

PUBLIC PARTICIPATION GRANTS

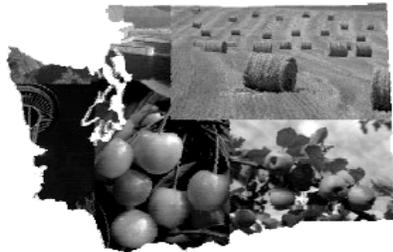
2007-09 GUIDELINES



**Eliminating
Toxins**



Recycling



Puget Sound



Composting



**Public
Involvement**

Applications must be received at Ecology by
5 p.m., Monday, October 1, 2007.



No. 07-07-036

September 2007

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

- Provide oversight of cleanup at contaminated sites.
- Carry out waste management education projects.
- Promote or improve state or local solid waste or hazardous waste management plans.

This document explains the program and discusses eligibility requirements.

Public Participation Grant Guidelines 2007-09
WSDOE Publication # 07-07-036

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Public Participation Grant Guidelines 2007-09

Washington State Department of Ecology
Publication #07-07-036

September 2007

Solid Waste and Financial Assistance Program
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Keywords:

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

 *Original Printed on Recycled Paper*

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INTRODUCTION



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

The grants support projects that help people educate each other and work together to solve solid waste and hazardous waste problems.

For the 2007-09 biennium, over \$3,000,000 was allocated for PPG. This was a significant increase over previous funding levels for this program. During the September 2007 special application period, Ecology will be offering an estimated \$1.4 million.

About These Guidelines

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

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

Ecology's Goals for the 2007 PPG Program

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

With added funding available during this grant period, Ecology's goal is to increase public involvement on projects related to:

- Protecting Puget Sound. Ecology has set aside a portion of the available funding solely for projects that help reach the goal of a healthy, sustainable Puget Sound. (To learn more about the Puget Sound Initiative and other efforts to protect the Sound, visit http://www.ecy.wa.gov/puget_sound/index.html.)
- Commencement Bay, Duwamish River and Spokane River Cleanups.
- Persistent Bioaccumulative Toxins (PBTs) (mercury, lead, some flame retardants).

- Helping put into action the state's newly revised Solid and Hazardous Waste Management Plan (known as the Beyond Waste Plan) by:
 - Raising awareness and use of green building materials, methods, and services.
 - Reducing exposures to toxic materials (such as paints and pesticides) in our homes and environment.
 - Increasing the recovery of wood and plant materials (for compost or other products).
 - Researching and promoting environmentally preferable products or services (those that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose).
 - Developing take-back services for used products.

When making award decisions, Ecology seeks to create a geographic balance in the distribution of grant funds to communities across the state.

(For more information on the Beyond Waste Plan, see <http://www.ecy.wa.gov/beyondwaste/>.)

Who Can Receive a PPG Grant?

PPG grants can be awarded to either of the following groups:

- **Not-for-profit public interest organizations.** (You must apply at the Secretary of State's Office for status as a not-for-profit organization and to the U.S. Internal Revenue Service for 501(c)3 tax status to qualify for a grant.)
- **Groups of three or more unrelated persons.**

Ecology encourages a wide range of groups to apply for PPG funding, such as:

- | | |
|---|--|
| • Business or trade associations. | • Labor or worker health/safety organizations. |
| • Environmental education groups. | • Neighborhood associations. |
| • Community clubs. | • Outdoor enthusiasts. |
| • Environmental coalitions. | • Professional or fraternal societies. |
| • Ethnic or minority societies. | • Service clubs. |
| • Groups residing where they could be at risk from hazardous release sites. | |

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 apply for a grant to benefit their money-making activities.

Who Is Not Eligible to Receive a Grant?

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

- Any person potentially liable for a release or potential release of a hazardous substance, as defined by the Model Toxics Control Act. (See RCW 70.105D.040.)
- Businesses and profit-seeking enterprises.
- Local governments, including any subdivision, regional governmental unit or district; any municipal or public corporation, including cities, towns, and counties; 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.

