants pay 100 percent of the **grant eligible costs** of the project. But your group will still have to invest resources in the project.

First, **some costs of your project may not be eligible** for reimbursement. Appendix B lists the general types of costs that are eligible. If you receive a grant, the eligible costs will be specifically stated in the grant agreement. Costs that are not eligible will not be paid by grant funds.

Second, your group will have to **invest a “match” of staff/volunteer hours and** calculate into the project budget the **functional contributions** the group makes, such as workspace or professional expertise.

Finally, grant moneys are **paid on a reimbursement basis**. Each grant group will have to advance funds to pay its project's start-up costs.

## Is Your Project Fundable?

The PPG program supports efforts to improve our physical environment. In this grant cycle **we are reaffirming our priority of public involvement at hazardous substance release sites. We are also looking for projects that prevent pollution.**

Some things **do not qualify** for PPG funding. These include projects to start a business; generate consultant fees; conduct a local government project; lobby any state official; or purchase property, capital goods, or equipment.

If you aren't sure whether your project could qualify for funding under this program, call Katherine Seel at (360) 407-6061.

## Where Are Other Funding Sources?

If your project does not fit within the PPG program, or if your project was not funded, we encourage you to explore other financial and technical assistance programs.

Some funding programs are **local**, as with local Economic Development Councils. Some are offered by **state agencies**, such as the Public Information and Education (PIE) Fund program administered by the Puget Sound Water Quality Action Team. Still other sources are **federal agencies**, which offer such programs as Technical Assistance Grants (TAG) through the Environmental Protection Agency.

**Businesses** also offer assistance through corporate donation and sponsorship programs. Also look into funding sources from **private foundations**, such as the Bullitt

Foundation. The Seattle, Spokane, Wenatchee, Kennewick, and Tacoma public libraries have special collections of information on foundations that offer funding.

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

## Environmental Equity

Applicants are encouraged to include projects, eligible under these PPG guidelines, that address environmental equity issues or that will have a positive environmental impact on a diverse community.

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

“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 the responses of government entities do not differentially impact diverse social and economic groups. Environmental equity promotes a safe and healthy environment for all people.”

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

# APPLICATION PROCESS

Applying for a Public Participation Grant includes a written application..

First, written applications will be accepted until **5:00 p.m., Monday, November 1, 2004.**

Once the applications have been reviewed for eligibility, applicants may be contacted to provide additional or clarifying information about items mentioned in the applications.

There are some important requirements for both phases of the application process. **Make sure you read and understand the following instructions.** (See “Seven Ways to Make Sure Your Application Is Rejected” on page 24.)

## Submitting Your Application

Mail your application to:

**DEPARTMENT OF  
ECOLOGY  
Solid Waste and  
Financial Assistance  
P.O. Box 47600  
Olympia, WA 98504-7600**

Or deliver it to:

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

Applicants will submit one original and **ten unbound copies** of their application; one must display the original signature (in blue ink) of your group's authorized official. (We have to make copies for the review team, so if you give us bound copies we just have to rip them apart.) The application forms are included in **Appendix G** of this booklet. You may write on the back of the forms, but **please do not attach additional materials.**

The application filing period for this funding cycle opens at **8:00 a.m., Wednesday, September 1, 2004,** and ends at **5:00 p.m., Monday, November 1, 2004.** Applications must be at the Solid Waste and Financial Assistance office in the Department of Ecology **headquarters** in Lacey, Washington **before the 5:00 deadline.**

**Solid Waste and Financial Assistance staff must log in your application by 5:00 p.m. on Monday, November 1.** At 5:00 p.m. we close the application period and **we will not accept late applications. NO EXCEPTIONS.**

If you mail your application, give it enough lead-time to arrive before **Monday, November 1.** For driving or delivery directions please telephone (360) 407-6095.

**We will NOT review applications received after the deadline, or accept applications submitted by “FAX” or other electronic transmission.**

## Seven Ways to Make Sure Your Application Is Rejected

This heading may not be serious, but the information is. Of course you don't want your application to be rejected. You will put a lot of work into it and you won't want to waste the effort, especially through a last-minute goof-up. So make sure your

application is considered as it should be. Avoid these errors made by previous applicants:

1. *Don't sign the application.* [There must be an original signature on the application. If the application isn't signed, it's out.]
2. *Rely on the postmark to meet the deadline date.* [We must have the application logged in at our office by **5:00 p.m., Monday, November 1, 2004**. If the application comes in Tuesday's mail, it's out.]
3. *Take it to the wrong building.* [Again, the application has to be logged in at our office in the **Ecology Headquarters** building in Lacey. Don't drop it off at any other Ecology office and expect it to get to us on time. It might not.] *See Appendix D for map.*
4. *Deliver it late.* [5:00 p.m. means 5:00 p.m., not 5:15 p.m. There're never enough dollars to go around, and a group that can make the deadline shouldn't have to compete with a group that can't.]
5. *Omit part of the application.* [Hard to believe, but this happens. We can't evaluate incomplete applications. If you're not sure how to complete the application, call us. We're happy to help you, over the phone or in person.]
6. *Fax it in.* [See No. 1. We must have an original signature; a fax doesn't provide that.]
7. *Send applications for multiple projects in the same envelope so the person logging in the applications thinks they're copies of a single application.* [Why complicate things? If you send applications for more than one project, do so in separate envelopes. Or put the applications in separate envelopes within a larger mailing envelope. Do whatever it takes to ensure each separate application can be easily recognized. If an application is missed, it's out.]

## Application Review

We review and score all eligible applications that are submitted before the filing deadline.

The applications are first screened to make sure the group and the project are eligible for the Public Participation Grant funding. Ecology will notify a group if their application is rejected. Eligible applications then go to the Application Scoring Committee, made up of Ecology staff that is familiar with waste management issues and effective environmental education methods.

All applicants will be notified of their ranking following the written application screening.

## Grants Evaluation and Prioritization Criteria

Priority consideration will be given to:

1. Applicants requesting a hazardous substance release grant.
2. New applicants.

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

### **General Criteria**

All public participation grants will be evaluated against the following criteria:

- The type and extent of the applicant group's past history and experience conducting activities similar to those described in the grant application.
- The group's basic funding, with consideration given to groups with limited resources.
- The group and group leader's ability to appropriately manage the project, including grant funds.
- If more than one group is interested in the same project, priority consideration will be given to groups who consolidate.
- Availability of other funding sources for the project.
- Past performance under a public participation grant.
- The group's ability to define the environmental issue and identify what changes will occur in the problem as a result of the project.
- Demonstration of the use of Bennett's Hierarchy or similar methodology with a focus on **measurable** performance and outcomes and clear commitment to follow through to end results.

### **Special Criteria**

#### **Hazardous Substance Release Grants**

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

1. 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.
2. The degree to which the applicant group represents the environmental, health, and economic interests of individual group members.
3. 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.

## **Waste Management Priorities Grants**

Waste management priorities grants will be evaluated against the following criteria:

1. The degree to which the proposed public participation activity will promote or implement the state's solid or hazardous waste management priorities.
2. The degree to which the proposed project will facilitate public understanding of the state's solid and hazardous waste management priorities.
3. The degree to which the proposed public participation activities are consistent with or improve upon existing solid or hazardous waste management plans.

## **Applicant Interview**

Those applicants whose written applications scored high enough to qualify for further screening **may** be asked to schedule an interview.

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

- If more than one applicant qualifies for a Hazardous Substance Release Site grant at the same site, the groups may be asked to share the grant award.
- If more than one applicant qualifies for a Waste Management Priorities Implementation grant pertaining to the same problem, the groups may be required to consolidate proposals and collaborate on performance.

Grant staff expects to come away from the interview with some assurance of the applicant's commitment to the project and its ability to perform the tasks set out by the agreement.

## **Questions?**

If you have specific questions about how to plan your project or need additional copies of the guidelines or wish information on pollution prevention and/or substance release projects, please call for assistance. By calling 1-800-RECYCLE you may leave your request for additional copies of the guidelines or indicate that you wish to speak to a PPG project officer. The recycling information specialist will take your name and telephone number and a project officer will contact you.



# **Appendix A**

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



**PUBLIC PARTICIPATION GRANT PROGRAM  
Funded Projects**

<b>FISCAL YEAR</b>	<b>GRANT #</b>	<b>*TYPE</b>	<b>ORGANIZATION</b>	<b>COMMUNITY</b>	<b>PURPOSE</b>	<b>FUNDING AWARDED</b>
90	TAX90140	HSRS	Hanford Education Action League (HEAL)	Spokane	Hanford cleanup planning process oversight and public awareness campaign.	\$41,820
90	TAX90166	HSRS	Safe Waste Management Now	Bellingham	Prepare a health risk assessment evaluating possible surface and ground water contamination from Thermal Reduction Company operations.	\$43,500
90	TAX90175	HSRS	Intergovernmental Resource Center	Vancouver	Promote public participation in cleanup activities at hazardous waste sites in Clark County.	\$49,000
90	TAX90192	P2TA	Washington Citizens for Recycling	Seattle	Produce waste reduction and recycling poster; distribute to all Washington public schools.	\$24,150
90	TAX90212	HSRS	Washington Environmental Council	Seattle	Develop a model public participation program for Washington residents potentially affected by hazardous waste cleanup sites.	\$50,000
91	TAX91003	P2TA	Metrocenter YMCA	Seattle	Develop educational materials on alternatives to hazardous household products; develop a model "hazard free" store; and supplement the home workshop audit program.	\$16,170
91	TAX91009	P2TA	Intergovernmental Resource Center	Vancouver	Develop a model hazardous waste reduction and recycling program for community colleges.	\$11,000
91	TAX91031	P2TA	Pacific Energy Institute	Vancouver	Develop a model solid waste reduction and recycling program for community colleges; coordinate IRC & PEI projects.	\$39,000
91	TAX91095	P2TA	Metrocenter YMCA/ Washington Toxics Coalition	Seattle	Increase public awareness of the potential environmental hazards of improper disposal of household products.	\$48,050
91	TAX91097	P2TA	Washington Toxics Coalition/Seattle Audubon Society	Seattle	Broad-based information sharing and public involvement campaign regarding hazardous waste reduction methods and practices.	\$50,000
91	TAX91099	HSRS	Budd Inlet Citizen Action/ Am. Littoral Society	Olympia	Information sharing and public involvement regarding the Cascade Pole site cleanup.	\$43,098
91	TAX91100	HSRS	Hanford Education Action League (HEAL)	Spokane	Public involvement and oversight at Hanford cleanup, studying vitrification as a stabilization method.	\$25,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
91	TAX91102	HSRS	Citizens for a Healthy Bay	Tacoma	Information sharing and public involvement on the Commencement Bay cleanup.	\$49,820
91	TAX91103	HSRS	Heart of America	Seattle	Public involvement and oversight at Hanford cleanup, especially programmatic EIS development.	\$25,000
91	TAX91104	P2TA	Washington Automotive Services Association	Federal Way	Waste reduction and recycling education targeting the automotive repair industry.	\$47,309
91	TAX91105	P2TA	Metrocenter YMCA Earth Corps	Seattle	Hire outreach coordinator to expand Earth Corps environmental education and action program for youth throughout state; print recycling booklets and newsletter.	\$50,000
91	TAX91116	P2TA	Tolt Community Club	Carnation	Earth Day celebration including waste education activities.	\$ 2,110
91	TAX91125	P2TA	A Round Home	Bellevue	Study and share information on packaging choices currently available in grocery stores.	\$30,000
91	TAX91137	P2TA	Black Hills Audubon Society	Olympia	Model businesses demonstration project for waste reduction and recycling methods ("Wastebusters")	\$43,820
92	G9200230	P2TA	Community Services Workgroup	Chelan	Waste reduction and recycling campaign in Spanish & English for Chelan Valley residents.	\$10,000
92	G9200236	HSRS	Hanford Education Action League (HEAL)	Spokane	Public involvement and information sharing on Hanford cleanup, especially studying "tank farms."	\$20,000
92	G9200237	HSRS	Olympic View Environmental Review Council	Silverdale	Administrative support and public involvement at the Superfund sites including Bangor and Keyport.	\$35,000
92	G9200238	HSRS	Colbert Landfill Contaminate Area Committee	Colbert	Technical review, interpretation and analysis of remedial engineering and construction activities at Colbert Landfill cleanup.	\$44,628
92	G9200239	HSRS	Citizens for Clean Air	Spokane	Tech. review, analysis and interpretation of the environ. impact study required in conjunction with the operation of the Spokane mass incinerator.	\$39,900
92	G9200245	HSRS	Puget Sounders	Bellingham	Familiarize citizens with problems and sources of pollution entering Bellingham Bay; develop solutions.	\$37,095
92	G9200246	HSRS	Clean Air Now	Port Angeles	Document citizen complaints via hotline; map releases of hazardous substances into the air working with citizens, government, and industry.	\$33,600