What Costs Can PPG Pay?

Recipient may use a public participation grant to pay for technical experts who help people understand hazardous waste or toxic site cleanups. It can cover the costs to help promote the solid or hazardous waste management priorities described in the Beyond Waste Plan. It can inform people and motivate them to change their behavior. Grants can pay costs to hold meetings, workshops and other events, pay for printing and distributing reports or other materials, renting equipment, and buying supplies.

Some activities or purchases not listed above may be approved by Ecology on a case-by-case basis.

What Costs Can't PPG Pay?

Some project costs are not eligible for PPG funding. Ecology may end grant agreements if funds are spent on any ineligible activities.

The following activities are **not** eligible for PPG funding:

- Starting a business.
- Providing services or creating products for which you receive payment from other parties.
- Conducting a local government project (for example, PPG can pay for waste reduction and recycling education, but not for disposal of materials collected at an event).
- Lobbying any state or local government official.

- Purchasing property, capital goods, or major equipment.
- Legal actions.

If you have used grant funds for legal actions, you will be expected to reimburse Ecology for these expenditures. To be safe, notify Ecology if you take, or plan to take, a legal action related to the subject of your PPG project or application.

Ecology will evaluate the circumstances and determine whether it is appropriate to continue the PPG.

- If the legal action directly relates 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 relates indirectly 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 for PPG funding as long as the grant funds are not used to pay for the legal actions.

PROGRAM DESCRIPTION

Why Do We Have Public Participation Grants?

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

Ecology wants to fund projects that enable people to influence the decisions made about waste and 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. The public has the opportunity to comment on these plans, but many citizens feel they lack the knowledge, language skills, or expertise to make effective comments. Too often, these contaminated sites lie in neighborhoods where citizens have limited incomes. Grants can pay the costs of technical experts to help citizens understand the environmental problems and the cleanup process so they can make informed comments and be involved in the decision-making.

Ecology is also looking for projects that:

- Contribute to the cleanup or protection of Puget Sound.
- Increase public focus on waste prevention.
- Raise public awareness about toxic materials in everyday products and their effects on human health and the environment.
- Teach about the risks associated with products containing hazardous substances.
- Increase recycling of household hazardous waste.
- Increase organics recycling (composting of food waste).

Such projects could be important contributions toward putting Washington's Beyond Waste Plan into action (<http://www.ecy.wa.gov/beyondwaste/>).

PPG projects should help Washington residents:

- Identify the causes, sources, and effects of pollution to all members of a community, regardless of ethnic background.
- Become aware of how their activities affect the environment.
- Adopt responsible practices in their homes, schools, and businesses to prevent, reduce, or clean up pollution.
- Encourage the practical and responsible reuse of materials currently going to disposal sites as waste.
- Provide informed feedback during public comment periods on site cleanup documents.

A PPG project application typically answers the following questions:

- What is the problem?
- Who is affected?
- What are the possible solutions?
- What would each solution cost and who will pay?
- What actions will be taken, when will they be taken, and by whom?
- What are the outcomes expected?
- How will “success” be measured?

What Types of Projects Will the Grants Pay For?

The grants fund two basic types of projects:

1. Hazardous Substance Release Site (HSRS) (investigation and cleanup or restoration).
2. Waste Management Priorities Implementation (pollution prevention and waste reduction or elimination).

A goal of all projects must be to improve public participation through education and outreach. The projects must include ways to measure these improvements.

No matter how much improvement a project brings, opportunities for further work usually exist. Recipients are welcome to plan ways to continue or expand their successful projects and to apply for another grant in a subsequent PPG funding cycle. If you have had a previous public participation grant, you can apply during this special funding cycle to continue or expand your project.

Appendix B provides more information about project eligibility.

Appendix D lists previous successful applicants.

Hazardous Substance Release Site (HSRS) Projects

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

HSRS Projects fall under two main categories:

1. Cleanup Oversight.
2. Community/Industry Partnership.

Cleanup Oversight

This kind of HSRS project helps people take part in making decisions about hazardous waste investigation or cleanup sites that directly affect them.

To receive funding in this category, a project must involve a site on one of Ecology's Hazardous Sites Lists, a site on the U.S. Environmental Protection Agency's National Priorities List (Superfund), or a site where Ecology is engaged in a Remedial Action¹. The applicant must show there is a genuine public interest in a planning issue or a cleanup action at the identified site.

The grant can fund public involvement at a site that no PPG project has yet addressed. Or, if there has been a PPG project for the site, an applicant could get funding to focus on new decisions or conditions that the preceding project had not addressed. The project should look beyond the immediate issue to identify ways to prevent similar problems at this site or at other sites.

The following activities are typical for cleanup oversight HSRS projects:

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

Community/Industry Partnerships

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

The following are examples of community/industry partnerships:

- Work with a business to find the source of pollution and plan a way to reduce or stop it.
- Help an industry develop a pollution prevention plan.
- Provide a forum where business people and concerned neighbors can discuss their common interests and respective needs.
- Working with diverse communities and industries to prevent similar contamination at other sites.

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

- Contracting with a skilled facilitator who can help the parties involved reach a “good neighbor” agreement.

Appendix B provides more information about project eligibility.

Waste Management Priorities Implementation Projects

In addition to public involvement at hazardous waste cleanup sites, the Public Participation Grants Program supports education activities related to supporting and implementing solid and hazardous waste programs. The waste management priorities related to both solid and hazardous waste are:

- 1. Eliminating solid and hazardous waste from our businesses and households.**
- 2. Preventing pollution caused by solid and hazardous waste.**
- 3. Creating alternatives and new practices to reduce the volume of solid and hazardous waste.**
- 4. Recycling.**

The state has developed a solid and hazardous waste plan for accomplishing these priorities, called the Beyond Waste Plan.

The goal of the Beyond Waste Plan is to shift our society to one that views waste as inefficient uses of resources and believes that most wastes can be eliminated. This type of projects help people put the Beyond Waste Plan into practice. Projects supporting this plan of action are a priority to the state.

These projects should encourage people to adopt personal habits or business practices that protect or restore the 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 such as building and remodeling more sustainably, or actions that make it easier to collect recyclables and to identify and buy recycled products.

The applicant must clearly identify the waste problem. The project must offer practical ways to prevent, solve, or reduce this problem. The project must also measure how close it came to reaching its goals.

There are two categories of Waste Management Priorities Implementation projects:

1. Beyond Waste.
2. Prevention of Hazardous Substance Releases.

Beyond Waste

Waste Management Priorities Implementation projects can carry out a priority action from the Beyond Waste Plan². The action should be one that is best carried out by a PPG recipient, rather than a business or government organization.

Beyond Waste activities could encourage new and existing businesses in Washington to design their processes, products, and practices in ways that reduce or eliminate waste. Other Beyond Waste activities could help carry out part of a statewide Chemical Action Plan³ or help achieve one of the Beyond Waste initiatives currently underway.

These initiatives aim to reduce:

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

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

- Homeowner and contractor demand for recycled latex paints.
- Recycling of residual organic materials.
- The use of green building methods.
- Demand for and awareness of green homes and commercial buildings.
- The use of reused or recycled building materials.
- Building deconstruction instead of demolition.
- Awareness of and the purchase of environmentally preferable products and services in the following areas:
 - Automotive products and vehicles
 - Grounds maintenance/Integrated Pest Management

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

³ For information on the statewide chemical action plans for persistent bioaccumulative toxins, such as mercury or polybrominated diphenyl ethers (PDBEs—a group of chemicals sometimes used as flame-retardants), visit <http://www.ecy.wa.gov/programs/eap/pbt/rule/>.

- Electronic products
- Building materials
- Cleaning products
- Flame-retardants

NOTE: Ecology is especially interested in funding projects that include ways to distribute or repeat activities in other areas, such as:

- Documents and materials that can easily be adapted for use in other areas.
- Workshops or how-to manuals provided to others.
- Distribution of existing materials.