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
92	G9200254	P2TA	Puget Sound Alliance	Seattle	Develop model program with boat and shipbuilding and repair businesses to reduce the use of hazardous chemicals and properly manage them.	\$42,200
92	G9200255	P2TA	Fremont Neighborhood Council	Seattle	A neighborhood campaign to reduce use of hazardous products in homes and businesses.	\$41,750
92	G9200256	HSRS	Marshall Community Coalition	Cheney	Technical review, interpretation and analysis of sampling data; public involvement and information sharing on water contamination issues.	\$27,900
92	G9200269	HSRS	Clark County Neighbors	Vancouver	Increase local understanding of hazardous waste sites investigation and cleanup in Clark County.	\$25,000
92	G9200279	HSRS	Nisqually Delta Association/American Littoral Society	Thurston County	Technical review and interpretation of sampling, testing, and planned cleanup activities at the Old DuPont Works site; establish a central repository of cleanup information for current residents.	\$42,490
92	G9200285	HSRS	Northeast Everett Community Organization	Everett	Information sharing and public involvement on the Everett Slag Site investigation and cleanup plans.	\$44,000
92	G9200286	HSRS	Clark Co. Haz. Waste Citizens Task Force	Clark County	Public involve. & info sharing on invest., ranking, & cleanup of various HW sites in Clark County.	\$25,000
92	G9200295	P2TA	Metrocenter YMCA	Seattle	Geographically expand the Earth Corps project.	\$44,000
92	G9200296	P2TA	Metrocenter YMCA	Seattle	Expand into four new counties and add high school students to target audiences for the Hazard Free Home project.	\$43,660
92	G9300055	P2TA	Washington Citizens for Recycling	Seattle	Assess market for re-refined motor oil, design used oil collection plans.	\$26,992
93	G9300198	HSRS	Citizens for a Healthy Bay	Tacoma	Public involvement in the investigation and cleanup of contaminated Commencement Bay sites.	\$42,000
93	G9300200	HSRS	Columbia River Bioregional Educ. Project	Chesaw/Oroville	Community education on SEPA for a proposed gold mining operation near Oroville.	\$10,000
93	G9300201	P2TA	The Latona School United Parents	Seattle	A school lunch waste reduction model project involving students, staff, and parents.	\$4,840
93	G9300209	HSRS	Columbia River United	Klickitat County	Monitoring Columbia River impacts from past operations and on-going cleanup activities at Hanford.	\$24,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
93	G9300222	HSRS	Heart of America Northwest	Seattle	Promoting public comment on hazards produced by activities at Hanford.	\$15,000
93	G9300233	P2TA	Environmental Resource Services	Bellingham	A community materials exchange and reuse campaign.	\$17,552
93	G9300236	P2TA	Pacific Energy Institute	Seattle	The "Don't Bag It" yard waste mulching campaign.	\$20,812
93	G9300239	P2TA	The G.A.P. Theatre Company	Puget Sound Area	Conduct interactive waste management & prob. - solving skills building workshops with students.	\$40,000
93	G9300246	HSRS	Hanford Education Action League (HEAL)	Spokane	Promoting public awareness of cleanup plans and activities conducted at Hanford.	\$15,000
93	G9300268	P2TA	Sustainable Building Collaborative	Seattle	Coord. a conference for construct./demolition contractors. Conduct C/D waste diversion wkshps & publishing materials exchange catalog.	\$26,908
93	G9300269	P2TA	Spokane Indian Reservation SWAC	Stevens County	Conducting a two-year campaign on waste management techniques, for an ethnic community.	\$35,527
93	G9300283	P2TA	King County Nurses Association	Seattle	Promoting choices other than disposables for adults experiencing incontinence.	\$15,611
93	G9300284	P2TA	Washington Citizens for Recycling	Seattle	Promoting government's and business' use of "unbleached" (unchlorinated) paper.	\$33,340
93	G9300288	CITI	Meeting Ground	Freeland	Promoting recycling and informing the public on the economics of the cycle.	\$10,070
93	G9300306	HSRS/TA	Washington Environmental Council	Seattle/Olympia	Promoting hazardous substance release site public involvement strategies.	\$20,000
93	G9300313	P2TA	Goodworks, Inc.	Seattle	Training community leaders to adopt and conduct toxics reduction campaigns. Duplicating Fremont's toxic reduction campaign in surrounding neighborhoods.	\$34,000
93	G9300314	P2TA	Sustainable Design Council	Seattle	Planning regional, neighborhood building/ demolition materials recovery facilities.	\$33,000
93	G9300323	CITI/P2TA	Phinney Neighborhood Association	Seattle	Community environmental "Fix-it" event promoting eco-friendly remodel/repair materials and techniques.	\$15,000
93	G9400036	P2TA	Environmental Works	Seattle	Industry education on eco-friendly building design and construction materials; materials directory on-line.	\$35,100

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\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
93	G9400037	P2TA	WA Toxics Coalition	Seattle	Collecting household hazardous waste data.	\$15,000
93	G9400038 **	P2TA	Racing to Reduce and Recycle ( <b>Not Signed</b> )	Thurston County	Demonstrating use of re-refined motor oil, and responsible automotive waste's management. ( <b>Offered \$46,750</b> )	-0-
93	G9400043	P2TA	Metrocenter YMCA	Beyond Seattle	Campaign to reduce usage of household hazardous chemicals, use safer options.	\$37,860
93	**	HSRS	The Hanford Family	Kennewick	Promoting public comment on hazards pertaining to Hanford cleanup priorities ( <b>Offered \$11,000</b> ).	-0-
93	**	HSRS	North Bonneville Community Association	North Bonneville	Public education on the hazards at the Hamilton Island Superfund site ( <b>Offered \$40,000</b> ).	-0-
94	G9400207	HSRS	Olympic View Environ. Review Council	Silverdale	Community involvement in Superfund cleanup at Navy Sub Base - Bangor.	\$50,000
94	G9400214	P2TA	Washington State Drycleaners Association	Gig Harbor	Promoting waste management techniques for the industry.	\$6,420
94	G9400219	HSRS	Columbia River United	Klickitat County	Interpreting Hanford's impacts on the Columbia River communities located below Hanford.	\$20,000
94	G9400230	P2TA	Economic Development Association of Skagit Co.	Mount Vernon	Coordinating a roundtable of agricultural product processors to reduce industry waste.	\$29,535
94	G9400231	P2TA	Washington Retail Association	Olympia	Revision/continued publication of preferred packaging guidelines.	\$20,000
94	G9400232	P2TA	Exceptional Foresters, Inc.	Shelton	Project to recycle uncontaminated medical plastics.	\$33,316
94	G9400233	P2TA	Environmental Resource Services	Bellingham	Whatcom County area building materials exchange/reuse project.	\$ 9,990
94	G9400234	P2TA	Metrocenter Y.M.C.A	Seattle	Reducing health hazards in our home and indoor environments.	\$25,000
94	G9400237	HSRS	The Hanford Family	Richland	Employee's view of Hanford cleanup technologies and priorities.	\$10,000
94	G9400238	HSRS	Clark County Hazardous Waste Citizen Task Force	Clark County	Educating the public about hazardous waste sites in Clark County, promoting personal responsibility.	\$37,300
94	G9400250	P2TA	Pomegranate Center	Issaquah	Project "Trash Hold," a high profile individual waste reduction exercise.	\$23,460
94	G9400253	P2TA	WA Citizens for Recycling	Seattle	Continuation of project to implement closed-loop motor oil recycling.	\$24,102

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94	G9400304	P2TA	Friends of R.S.V.P.	Yakima	Intergenerational and bi-lingual waste reduction/ "Shop Smart" campaign.	\$30,000
94	G9400305	HSRS	Heart of America Northwest	Seattle	Activities promoting public involvement in Hanford site cleanup.	\$20,000
94	G9400317	P2TA	So. Puget Sound Intertribal Planning Agency	Shelton	Developing a waste management plan/strategy for small communities.	\$50,000
95	G9500204	P2TA	Skookum, Incorporated	Port Townsend	Promote collection, washing, and resale of green wine bottles, reducing the green glass flow into our landfills.	\$40,000
95	G9500205	P2TA	Associated Industries of the Inland Northwest	Spokane	Promote pollution prevention, waste reduction, and energy efficiency among its commercial/ industrial membership.	\$35,000
95	G9500211	P2TA	Painting Industry Partnership	Seattle	Offer training that included pollution prevention principles and worker safety practices for construction painting.	\$35,000
95	G9500212	P2TA	Washington Dental Service Foundation	Seattle	Promote work practices to eliminate, reduce or clean up pollution, and to keep heavy metals out of sewers.	\$40,000
95	G9500213	P2TA	Pacific Northwest Aerial Applicators Education Foundation	Coulee City	Teach students and parents how to safely handle, store, and dispose of hazardous household chemicals.	\$2,984
95	G9500214	P2TA	Washington State Pest Control Association	Belfair	Advise householders of the risks and offering safer application methods, disposal options, and product alternatives to hazardous chemicals.	\$17,520
95	G9500216	HSRS	Hanford Education Action League	Spokane	Promote public awareness of formal meetings and activities at the Hanford site, inviting public inquiry/ involvement.	\$15,000
95	G9500217	HSRS	Columbia River United	Klickitat County	Provide information & promote public involvement on issues pertaining to Hanford's impacts on life in & along the Columbia River.	\$20,000
95	G9500218	P2TA	Three Rivers Children's Museum	Kennewick	Challenge families to identify consumer habits and try to redirect their lifestyles to consciously conserve both energy and resource use.	\$ 3,520