Examples of Beyond Waste Projects That Public Participation Grants Could Cover

- Creation of a new theatrical work regarding toxics in the home and safeguarding children. This could be presented in many ways to increase awareness of what products, chemicals, and risks exist in Washington homes. It should also change behavior by highlighting ways to avoid the risks.
- Conduct a campaign to encourage homeowners and contractors to buy recycled paint.
- Work to bring back fish by eliminating pollution sources such as household pesticide overuse.
- Plan and hold seminars for hospital facility management and staff to develop food scrap management programs. Work with existing organizations to expand outreach across the state.
- Plan and hold food scrap management seminars for retirement and assisted living facilities. Incorporate an on-site garden project that uses organic soil amendments to grow flowers and food for residents. Document project to share with other facilities.
- Develop and run a home-based composting program for an underserved community. Document development of program to share with other communities.
- Partner with a conservation district to develop a “healthy soils campaign.” This project would target suburban property owners with 5 to 20 acres. It must be a project that could work in other parts of the state.
- Identify target audiences for a “healthy soils campaign” and coordinate with appropriate industry associations to help reach those audiences.
- Develop a video and corresponding manuals detailing correct compost application rates and “how to” incorporate organics into the landscape of a newly constructed residential development. Include links to green building.
- Produce videos that provide instruction and information on any of the following areas:
 - Green building techniques.
 - Appraising green homes/commercial buildings.

- How a green building project moves forward from concept through construction.
- Publish manuals that provide instruction to industry on any of the following areas:
 - Appraising green homes and commercial buildings.
 - Addressing issues crucial to green building and design (example: *Guide to LEED Contractor Responsibilities*).
- Conduct workshops for industry that provide tools for implementing green building priorities. Examples include “Building/Remodeling Green on a Budget,” “LEED Design – An Introduction to Green Design,” “Principles of Green Construction,” and “Waste Management on LEED Projects.”
- Develop courses or workshops that can be delivered in person or via the Internet that provide tools for carrying out green building priorities. Examples include developing course content and literature (workbooks, slideshows, etc.) on green design, on-site waste management, or green construction strategies.
- Develop content for comprehensive consumer/resident outreach campaigns related to green building. Examples include radio and television spots highlighting green features for homes, brochures and flyers describing the benefits of green construction, and Web site development for organizations that promote green building practices.

Prevention of Hazardous Substance Releases

This category covers situations where the applicant wants to work on a potential or impending source of a hazardous substance release but one of the following applies:

- The applicant does not have a letter of understanding with any facility/site owner or the owner’s representative.
- 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 under the Waste Management Priorities Implementation category.

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

Examples of Work Covered by Prevention of Hazardous Substance Releases 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 (Ecology or the U.S. Environmental Protection Agency) 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. (See grant number G0600006 in Appendix D, page D-4, for a specific example of this.)
- Contracting with a skilled facilitator who can help the people involved reach a "good neighbor agreement."

Continuing or Expanding Successful Projects

No matter which type of PPG project you have already worked on, you may see more work needs to be done after the end of a grant cycle. To follow up, you can plan another PPG project and apply for a new grant. The new grant could allow you to continue working toward your long-term goals. Or, it could enable you to expand your successful work to a wider audience or geographical area. Such a project would **build on** groundwork laid by a past PPG project. An application for this grant must show that added funds would help fulfill the remaining promise of the initial project. The project plan must lead to outcomes that you can measure, and the new project's added or amended tasks must have a positive impact upon the audience and the environment.

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

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

An applicant 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 new project would build upon those past efforts. The applicant could work with the same audience or an expanded participant group.

The final task would be to record or measure changes in the participants' personal behavior or work practices. The project must measure amounts of waste prevented, or volume of waste reduction, because of the changes caused by the project. It is important to clearly specify outcomes, how you will measure them, and how often you will measure them.

Examples of Continuing or Expanding Projects Covered by Public Participation 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 the cleanup firm's 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."
- Publicizing or duplicating a project "success" shown to have improved the environment.
- Expanding existing partnerships among businesses, government, and a community to increase participation in solving waste problems that affect them all.