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<b>FISCAL YEAR</b>	<b>GRANT #</b>	<b>*TYPE</b>	<b>ORGANIZATION</b>	<b>COMMUNITY</b>	<b>PURPOSE</b>	<b>FUNDING AWARDED</b>
95	G9500222	HSRS	Citizens for a Healthy Bay	Tacoma	Conduct public awareness and maintain a repository for information pertaining to cleanup of Commencement Bay.	\$25,000
95	G9500223	P2TA	Environmental Coalition of South Seattle	Seattle	Encourage automotive repair and machine shops to adopt best management practices that prevent pollution.	\$11,153
95	G9500224	HSRS	Heart of America	Seattle	Generate public awareness of the continuing debates over appropriate cleanup methods and budgets at the Hanford site.	\$15,000
95	G9500225	P2TA	Puget Soundkeeper Alliance	Seattle	Conduct a best management practices campaign among marinas, boat yards, and clubs sharing the Snohomish watershed.	\$35,000
95	G9500227	P2TA	Community Services Work Group	Chelan	Mount a colorful mural promoting waste reduction through recycling opportunities awareness.	\$2,250
95	G9500229	HSRS	Brackett's Landing Foundation	Edmonds	Promote awareness of contamination at Point Edwards in Edmonds, and public review of the remedial investigation work plan.	\$25,000
95	G9500233	P2TA	Environmental Works/ Community Design Council	Seattle	Compile and maintain a design/construction materials database that compares lifetime environmental impacts.	\$40,000
95	G9500237	P2TA	The Mountaineers	Seattle	The Conservation for kids program is designed to persuade grade and middle school students to change their behaviors to include recycling and waste reduction activities.	\$ 9,780
95	G9500246	P2TA	Cascadia Revolving Fund	Seattle	Support administrative costs of conducting a small-business lending program for pollution prevention equipment and strategies.	\$19,000
95	G9500271	HSRS	Clark Co. Haz. Waste Citizens Task Force	Clark County	Keep residents informed & involved at multiple sites under state or federal investigation.	\$25,000
95	G9500304	HSRS	Northeast Everett Community Organization	Everett	Promote public involvement and provide tech. assistance to residents at the Asarco Slag site.	\$25,000

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95	G9600063	HSRS	Nisqually Delta Association	Olympia	Generate public awareness and involvement with plans and activities to cleanup the Old DuPont Works explosives production site.	\$25,000
96	G9600214	P2TA	Washington Toxics Coalition	Seattle	Working with school districts to plan and implement integrated pest management.	\$37,500
96	G9600215	P2TA	Washington State Pest Control Association	Bellevue	"Within the Household" hazardous products education by service industries.	\$11,200
96	G9600228	P2TA	Sound Decisions	Olympia	Engaging participants in source identification and waste management.	\$24,628
96	G9600231	P2TA	Economic Development Association of Skagit Co.	Mount Vernon	Encouraging waste reduction and recycling in industry and agriculture.	\$35,000
96	G9600232	P2TA	Community Services Workgroup	Chelan	Waste prevention displays on Earth Day education/collection event.	\$ 4,500
96	G9600233	P2TA	Mission, Brender, Yakum Creeks Watershed Assoc.	Chelan County	Coordinating cleanup of waste dumped in Chelan County watersheds.	\$ 5,000
96	G9600234	P2TA	Northwest Ecobuilding Guild	Seattle	Construction industries' waste prevention methods workshop series.	\$30,000
96	G9600243	HSRS	Inland Empire Public Lands Council	Spokane	Heavy metals pollution warning to Spokane River corridor residents.	\$38,500
96	G9600253	P2TA	The Mountaineers	Seattle	Creating "Conservation Ambassadors" through classroom activities.	\$15,000
96	G9600254	P2TA	Envirostars Partnership / Puget Soundkeeper All.	Seattle/ Snohomish	Adapting METRO-Seattle's Envirostars' project to Snohomish County.	\$40,000
96	G9600268	P2TA	Citizens for a Healthy Bay	Tacoma	Identify/control non-point pollution in Hylebos and Thea Foss flows.	\$25,000
96	G9600275	HSRS	Hanford Education Action League	Spokane	Publishing information about Hanford's nuclear waste storage tanks.	\$20,000
96	G9600278	P2TA	Associated Industries of the Inland Northwest	Spokane	Coordinating the Inland Northwest Pollution Prevention Expo '96.	\$20,000
96	G9600279	P2TA	Associated Industries of the Inland Northwest	Spokane	Continuing the Green Star waste management certification project.	\$25,000
96	G9600287	HSRS	Skykomish Environmental Coalition	Skykomish	Promoting public involvement in BNRR site investigation and cleanup.	\$12,537

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96	G9600289	HSRS	Columbia River United	Klickitat County	Bolstering public involvement with Hanford's impact upon the River.	\$20,000
96	G9600309	HSRS	Brackett's Landing Foundation	Edmonds	Leading Edmonds' UNOCAL site cleanup public involvement project.	\$20,000
96	G9600310	P2TA	Puget Soundkeeper Alliance	Seattle/Tacoma	Commencement Bay area marine service/boaters stewardship project.	\$16,035
96	G9600311	HSRS	Heart of America Northwest	Seattle	Drawing attention to Hanford's waste hazard/site cleanup funding.	\$20,000
96	G9700066	P2TA	Washington Dental Services Foundation	Seattle	"Best Management Practices" waste reduction methods for dentists.	\$10,000
97	G9700106	P2TA	Sound Decisions/ Laughing Crow Productions	Thurston County	Using performance arts to promote environmental awareness/dispute resolution skills.	\$24,750
97	G9700114	HSRS	Northeast Everett Community Organization	Everett	Public information-sharing regarding study of the ASARCO-Everett Smelter site area.	\$26,558
97	G9700123	P2TA	Energy Outreach Center	Olympia	"On Line" publicly accessible clearing house for reusable building material.	\$22,982
97	G9700130	P2TA	Northwest Marine Trade Association	King County	Distribute kits to encourage good boating/ environmental practices in new boat owners.	\$36,586
97	G9700132	HSRS	Keyport/Liberty Bay Restoration Board	Kitsap County	Leading citizen oversight of hazardous waste cleanup at NUWC and Keyport sites.	\$28,000
97	G9700142	P2TA	Economic Development Association	Skagit County	Creating a unified waste reduction/recycling plan for the Northern State Campus.	\$30,500
97	G9700157	P2TA	The Green Zone Committee	Spokane	Exhibiting a walk-through display demonstrating product options for sustainable living.	\$21,000
97	G9700158	HSRS	Association of Bainbridge Communities	Bainbridge Island	Helping residents participate in decisions affecting the landfill cleanup plan/action.	\$25,000
97	G9700164	HSRS	Skykomish Environmental Coalition	Skykomish	Promote community involvement regarding petroleum contamination site cleanup.	\$23,000
97	G9700166	HSRS	Columbia River United	Klickitat County	Comprehensive, basin-wide strategies to assure protection of the river's quality/life.	\$32,500
97	G9700173	P2TA	RE SOURCES	Whatcom County	Reducing non-point pollution by promoting " SOUND Gardening" methods/products.	\$13,151

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97	G9700183	P2TA	Inland Empire Public Lands Council	Spokane	Developing middle school curriculum incorporating the "Get the Lead Out" info.	\$33,500
97	G9700189	P2TA	Lighthouse Environmental Programs	Island County	Shining light on waste-free traveling, on-site composting, protecting the environment.	\$15,050
97	G9700194	P2TA	Envirostars Partnership/ Puget Soundkeepers All.	Multi-Counties	Recognizing Snohomish County businesses that prevent/reduce hazardous waste.	\$25,500
97	G9700197	P2TA	Curlew Lake Association	Ferry County	Shifting user perspective, providing information/opportunities for responsible change.	\$13,160
97	G9700212	P2TA	Citizens for a Healthy Bay	Tacoma	"Keeping Water Clean - Source Control from the Street to the Shore"	\$25,000
97	G9700225	P2TA	Clark County Hazardous Waste Citizen Task Force	Clark County	Pilot project bringing waste source reduction methods to Multi-Family housing tenants.	\$25,285
97	G9700274	HSRS	Brackett's Landing Foundation	Edmonds	Continuing public involvement in UNOCAL - Edmonds Bulk Fuel Terminal site cleanup.	\$20,000
97	G9700279	HSRS	Heart of America Northwest	Seattle	Input on Waste Import, Strategic Plan, and Budget/Risk Priorities at the Hanford sites.	\$32,000
97	**	P2TA	Whatcom Paper Refuse Coalition	Whatcom County	Whatcom County Paper Refuse Project ( <b>Offered \$15,300</b> ).	-0-
97	**	P2TA	WA Citizens for Resource Conservation	King County	Hospital Waste Prevention Project ( <b>Offered \$21,550</b> ).	-0-
98	G9800211	HSRS	NE Everett Community Organization	Everett	Public information sharing on the cleanup action plan for the ASARCO Everett Smelter site area	\$60,000
98	G9800228	P2TA	Energy Outreach Center	Olympia	Follow up grant for the Reusable Building Materials Exchange, will be establishing permanent support for the Exchange	\$8,050
98	G9800231	P2TA	Clark County Hazardous Waste Citizen Task Force	Clark County	Information sharing about chemical use in lawns and gardens	\$29,000
98	G9800242	P2TA	Methow Conservancy	Methow Valley	Promote environmental stewardship and provide educational materials on SW reduction and recycling	\$5,886
98	G9800243	P2TA	Puget Soundkeeper Alliance	Whatcom County	EnviroStars program initiated to educate small businesses how to reduce hazardous waste	\$28,000
98	G9800252	HSRS	Snohomish Citizen/ Business Alliance	Town of Snohomish	Public information sharing about soil and groundwater contamination from gasoline	\$26,000