GRANT PROJECT DEVELOPMENT

These guidelines should help you plan, describe, and complete a successful PPG project. Not every suggestion below is relevant to both types of projects covered by the PPG program. Please use any suggestions that look promising for planning your particular project. If you need help with planning the project, call 1-800-RECYCLE. The Grant Program Manager will return your call and answer your inquiry.

What Is a Successful PPG Project?

Ecology believes a PPG project is “successful” if it 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 is socially unacceptable to pollute. It stimulates self-assessment and the recognition that each person has an impact on, and a responsibility for, our environment. It provides strategies and methods for solving environmental problems.

Directly or indirectly, a successful PPG project leads to measurable improvement in the physical environment.

Elements of Successful Projects

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

- Successful projects focus on a specific, manageable waste problem or contaminated site.
- Successful projects have a well-defined “audience” to receive the message and a “participant” group to apply the concepts.

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

For example, 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 the audience.

Pomegranate Center, Issaquah, Grant # G9400250.

- Successful projects tailor educational materials and activities to the special ways their audiences learn. This could include translation of materials into other languages.
- Successful projects promote awareness and motivate action.

- Successful projects result in positive environmental changes in the home, the workplace, and the community.
- Successful projects involve the whole community.

Thinking Your Project Through

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

First, define the problem

What exactly is the problem? **Focus on a specific problem**, one that affects your home, your workplace, or your community. Or it could be one that affects people in your industry or profession, locally or statewide.

- 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 or storm drain?
- Are your neighbors outraged about illegal dumping or are they unaware of it?
- Could your business, and others like it, save money and other resources by using durable goods instead of disposable items?
- Would a change in personal habits reduce the amount of waste you and your neighbors discard each week?
- Are there sustainable building you would like others to tour as examples, so they would use some, if not all of the techniques when they build or remodel?

Second, identify the potential factors affecting the problem - frame the context and develop context lists

To help your organization identify your project's potential, put your project into the context of the existing conditions. This will help you get clear not only about the circumstances of the environmental problem and your organization, but also about the people with the potential to influence the problem, its solution, and your project. To help you do this, make three "Context Lists": environmental, social, and organizational.

Environmental context list—List any current threats to your immediate environment, threats posed to human health, and resources at risk. Add any related environmental issues. Describe the environment you want.

Social context list—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).

Organizational context list—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 “environmental” 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 “organizational” list will help you structure your project.

Third, state your goal(s)

Using information from the context lists, you can begin to **devise a goal (or goals) that reflects your group’s priority** for improving your environment.

- A goal for this project must be one you can reach and measure.
- A well-chosen goal is one you can attain within a reasonable time.
- A goal must fit well with your group’s purpose in applying for PPG funding.

Goal statements set the direction for your project. They should describe the problem accurately, express your project’s purpose clearly, 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 trashcans 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, Grant #- G9300201

Fourth, develop tasks, outcomes, and investments

Your goal statements set a clear course for your PPG project. Now you are ready to develop the tasks to reach these goals. Each task should connect to outcomes and investments.

Tasks

Part of an effective environmental education project is a list of “tasks.” These should be distinct tasks you complete to move toward your goals. (See Task Worksheet [Form A] in Appendix A.)

- Relate each task directly to a specific project goal.
- Make each task precise, but flexible enough to adapt to changes in your context lists.
- Plan a time frame for each task. As each is completed, you can use it to measure progress toward meeting the project goals.

EXAMPLE:

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

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, Grant#- G9200230

Outcomes

Outcomes are the conditions that result from the effort to reach a goal.

- Each change in practice or behavior leads others nearer to the goal.
- Each change in practice or behavior yields a direct return on investment.
- Each change in practice or behavior 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, Grant#- G9400233

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, and so on.

EXAMPLE:

Demonstrations of practices or 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, Grant # G9600310

What's in the Budget?