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98	G9800253	P2TA	Environment Group of Klickitat	Town of Klickitat	Information sharing about environmental problems at the Klickitat mill site	\$25,000
98	G9800254	P2TA	Community Services Work Group	Chelan	Earth Day Education/Outreach Activities in both English & Spanish.	\$1,250
98	G9800259	HSRS	Olympic Environmental Council	Port Angeles	Information sharing about cleanup of ITT Rayonier site and local landfills	\$30,000
98	G9800260	P2TA	IBPAT District Council #54	Spokane Tri-Cities	Provide education and training on pollution prevention in the Construction Painting Industry	\$7,500
98	G9800265	HSRS	Re Sources	Bellingham	Information sharing regarding toxic site and marine sediment cleanups	\$24,922
98	G9800266	P2TA	Three Rivers Children's Museum	Kennewick	Two museum partnerships offering waste reduction and recycling education to children in Tri-Cities	\$20,000
98	G9800267 **	HSRS	Nisqually Delta Association	DuPont	Information sharing regarding toxic site cleanup of the Dupont munitions works property. <b>(Offered \$25,000)</b>	-0-
98	G9800268	P2TA	Puget Soundkeeper Alliance (Boating)	King County	Northeast lead in the National clean boating campaign	\$25,000
98	G9800272	HSRS	Columbia River United	Klickitat County	Promote public involvement in Hanford cleanup issues impacting the Columbia River	\$30,000
98	G9800282	HSRS	Citizens for a Healthy Bay	Tacoma	Increase community involvement in the Natural Resource Damage Assessment Restoration process of Commencement Bay	\$20,000
98	G9800297	HSRS	Heart of America Northwest	Seattle	Generate public awareness/involvement in cleanup methods & budgets at the Hanford site	\$30,000
98	G9900041	P2TA	WA Toxics Coalition	Seattle	Create greater awareness and increase the number of school districts with integrated pest management policies and plans	\$21,800
98	G9900101	P2TA	The Green Zone Committee	Spokane	Develop displays and resource materials pertaining to waste reduction and wise buying decisions for consumers and businesses, i.e., environmentally sustainable lifestyle practices	\$30,700
98	**	HSRS	Brackett's Landing Foundation	Edmonds	Leading Edmonds UNOCAL site cleanup public involvement project <b>(Offered \$15,000)</b>	-0-

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99	G9900102	HSRS	Hanford Education Action League (HEAL)	Spokane	Focus on USDOE's measures to correct problems associated with the cleanup of the K Basins at Hanford.	\$15,000
99	G9900103	HSRS	Brackett's Landing Foundation	Edmonds	Focus on keeping the saltwater marsh functioning & the shoreline clean with no sign of contamination from the UNOCAL site.	\$40,000
99	G9900110	HSRS	Columbia River United	Klickitat County	Focus on preventing additional nuclear and chemical wastes entering the Columbia River from the Hanford site.	\$32,000
99	G9900119	HSRS	NE Everett Community Council	Everett	Will continue to coordinate public information sharing and public input on the cleanup of the Everett Asarco Smelter site.	\$60,000
99	G9900141	P2TA	Resource Efficient Building & Remodeling Council (REBAR)	Spokane	Focus will on the construction segment of the CDL waste stream and on the use of recycled-content building materials to foster markets in Eastern Washington.	\$9,900
99	G9900142	HSRS	Olympic Environmental Council	Port Angeles	Spearhead public involvement on the cleanup of the Rayonier Mill site/landfills in Port Angeles.	\$35,000
99	G9900143	HSRS	WA Physicians for Social Responsibility	Seattle	Will take the Hanford cleanup issues to towns & cities across the state& educate the citizens on impacts of this cleanup on everyone. HEAL closed down; funds (\$15,000) allotted to this grant. Fund award reflects this increase.	\$24,700
99	G9900173	P2TA	WA Pest Consultants Association	Yakima	Provide an outlet for users of pesticide products to recycle the plastic containers that the pesticides are distributed in.	\$16,350
99	G9900177	P2TA	Puget Soundkeeper Alliance/Enviro*/Pierce Co	Seattle /Pierce County	Seek implementation of the EnviroStars' program in Pierce County and the implementation of the PSAPCA pilot project.	\$32,980
99	G9900187	P2TA	NW Ecobuilding Guild	Seattle	Provide a series of workshops "Building With Value '99" emphasizing hazardous waste reduction and disposal on construction projects. (Funds reduced by \$4,432 to \$25,568.)	\$25,568
99	G9900188	P2TA	Harstine Community Club	Harstine Island	Educate the Harstine Island Community how to participate in the process of environmental improvement of their local waterways.	\$5,900

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99	G9900189	HSRS	Heart of America NW	Seattle	Focus will be on USDOE's proposed changes to Hanford's cleanup agreement, the Tri-Party Agreement (TPA).	\$32,000
99	G9900222	P2TA	RE Sources/The RE Store	Bellingham	Educate residents on the "how to's" of reusing building materials.	\$14,695
99	G9900225	P2TA	Washington Toxics Coalition	Seattle	Seeks to reduce household and institutional use of toxic products through education of children-focused individuals and organizations emphasizing protection of children's health.	\$25,000
99	G9900230	P2TA	SW Puget Sound Watershed Council	Shelton /Mason County	Focus is to educate the residents of Mason County on how to protect and improve the water resources of their county.	\$16,875
99	G9900231	HSRS	Quincy Concern	Town Quincy	Focused pub. participation prog. to educate the community on the nature of the Cenex cleanup.	\$30,000
00	G0000177	HSRS	Columbia River United	Klickitat County	To inform the public and generate public involvement in the cleanup of the Hanford site. (Funds increased \$12,000 to \$37,000.)	\$37,000
00	G0000197	HSRS	Citizens for a Healthy Bay	Tacoma	Cont. stewardship activities on Commencement Bay nearshore/tideflats Superfund site.	\$15,000
00	G0000244	HSRS	WA Citizens Advisory Committee	Spokane	Generate public involvement in the Spokane River Watershed toxics investigation.	\$10,000
00	G0000284	P2TA	Three Rivers Children's Museum	Richland	Serve as an environmental education resource for families, educators, and the community at large; Heritage Mountain Project.	\$11,000
00	G0000298	P2TA	Automotive Recyclers of Washington	Statewide	Educate small automotive businesses on collection and proper disposal of batteries and tires to prevent illegal dumping.	\$18,800
00	G0000300	P2TA	Puget SoundKeeper Alliance	Puget Sound Counties	Work with Pierce Co. to expand the EnviroStars program coordination in the 5 county EnviroStars Cooperative. (Funds increased by \$10,000 to \$31,800.)	\$31,800
00	G0000307	HSRS	Hanford Info. Network / Network for Hanford Info.	Statewide	Create and test a public outreach program / display / road show with a "path forward" for Hanford's tank cleanup program.	\$5,000

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00	G0000308	HSRS	Heart of America Northwest	Seattle	Seeking to obtain more waste treatment and faster cleanup through increased public involvement.	\$27,000
00	G0000309	HSRS	Nisqually Delta Association	DuPont	Educate the community of DuPont on cleanup process & responsible Landuse planning. (Funds reduced by \$15,000 to \$5,000.)	\$5,000
00	G0000315	HSRS	Brackett's Landing Foundation	Edmonds	Generate public awareness of/involvement in the cleanup process at the UNOCAL site.	\$15,000
00	G0000316	P2TA	RE Source	Bellingham	Environmental education on recycling and a community pilot compost project.	\$11,300
00	G0000317	HSRS	Northeast Everett Community Organization	Everett	Info. sharing & pubic involvement on Everett smelter cleanup. (Funds reduced by \$25,000.)	\$16,500
00	G0000331	HSRS	Olympic Environmental Council	Pt Angeles	Remediation, cleanup, and restoration of hazardous and toxics sites in Port Angeles.	\$20,000
00	G0000332	P2TA	Lake Roosevelt Forum (Community Outreach)	Spokane County	Work with the communities in establishing a dialog built on trust/respect for all views, seek common ways to protect/preserve and enhance the quality of the environment and life.	\$16,500
00	G0000333	P2TA	Lake Roosevelt Forum (School Curriculum)	Spokane County	Develop a school curriculum on the Lake Roosevelt Watershed for use in local schools.	\$20,000
00	G0000364	HSRS	WA Physicians for Social Responsibility	Statewide	Public education on issues nuclear waste and how to maintain a sustainable environment at the Hanford site.	\$12,800
00	G0000376	P2TA	Community Colleges of Spokane Foundation	Statewide	Statewide computer recycling program: Computers 4 Kids.	\$12,000
01	G0100020	P2TA	Clark Co. Hazardous Waste Citizen Task Force	Clark County	Educate public on haz. waste issues & groundwater contamination. (Funds reduced by \$5,000 to \$15,500.)	\$15,500
01	G0100031	HSRS	Quincy Concern	Town of Quincy	Remediation oversight of the Cenex Cleanup site.	\$20,000
01	G0100058	P2TA	Green Zone Committee	Spokane	Conduct outreach to teachers to show how the Green Zone can be used for environmental studies.	\$6,800
02	G0200001	P2TA	Community Services Work Group	Chelan	Preparation & execution of outreach activities for waste reduction and recycling on Earth Day.	\$2,500

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02	G0200002	P2TA	Puget Soundkeeper Alliance/EnviroStars	Multi-County	Initiate/facilitate meetings with Jefferson, Skagit, Clallum, & Island counties with the E* Cooperative to identify needs/limitations to participating in E*; assist implementation of phase 3 of 3yr pilot project with PSCAA & ACA. In 2 <sup>nd</sup> year of biennium received grant amend. of \$10,000 (included in total award).	\$38,000
02	G0200003	P2TA	Methow Conservancy	Chelan County	Promoted, advertised & educated the residents of Methow Valley about new recycling center.	\$5,000
02	G0200004	P2TA	Automotive Recyclers of Washington	Statewide	Plan & hold seminars on Best Management Practices for hazardous waste & stormwater management for wrecking yard site cleanup; and educate the auto recyclers about new regulatory changes including the new mercury chemical action plan due by 12/31/2002. In 2 <sup>nd</sup> year of biennium received grant amend. of \$25,000 (included in total award).	\$50,000
02	G0200005	HSRS	Nisqually Delta Assoc.	DuPont	Educate & guide the community of DuPont through the MTCA cleanup process & encourage responsible land use planning in the community.	\$20,000
02	G0200006	HSRS	Citizens for a Healthy Bay	Tacoma	Educate the Tacoma community about pollution problems, maintain a citizen's environmental watchdog group, advocate for the most protective cleanup of the Commencement Bay contamination, & participate in the Natural Resource Damage Assessment restoration process. In the 2 <sup>nd</sup> year of the biennium received a grant amend. of \$7,500 (included in total award).	\$37,500
02	G0200007	HSRS	Environment Group of Klickitat	Town of Klickitat	Educate and lead the community through the cleanup process occurring at the old Champion International sawmill site.	\$25,000
02	G0200008	HSRS	NW Everett Neighborhood Association	Everett	Investigation & cleanup of residential properties around the former ASARCO smelter site in Everett. This entails review, evaluation and interpretation of technical documents, community education & public outreach.	\$40,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
02	G0200009	HSRS	Columbia Riverkeeper	Klickitat County	Educate/motivate the public to become active participants in the Hanford cleanup process. Focus will be on planning for cleanup of burial grounds & vadose zone in the 100, 200 & 300 areas. In the 2 <sup>nd</sup> yr of the biennium received a grant amend. of \$13,500 (included in total award).	\$73,500
02	G0200010	HSRS	WA Physicians for Social Responsibility	Seattle	Statewide focus on educating residents on the Hanford issues from a medical perspective. The specific communities targeted are the medical, environmental, youth and religious communities. In the 2 <sup>nd</sup> year of the biennium received a grant amend. of \$2,000 (included in total award).	\$17,000
02	G0200012	HSRS	Brackett's Landing Foundation	Edmonds	Educate the community on the progress of the UNOCAL cleanup & seek community input on the level of "clean" the community wants for the site.	\$75,000
02	G0200013	HSRS	Heart of America Northwest	Seattle	Work w/regulators & USDOE to define an appropriate process for public involvement & decision making; provide tools to the public so they can provide informed input on public values to ensure that vitrification of High Level Nuclear Wastes occurs; & ensure public concerns for the impacts to groundwater, the Columbia River & the Hanford Cleanup priorities are considered in the decision making process. In the 2 <sup>nd</sup> year of the biennium received a grant amend. for \$20,000 (included in the total award).	\$70,000
02	G0200015	HSRS	Skykomish Environmental Coalition	Skykomish	Provide education/outreach to the community on the status of the cleanup process & seek community involvement in the review/comment of the Draft & Final Remedial Investigation documents & what the findings mean to the community.	\$25,000
02	G0200016	HSRS	Olympic Environmental Council	Clallam County	Educate the Port Angeles residents & work with governmental entities on the cleanup of the Rayonier Mill site & on the monitoring of the local landfills. In 2 <sup>nd</sup> year of the biennium received a grant amendment for \$20,000 (included in total award).	\$60,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
02	G0200024	P2TA	WA Toxics Coalition	Seattle/King County	Provide up-to-date health care info on how to protect the residents of the state & the environ. The focus will be to persuade & enable the citizens to use safe or less toxic indoor/outdoor home care products to reduce the exposures for salmon, wildlife & humans. In the 2 <sup>nd</sup> year of the biennium received a grant amend. of \$10,000 (included in total award).	\$35,000
02	G0200035	P2TA	WA State Recycling Association	Statewide	Plan & hold statewide commercial recycling roundtables. Focus is to bring local community businesses & commercial waste haulers &/or recyclers together to discuss opportunities to increase commercial recycling.	\$17,000
02	G0200044	P2TA	WA Refuse & Recycling Association	Statewide	Pilot project with a focus on rural & urban areas, east-central- & west side test areas to determine if there are measurable commercial recycling collection differences based on urbanization &/or geographical location of a particular service area. Provide technical assist. to businesses to reduce waste; educational materials; design a media campaign; and develop/disseminate a survey.	\$20,000
02	G0200059	HSRS	Hanford Information Network	Western Washington	Develop a basic exhibit illustrating the importance of protecting the Columbia River from contamination by leaking underground tanks at the Hanford Reservation. This "Hanford Underground Tank Road Show" will go to communities & schools throughout the state.	\$19,000
02	G0200060 **	P2TA	Remedy West	Seattle	Hold a Hospital Waste Education/Reduction Conference. Recipient did not sign grant. <b>(Offered \$13,000.)</b>	-0-
02	G0200061	HSRS	Association of Bainbridge Communities (ABC)	Bainbridge Island	This "Follow-up" grant project for the Vincent Road Landfill cleanup is anticipated to "wrap-up" in the 2001-03 biennium. The ABC informed the community of the final cleanup phase; performed a final review of the Cleanup Implementation Plan; & completed project with a final evaluation of the grant project objectives.	\$3,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
02	G0200062	P2TA	Lake Roosevelt Forum	Spokane County	This project will strive to create an arena where diverse interests can be expressed & build a dialog based on trust/respect. Through this diverse group, common ways to protect &/or preserve the quality of the environment will be developed as they relate to Lake Roosevelt. In the 2 <sup>nd</sup> year of the biennium, received a grant amend. for \$3,000 (included in total award).	\$18,500
02	G0200065	HSRS	Island Remediation & Public Participation Center	Vashon Island	Act as clearinghouse & source of information on issues of heavy metal contamination on the island. Outreach to the community will provide tools for them to participate in decision making meetings/hearings related to the cleanup process.	\$50,000
02	G0200070	HSRS	People for Puget Sound	King County	Community education/outreach activities on the cleanup of contaminated sediments & control the source of upland contamination in & around the Duwamish River.	\$60,000
02	G0200078	HSRS	WA Citizens Advisory Committee	Spokane	Educate residents in the Spokane area & facilitate public participation in the cleanup process for Spokane River/Coeur d'Alene Basin.	\$50,000
02	G0200079	HSRS	Georgetown Crime Prevent. & Com. Council	Georgetown	Community oversight of the cleanup of the Philips Environmental dangerous waste handling facility site. Public outreach to the community to educate & engage the residents to become participants in meetings & hearings addressing the cleanup issues/process. In the 2 <sup>nd</sup> year of the biennium, received a grant amend. for \$10,000 (included in total award).	\$60,000
02	G0200084	P2TA	Clark Co. Hazardous Waste Citizen Task Force	Clark County	Educate the residents of Clark Co. about protecting &/or conserving the groundwater in the area. The outreach efforts cover Best Management Practices for home & nursery gardening; classroom education; & monitoring local groundwater issues & contaminated sites.	\$20,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
02	G0200095	P2TA	Serenity House of Clallam County	Clallam County	Design & implement a system to reuse construction & demolition debris & related materials currently going to the Clallam County landfill. Focus was on local contractors &/or builders. <b>(Offered \$4,000, signed the grant, and then Recipient chose not to accept grant.)</b>	\$4,000
04	G0400001	HSRS	NW Everett Neighborhood Association	Everett	Continue to educate the impacted community of the progress of the Everett Smelter Cleanup Site.	\$50,000
04	G0400002	HSRS	Brackett's Landing Foundation	Edmonds	Continue to monitor and educate the community about the progress of the cleanup of the UNOCAL site.	\$60,000
04	G0400003	HSRS/ P2TA	Citizens for a Healthy Bay	Tacoma	Involve and educate the community about pollution problems/hazardous waste cleanup activities and initiate sustainable practices.	\$25,000
04	G0400004	P2TA	NW Renewable Energy Festival	Walla Walla	Sponsor a three-day Energy Festival that will inform and educate energy producers and consumers about the benefits of using renewable energy sources.	\$10,000
04	G0400005	HSRS	Lake Roosevelt Forum	Spokane County	Improve public's understanding of EPA's investigation process of the pollution of Lake Roosevelt.	\$25,000
04	G0400006	P2TA	The Green Zone	Spokane	Show positive options for business, home and play to enhance a more sustainable environment.	\$9,000
04	G0400007	HSRS	Georgetown Crime Prevention & Com. Council	Georgetown (south Seattle)	Continue to educate the community about the progress of the cleanup of the Philips Service Facility site and the importance of their involvement in the decision-making process for cleanup of the site.	\$45,000
04	G0400009	P2TA	Washington Toxics Coalition	Statewide	Provide the tools for the community to be aware of the dangers of pesticides and hazardous household products and to avoid using them.	\$25,000
04	G0400010	HSRS	WA Physicians for Social Responsibility	Statewide	Provide the educational tools that explain the human/environmental history of Hanford & the challenge of cleaning up its burden of radioactive waste.	\$18,000
04	G0400011	HSRS	People for Puget Sound	Duwamish	Continue to educate the neighborhoods that abut the Duwamish River on the progress of the river's clean-up and encourage involvement by these residents.	\$45,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
04	G0400014	P2TA	The RE Store	Seattle	Improve the awareness of contractors and the building public to the existence and availability of reusable building materials. Develop and distribute a "Used Building Material Guide"	\$25,000
04	G0400015	HSRS	Columbia RiverKeeper	Tri-Cities	Continue to educate the residents in the Mid-Columbia region about the progress and issues of the cleanup of the Hanford site.	\$50,000
04	G0400020	P2TA	WA Citizens for Resource Conservation	Statewide	Education/outreach project on computer recycling and design issues related to producer responsibility.	\$19,000
04	G0400026	P2TA	People for Environmental Action & Children's Health	Spokane	Educate the public about Sustainable Resources Management or the Zero Waste Program.	\$20,000
04	G0400032	P2TA	South Sound Outreach Services	Pierce and Kitsap Counties	Extend outreach to include environmental education to seniors, disabled & other low-income people.	\$25,000
04	G0400042	P2TA	Spokane Neighborhood Action Program (SNAP)	Northeast Counties	Increase the knowledge and practice of the "Living Green Program" among all residents through community education.	\$30,000
04	G0400044	HSRS	Skykomish Environmental Coalition	Town of Skykomish	Continue to educate the residents/property owners on the various phases of the cleanup process for removing contaminants from the old Burlington Northern/Santa Fe Maintenance Facility.	\$22,680
04	G0400047	P2TA	Waste Matters	Port Angeles	Educate residents about preventing pollution by reducing/eliminating waste at the source.	\$12,000
04	G0400065	P2TA	EcoSolutions	Bainbridge Island	Education/outreach activities about the toxic effects of hazardous chemicals and harmful contaminants used in home landscaping and gardening.	\$38,000
04	G0400066	HSRS	WA Citizens Advisory Committee	Spokane County	Provide public meetings/forums for the residents to learn about the cleanup of the Spokane River.	\$16,660
04	G0400086	HSRS	Columbia Riverkeeper	Spokane County	Provide outreach materials to the residents and schools about the cleanup of the Spokane River.	\$16,660
04	G0400111	P2TA	Sustainable Seattle	Seattle	Create mechanisms and opportunities for sustainable development in Puget Sound Area through youth education and community action.	\$30,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
04	G0400120	HSRS	Hanford Information Network	Statewide	"The Road Show" provides the general public with basic information on the underground tank cleanup at the Hanford site.	\$5,000
04	G0400126	P2TA	WA State Recycling Association	Statewide	Through education, increase recycling programs in rural communities; this is a pilot project.	\$20,000
04	G0400132	HSRS	Island Remediation and Public Participation Center	Vashon – Maury Island	Provide education/outreach to the residents on cleanup of the heavy metals contamination from the Tacoma ASARCO air emissions.	\$30,000
04	G0400140	HSRS	The Lands Council	Spokane	Education/outreach activities targeted toward non-English speaking communities explaining the cleanup process of the Spokane River	\$16,660
04	G0400225	P2TA	Environmental Information Cooperative	Clark County	Train educators in special stream pollution identification and pollution prevention and incorporate new knowledge in classroom curriculum.	\$9,000
04	G0400226	P2TA	Justice Alliance Education Fund	Spokane	Provide education on energy conservation and waste stream management/recycling into public institutions.	\$20,000
04	G0400237	HSRS	Olympic Environmental Council	Port Angeles	Continue to educate the residents about the cleanup process of the Rayonier Mill site and two associated landfills.	\$20,000
04	G0400286	HSRS	Heart of America Northwest	Statewide	Expand public participation in the annual meetings on Hanford Cleanup site priorities and Hanford Cleanup Budget Priorities.	\$50,000

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

**PUBLIC PARTICIPATION GRANT PROGRAM**  
Funding Summary

	<b>YEAR (OF APPLICATION)</b>	<b>NO. OF GRANTS AWARDED (SIGNED)</b>	<b>AMOUNT AWARDED \$\$</b>
Round 1	1989	5	208,470
Round 2	1990	14	480,377
Round 3	1991	17	583,215
Round 4	1992	22	547,370
Round 5	1993	15	389,123
Round 6	1994	21	466,206
Round 7	1995	20	429,900
Round 8	1996	19	473,522
Round 9	1997	19	448,108
Round 10	1998	16	400,968
Round 11	1999	20	327,000
Round 12	2000*	25	903,000
Round 13	2002*	30	810,000
<b>TOTAL</b>		243	\$6,467,259

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

\*TYPE: HSRS = Hazardous Substance Release Site, P2TA = Pollution Prevention Education/Technical Assistance, CITI - Citizens' Groups

\*\*Grants offered, but not accepted

## **Appendix B**

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



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# Project Costs Eligible/Ineligible for Reimbursement

## Project costs

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

If the cost is not specified in the grant agreement or in the PPG rule or guidelines, the Project Officer determines whether the cost should be reimbursed by PPG funds.

## Eligible Costs

The following is a partial listing of the types of **expenses that ARE reimbursable** under the PPG program guidelines:

- Procuring technical assistance – advertising the need, developing the Request for Proposals, contracting for the services. (Contact the PPG Project Officer for an explanation of state-required procurement procedures.)
- Mileage paid at the **state reimbursement rate** for travel to/from project events within Washington State.
- Rental of audio/visual equipment, public address systems, or display units.
- Rental of space in which to display exhibits and/or conduct public meetings related to the grant project.
- Costs of developing, publishing and distributing explanatory materials and technical reports within affected communities or throughout the project area/audience.
- Funds for an EPA Technical Assistance Grant "match," to pay administrative and public outreach expenses.
- Administrative expenses directly related to the grant project:
  - Office supplies.
  - Long-distance telephone calls to participants or Ecology.
  - Postage for newsletters, surveys, return mail and grant invoices.
  - Costs of copying documents and printing fliers or notices.
  - Record keeping (\$12.50/hour maximum).

## Ineligible Costs

The following is a partial listing of the types of expenses that the PPG program will **NOT** reimburse:

- Subscriptions; contributions or donations.
- Food, unless specified in grant agreement.
- Per Diem; meals, lodging, airline or rail passes.
- Office rental or overhead costs.
- Purchases of equipment or other nonexpendable personal property, unless specified in the grant agreement.
- Purchase, operation, or maintenance of motor vehicles.
- Property or equipment depreciation.
- Land acquisitions, leases, or easements.
- Conservation easements; wildlife habitat development.
- Independent sample collection or independent analysis of samples collected from facility sites, studies, plans or political campaigns.
- 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, manufacturer's, suppliers, or the Department.

*Note: Legal actions (lawsuits and administrative appeals) are not eligible activities, and may affect the eligibility of the project. (See page 3 Legal Actions). Always consult with the grant project officer if you are contemplating such action.*

- Legal fees – unless and except as specified in the grant agreement under the "technical assistance" subcontract provisions, to interpret site documents.
- Volunteer time served in the applicant group.
- Staff salaries/benefits/taxes.
- Lobbying any government official or agency.

- Any expense incurred prior to authorization through a signed grant agreement, including but not limited to costs associated with the preparation of the grant application.
- Bad debts or losses arising from uncollectable accounts.
- Fines and penalties.

### **Conditionally Eligible Costs**

The following expenses are **usually NOT** eligible for reimbursement. But if the costs are integral to the success of a PPG project, they may be included in the budget terms of the grant agreement.

- Staff wages – which are specifically negotiated as a term in the grant agreement, and which provide that costs not exceed the prevailing state employee rate for comparable services.
- Contracting with a scientist to interpret technical documents, or a lawyer to interpret legal documents, arising out of a cleanup action – provided that such services are delineated in the grant agreement under the technical assistance budget. Not to be used for legal purposes.
- Light refreshments and/or beverages.
- Car or boat rental.
- Webpage update/maintenance.
- Computer software (data management or word processing only) necessary to fulfill record-keeping requirements of the PPG program.



# **Appendix C**

## **Cleanup Process**



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# Cleanup Process

A key goal of the Model Toxics Control Act is to encourage cooperation between interested parties in the **identification and cleanup** of hazardous substances. Funds for Ecology's work regarding cleanup activities are generated by a tax on the "first use" of any toxic substance sold within the state.

## Phases of the Cleanup Process

### Site Discovery

Sites where contamination is found must be reported to Ecology's Toxics Cleanup Program. Potentially liable persons (property owners, tenants, or those who have contributed to the problem) may choose to conduct an independent cleanup without assistance from the department, but cleanup results must be reported to Ecology. Independent cleanups are done at the potentially liable person's own risk. The department may require additional cleanup actions at these sites to bring them into compliance with state cleanup standards.

### Initial Investigation

Ecology conducts an initial investigation of the site within 90 days of its report. Based on information obtained about the site, a decision is made within 30 days to determine if the site requires additional investigation, emergency cleanup or no further action. If further action is required, Ecology sends an early notice letter to owners, operators and other potentially liable persons, inviting them to work with the Department in developing a plan to clean up the site.

### Site Hazard Assessment

Ecology or a local health department/district conducts a site hazard assessment to confirm the presence of hazardous substances and to determine the relative risk the site poses to human health and the environment. The assessment considers the routes through which exposure to the hazardous substances might occur, including the air, soil, surface water, and ground water.

## Hazard Ranking

The Act requires that sites be ranked according to the **relative human health and environmental risk** each site poses. Ecology worked with the Science Advisory Board to create the Washington Ranking Method, which categorizes sites using data from the site hazard assessments. Sites are ranked on a scale of one to five. A score of one represents the highest level of risk and five the lowest. Ranked sites are placed on the state Hazardous Sites List.

At this point, the potentially liable persons have three options for establishing how the cleanup will be done:

- They may elect to conduct an independent cleanup (see “Site Discovery”).
- They may negotiate an agreement with Ecology concerning the costs and activities involved in the cleanup.
- Ecology may issue an order prescribing the cleanup work to be done.

## Remedial Investigation/Feasibility Study

Ranked sites must prepare a state remedial investigation and feasibility study to **define the extent and nature of contamination** at a site. The study also evaluates potential impacts on the environment and alternative cleanup technologies. This study can take between six months and four years to complete. The completed study is subject to a 30-day public review and comment period. At sites where Ecology is the regulating authority, the Department will publish its response to public comments.

## Selection of Cleanup Action

Ecology oversees development of a comprehensive cleanup action plan, using information gathered during the study. The plan identifies preferred **cleanup methods** and specifies cleanup **standards, interim action, time-tables**, and other requirements at the site. The plan is also subject to public review and comment, and to publication of Ecology’s response to those comments (comment periods for the study and the cleanup action plan may happen at the same time).

## Site Cleanup and Monitoring

Actual cleanup activities begin when **the cleanup action** plan is implemented. This includes design, construction, operation and monitoring of cleanup actions. A site may be taken off the Hazardous

Sites List after cleanup is completed and Ecology determines that cleanup standards have been met. Some sites require long-term monitoring to determine the effectiveness of the cleanup. It may take as little as six months or as much as 30 years to establish that a site is “clean.”

## **PPG under the MTCA**

The **Model Toxics Control Act** (MTCA) was created by Initiative 97, which was passed into law in 1988. The purpose of the Act is to guide the *clean up* of all sites in the state that are contaminated by substances that pose a threat to human health and the environment, and to *prevent* the occurrence of similar contamination at other sites. The work of cleaning contamination is funded, in part, by *the MTCA account — a tax imposed upon the first use of a hazardous product.*

The drafters of the **Initiative** believe that persons affected by a hazardous substance release are **entitled** to informed **participation** in decisions about what remedy selection and cleanup activities should be in order to minimize risks to human and environmental health. They also recognized that the residents would need special assistance in becoming technically and procedurally informed, so they could contribute in a **meaningful and informed** manner to that decision-making process. To help provide that assistance, the *MTCA requires that one percent of the revenues collected by the tax, be set aside for public participation grants.*

Public Participation Grants reimburse costs of obtaining and sharing **essential information** about the site, and about the MTCA cleanup process, such as:

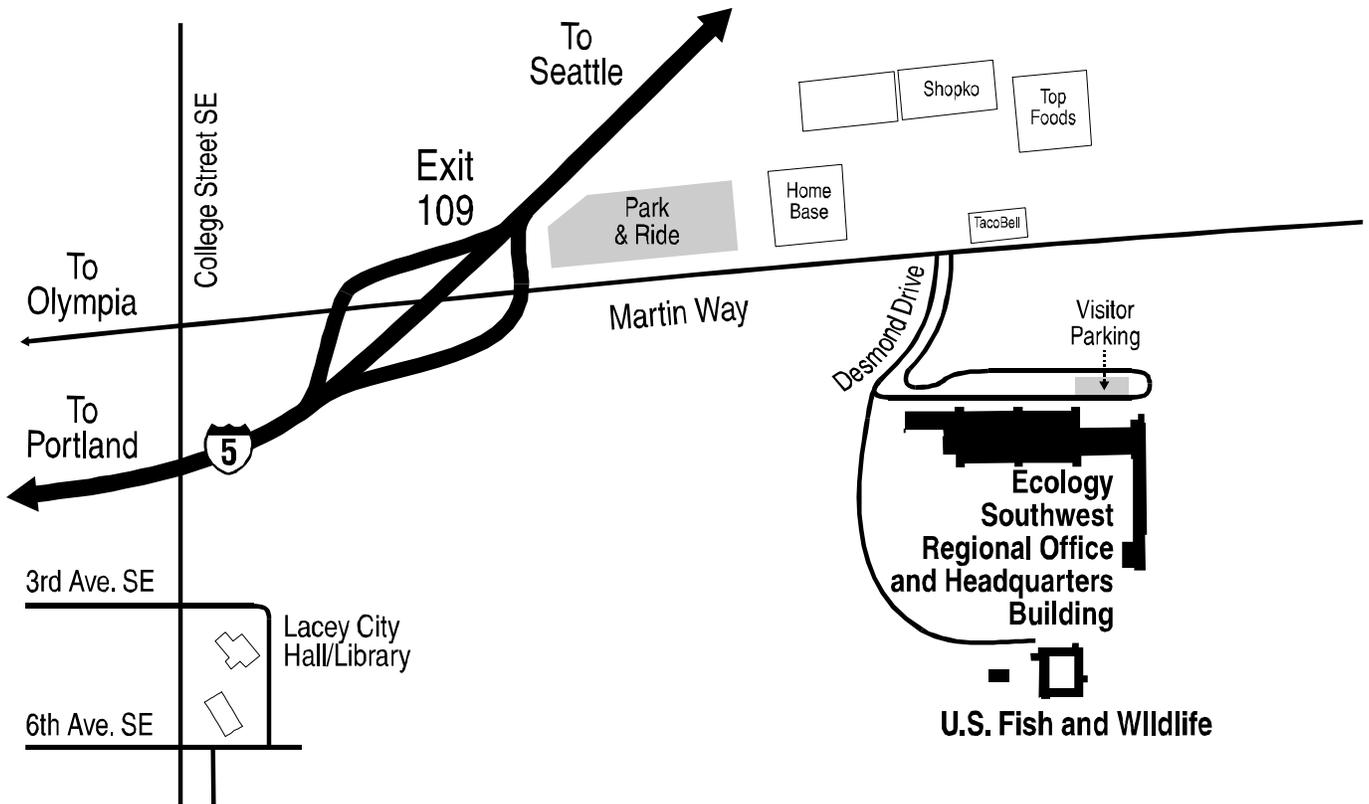
- *publishing a site history* — describing the impacts of past and current activities and property uses;
- *displaying* photographs, maps, or models of *the site*;
- *contracting* with an expert to translate technical information, analyze data, and explain cleanup methods and processes to residents;
- *creating a public forum* for discussing concerns about the community impacts of the site operations or of cleanup activities;
- *advertising* special site-related events;
- *working* with communities and industries *to prevent similar pollution* from contaminating other sites;
- *educating* the public about how, and when, to participate in the process.



## **Appendix D**

### **Map to Ecology**





### Directions to the Department of Ecology

From South:

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

From North:

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



# **Appendix E**

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



## Chapter 173-321 WAC

### PUBLIC PARTICIPATION GRANTS

#### WAC SECTIONS

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

#### **WAC 173-321-010 Purpose and authority.** (1)

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

(2) The purpose of this chapter is to set forth eligibility criteria and funding requirements for grant projects.

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-010, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-010, filed 10/17/89, effective 11/17/89.]

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

(1) "Department" means the department of ecology.

(2) "Director" means the director of the department of ecology or such person authorized to act for the director.

(3) "Emergency" means an occurrence warranting public participation which occurs after the deadline for grant applications and before the opening of a new grant application period, such as:

(a) An unforeseen release of a hazardous substance at an existing site or a newly discovered site;

(b) An unanticipated decision by the department concerning remedial action at a site or publication of a remedial investigation, feasibility study or risk assessment; or

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

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

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

(6) "Facility" means:

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

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

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

(8) "Hazardous substance" means:

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

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

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

(d) Petroleum or petroleum products; and

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

The term hazardous substance does not include any of the following when contained in an underground storage tank from which there is not a

release: Crude oil or any fraction thereof or petroleum, if the tank is in compliance with all applicable federal, state, and local laws.

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

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

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

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

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

(b) Is not organized primarily for profit; and

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

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

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

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

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

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

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

abandonment or disposal of containers of hazardous substances.

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

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

(a) Waste reduction;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The nature of the release or threatened release of the hazardous substance;

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

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

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

(e) A complete project description;

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

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

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

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

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

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

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

(c) A complete project description;

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

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

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

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

(b) Local governments including any political subdivision, regional governmental unit, district, municipal or public corporation, including cities, towns, and counties. The term encompasses but does not refer specifically to the departments within a city, town, or county;

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

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

(e) Organizations sustained by public funding;

(f) Public and private universities; and

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

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

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

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

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

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

(a) Applicants requesting a hazardous substance release grant;

(b) New applicants; and

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

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

- (a) The type and extent of the applicant group's past history and experience conducting activities similar to those described in the grant application;
- (b) The group's basic funding, with consideration given to groups with limited resources;
- (c) The group's ability to appropriately manage grant funds;
- (d) Except for emergency grants, if more than one group is interested in the same project, priority consideration will be given to groups who consolidate;
- (e) Availability of funding sources for the project;
- (f) Past performance under a public participation grant;
- (g) The group's ability to define the environmental issue and identify what changes will occur in the problem as a result of the project; and
- (h) Demonstration of the use of Bennett's hierarchy or similar methodology with a focus on outcome and clear commitment to follow through to end results.

(4) Special criteria.

(a) Hazardous substance release grants. Hazardous substance release grants, including emergency grants, will be evaluated against the following criteria:

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

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

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

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

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

(ii) The degree to which the proposed project will

facilitate public understanding of the state solid and hazardous waste management priorities;

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

[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-050, filed 2/12/01, effective 3/15/01. Statutory Authority: RCW 43.21A.080 and chapter 70.105D RCW. 90-18-065 (Order 90-20), § 173-321-050, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-050, filed 10/17/89, effective 11/17/89.]

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

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

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

(b) Public involvement and public education activities;

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

(d) Expendable personal property;

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

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

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

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

(c) Expendable personal property;

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

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

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

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

or taken on the subject of the grant project or application;

- (c) Legislative lobbying activities;
- (d) Real property;
- (e) Nonexpendable personal property.

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

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

- (1) The department may fund up to one hundred percent of eligible project costs.
- (2) The maximum grant allowance shall be sixty thousand dollars.
- (3) Public participation grants may be renewed annually. A new grant application must be submitted to be evaluated and ranked for additional funding.
- (4) The department reserves the right to refuse funding to any and all applications failing to meet the grant eligibility criteria and may reopen the application period for additional applications.  
[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-070, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-070, filed 10/17/89, effective 11/17/89.]

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

- (1) The department shall establish grant application funding cycles each year.
- (2) Public notice of application funding cycles shall be published state-wide.
- (3) A grant application package will be sent to all persons interested in applying for public participation grants. Grant application packages will include notice

of grant application deadlines, grant guidelines, and application forms.

- (4) Grant applications will be evaluated by the department. To be funded, applications must include all required elements as outlined in the guidelines.
- (5) The obligation of the department to make grant payments is contingent upon the availability of funds through legislative appropriation, and such other conditions not reasonably foreseeable which may preclude awarding such grants.

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

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

(8) To the extent that the Constitution and laws of the state of Washington permit, the grantee shall indemnify and hold the department harmless, from and against, any liability for any or all injuries to persons or property arising from the negligent act or omission of the grantee arising out of a grant contract.

(9) All grants under this chapter shall be consistent with "*Administrative Requirements for Ecology Grants and Loans*" WDOE publication No. 91-18, revised October 2000.  
[Statutory Authority: Chapter 70.105D RCW. 01-05-024 (Order 97-09A), § 173-321-080, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. 89-21-072 (Order 89-26), § 173-321-080, filed 10/17/89, effective 11/17/89.]

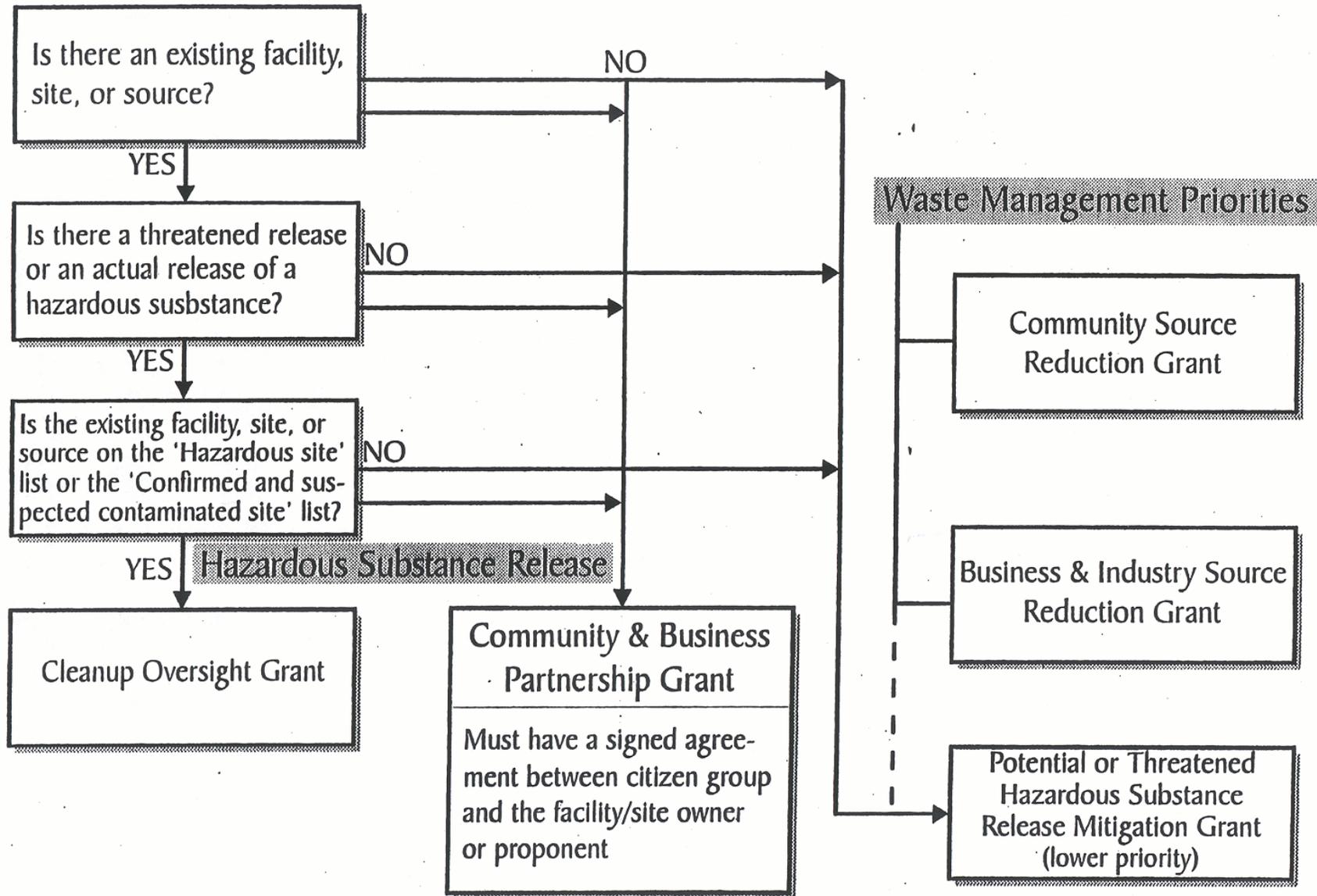


# **Appendix F**

## **Project Eligibility Determination**



# Public Participation Grant - Project Eligibility Determination





# **Appendix G**

## **Application Forms**

**CALL**

**1-800-RECYCLE**

**2005-07 Public Participation Grants  
Application Completion Instructions  
Competition Round 14**

Contents:

Your application serves two important functions. It is your group's "**map**" for traveling the most direct route from problem identification to environmental improvement. Your application also shows milestones or "**check points**" to the PPG project selection committee, allowing them to predict your project's chances of making a positive environmental impact.

- One indicator of the likely impacts of your project is whether your group followed the *Guidelines*. They give step-by-step instructions for planning a successful PPG project. Our experience shows that a successful project results when 80% of the group's effort goes into planning, and only 20% of the group's effort is required to effect public involvement.
- Another important indicator is your group's stake in solving the defined problem. A group, whose members share a waste management problem that impairs their quality of life, should be able to generate the personal commitment and joint effort needed to address that problem.

If you are applying for an **Environmental Follow-Up** or for a project continuation grant, your narrative (page 2) should include a summary of the preceding grant's purpose, results, and lessons learned.

Format:

- The application consists of four parts.
  - The **cover sheet** asks for general information about your group and project.
  - The **narrative** asks you to describe and summarize your project. Try to keep to one page.
  - The **proposed project work plan** follows the Bennett's Hierarchy levels: End Results, Behavior Changes, KASA Changes, Reactions, Participants, Activities, and Input/Investment. When you've finished these pages, you should have a fairly complete work plan.
  - The **budget sheet** asks for dollar figures for the entire project, both what you expect from the grant and what you will get from other sources.
- Refer to the chapter on "Grant Project Development" as you complete the proposed project work plan pages. The questions shown on each page of the application are designed to spark your thinking on your project. You should address each of them, even if you cannot yet answer them definitively.

- Each page asks for details pertaining to different elements of your project. If you respond to a question on one page, and give the same answer to a question on another page, stop! Compare the two questions and the hierarchy level to which each refers. If you can't see how the two questions differ (and how your responses should also differ), telephone Katherine Seel at (360) 407-6061 for help.
- Please do not supply additional pages of information with your application. If your responses require more explanation than can fit into the space allotted, use the other side of the page. After your written application scores high enough to qualify for grant funding, your group can add details during the interview and grant negotiation.

Submittal:

- DO NOT WAIT UNTIL THE FILING DEADLINE! The application filing period is almost nine weeks long; and PPG staff is available all year to discuss plans for your project.
- The top page of the application form should be signed by the applicant group's *authorized official* in **blue** ink. The remaining pages of the form, and ten photocopies of the entire application, may be in black ink. (We prefer vegetable-based ink, on recycled [post-consumer] non-chlorine bleached paper.)

**DEPARTMENT OF ECOLOGY  
PUBLIC PARTICIPATION GRANTS**

<p><b>FOR ECOLOGY USE ONLY</b></p> <p>Application No. _____</p>
---

**FORM PPG A-1: Cover Sheet**

**APPLICANT**

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_

\_\_\_\_\_ Congressional District No.: \_\_\_\_\_

\_\_\_\_\_ Legislative District No.: \_\_\_\_\_

Federal Tax Identification No.: \_\_\_\_\_ [To get a tax number, call 1-(800) 829-1040, press 3 from phone menu]

Authorized Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Having authority to obligate the group's resources)

**Official's Signature:** \_\_\_\_\_ Daytime Telephone: ( ) \_\_\_\_\_  
(Your application must be signed)

Coordinator/Manager: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Treasurer/Bookkeeper: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Organization's Primary Purpose: \_\_\_\_\_

\_\_\_\_\_

**PROPOSED ENVIRONMENTAL PROJECT**

Check	<input type="checkbox"/> HAZARDOUS SUBSTANCE RELEASE SITE
One Project	<input type="checkbox"/> WASTE MANAGEMENT PRIORITIES IMPLEMENTATION
Category	<input type="checkbox"/> ENVIRONMENTAL FOLLOW-UP

Descriptive Project Title: \_\_\_\_\_

Project Audience/Participants: Audience listens to information; Participants act on the information.  
Mark "A" or "P" for each group your project will reach.

- |  |  |
|--|--|
| <input type="checkbox"/> Community Residents                 | <input type="checkbox"/> Specific Industry               |
| <input type="checkbox"/> Parent/Neighborhood Associations    | <input type="checkbox"/> Labor/Professional Associations |
| <input type="checkbox"/> Local Businesses                    | <input type="checkbox"/> Special Interest Clubs          |
| <input type="checkbox"/> Real Estate Marketers or Developers | <input type="checkbox"/> Children/Youth                  |
| <input type="checkbox"/> Environmental Organizations         | <input type="checkbox"/> Ethnic or Economic Community    |
| <input type="checkbox"/> Marketing or Consumer Groups        | <input type="checkbox"/> Other: _____                    |

Specific Geographic Area Served By Project: \_\_\_\_\_

**Project Budget Funding**

Grant Amount Requested	Value of Other Resources and Contributions	Total Project Costs
\$ _____	+ \$ _____	= \$ _____

**FORM PPG A-2: NARRATIVE Description of Proposed Project**

**Write a brief summary of your proposed project.** Define the environmental problem that is the focus of your project. Describe the people you will involve, and the actions you will take to remedy the problem. Identify the specific environmental improvements that you expect to achieve as a result of this project.

**FORM PPG A-3: Proposed Project Work Plan**

**Bennett's Hierarchy Level 7: End Results**

**Specify the environmental improvement your project will bring to fruition.**

- What existing environmental problem will this project help correct or what potential environmental problem will this project help prevent?
- When your project is completed, what specific **measurable** environmental result will be achieved?
- How will this project encourage, extend, or improve upon government agencies' attempts to resolve the problem?
- What indirect outcomes could occur as a result of this project?
- How will you **measure** long-term project results? How will you determine that you reached your project goals?

**FORM PPG A-3: Proposed Project Work Plan**

**Bennett's Hierarchy Level 6: Behavior Changes**

**What new habits or practices will individuals adopt due to participating in your project?**

- What specific changes do you hope your project will evoke?
  - individual behavior
  - group practices
  - standard operating procedures
- What method will you use to **measure** behavior changes?
- When your project is over, how will you know whether the desired behavior changes will last?

**Bennett's Hierarchy Level 5: KASA Changes**

**Describe the Knowledge, Attitudes, Skills, and Aspirations your project will instill in participants/audiences.**

- What **knowledge** must the audiences/participants have in order to change their behavior/practices?
- What specific changes in **attitude** must occur to cause behavior/practice changes?
- What **skills** will participants need in order to exhibit desired behavior/practices?
- What **aspirations** might motivate desired changes in participants' behavior/practices?
- How will you learn whether participants adopted the attitudes and aspirations, and are applying the knowledge and skills your project offers? How will you **measure** your audiences/participants behavioral changes?

**Bennett's Hierarchy Level 4: Reactions**

**What abilities and motives will participants/audiences attribute to your group, based upon project performance and products?**

- How will presenters, activities, and materials be evaluated?
- What success **measures** and assessment tools will you use to evaluate audience and participant reactions? [An Audience hears information: A Participant acts upon information.]
  - How do you hope participants will feel about the learning experience provided by your project activities? [Participants share and act upon the information.]
  - How do you hope audiences will feel about your group? [Audiences hear the information.]
- Which specific reactions are important to reaching desired **measurable** project outcomes?

**Bennett's Hierarchy Level 3: Participants**

**Identify stakeholders and interest communities likely to participate. Who might refrain from participating, but scrutinize the project?**

- How many people are you trying to reach with your project? (See page15 in text for definitions.)
  - number of participants at events
  - number of one-to-one contacts
  - number of groups/organizations your project will interest
- What specific needs do your audiences/participants have in common?
  - needs this project can fulfill
  - needs that may conflict with project goals
- What is the best way to reach your audiences/participants?
  - What are their most credible information sources?
  - What motivates/excites the audiences/participants?
  - Who can best deliver your message/information?
- How will you promote dialogue among residents/consumers, industry/business leaders, governments/regulators?

**FORM PPG A-3: Proposed Project Work Plan**

**Bennett's Hierarchy Level 2: Activities**

**Describe any planned events, interactive forums, and physical challenges you will use to inform, engage, and motivate participants/audiences.**

- What activities and events do you plan as part of your project?
- Where and when will those activities occur?
- How will you involve participants in those activities?
- How will you **measure** the success of each activity?
- What external factors will affect the success of the activities?
- What types of promotion will you use to publicize the activities?

FORM PPG A-3: Proposed Project Work Plan

**Bennett's Hierarchy Level 1: Inputs**

**Examine all of the resources needed to conduct this project--committed members, experts; work-space, meeting room; materials, supplies; start-up funding.**

- Who will be responsible for coordinating this project? For leading activities? For preparing information? What are their qualifications?
- How many volunteers will work on this project? (A "volunteer" works without payment.) How will you keep them involved and interested in the project?
- What other resources (supervision, training, instructional materials, facilities, etc.) are needed for this project? (This information must be consistent with the Budget sheet.)
- Which necessary resources will your members donate? Which will be pooled from other interested organizations? (Must be consistent with the Budget sheet.)
- How will you **measure** and balance costs against benefits of your project?

	<b>Grant Task Categories</b>	<b>Amount You Want From Grant</b>	<b>Amount You Intend To Get From Other Sources</b>	<b>Total Amount Of Project Costs</b>
TASK 1	TECHNICAL CONTRACTOR			
	<b>TOTAL TASK 1</b>	_____ + _____ =		
TASK 2	PUBLIC ACTIVITIES			
	<b>TOTAL TASK 2</b>	_____ + _____ =		
TASK 3	MEDIA PUBLICITY			
	<b>TOTAL TASK 3</b>	_____ + _____ =		
TASK 4	PRODUCTS/LEARNING TOOLS			
	<b>TOTAL TASK 4</b>	_____ + _____ =		
TASK 5	PROJECT EVALUATION			
	<b>TOTAL TASK 5</b>	_____ + _____ =		
TASK 6	GRANT RECORDKEEPING			
	<b>TOTAL TASK 6</b>	_____ + _____ =		
	<b>GRAND TOTAL</b>	_____ + _____ =		

**PROJECT SUMMARY**

<b>PRODUCT ACTIVITY</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>