The budget shows your best estimate of what it will cost to complete your project and achieve your goals. You already have the tools for making an educated guess: your context lists, goal statements, and environmental education strategies.

Begin by estimating, for each task in your strategy, the cost of:

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

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

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

Use your context lists to identify possible sources of information to help you estimate actual costs. Use it to identify possible sources of money, in-kind contributions, or donations.

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

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

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 a real effect. 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 falter, then fail, because the people simply could not 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.
- Your organization’s capacity to manage funds and people is a crucial element of a successful project.

It is important to have someone with bookkeeping skills in your group. Your group is responsible for tracking and accounting for the grant funds and what they are used for. Ecology does have an electronic financial tracking program available for grant recipients to use, and Ecology staff are available to help explain the reporting requirements.

Use Outcomes to Evaluate Your Project

The PPG program can involve and empower you, your neighbors, your peers, and your associates so you can work together to prevent or solve an environmental problem.

Careful planning and regular project evaluation can help you avoid or correct any step that might keep you from meeting your project goals. Even well-developed project plans sometimes need revising once the project gets underway. Ecology encourages “midcourse corrections” if you need to make them to achieve the intended outcomes.

By evaluating the outcomes as you complete each task, 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 yourself.

FUNDING INFORMATION

Where Does the Grant Money Come From?

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

Grant Funding Allocations and Priorities

For the 2007-09 biennium, over \$3,000,000 was allocated for PPG. This was a significant increase over previous funding levels for this program. During the September 2007 special application period, Ecology will be offering an estimated \$1.4 million. Ecology wishes to increase public participation and environmental education opportunities by funding qualifying projects related to the state's high-priority environmental initiatives such as:

- Protecting Puget Sound.
- Cleaning up Commencement Bay, Duwamish River, and Spokane River.
- Eliminating Persistent Bioaccumulative Toxins (PBTs) (mercury, lead, polybrominated flame-retardants).
- Helping put into action the state's newly revised Solid and Hazardous Waste Management Plan (known as the Beyond Waste Plan) by:
 - Raising awareness and use of green building materials and services.
 - Reducing exposures to toxic materials (such as paints and pesticides) in our homes and environment.
 - Increasing the recovery of wood and plant materials (for reuse as compost and other bioproducts).
 - Promoting products and services, a practice commonly referred to as environmentally preferable purchasing.
 - Developing take-back services for used products.

Applicants awarded grants must complete all grant projects by the end of the biennium (June 30, 2009). Applicants may request funding for either one or two years of the biennium.

What Will the Grant Pay For?

Grant funds only pay you back for some of the costs incurred in promoting public involvement in your project. See Appendix B for details.

Is This a Cash Award?

- The grant is not a cash award. Once a task is complete and you have paid or received a bill for the related costs, you can request reimbursement or payment. You may request reimbursement or payment as often as once each month while the project is underway.
- Ecology will reimburse or pay only those costs outlined in the grant agreement.
- You must send your request for reimbursement to the Grant Program Manager. Costs eligible for reimbursement or payment must meet all of the following conditions:
 1. They fall within parameters of the program guidelines.
 2. They appear specifically in the grant agreement.
 3. They have previous approval from the Grant Program Manager for compliance with the grant agreement and from the technical advisor to assure compliance with Ecology's scientific/technical guidelines.
 4. They move the PPG project *toward the goal* defined in the grant agreement.

Does Ecology Require “Matching” Funds?

PPG grants do not require matching funds. These grants can pay 100 percent of the **grant-eligible** costs of the project. However, some project costs are not covered for the following reasons:

- Certain costs are not eligible. 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.
- Grant requests usually exceed available funding. There may not be enough funding available to cover all project costs for all grant requests. When groups contribute resources to help pay project costs, there is more grant money available to support other public involvement efforts.

Is Your Project Fundable?

The PPG program supports efforts to improve the environment. Some things, however, do not qualify for PPG funding. These include projects to start a business; provide services or create products for which you receive payment from other parties; conduct a local government project; lobby any state official; or purchase property, capital goods, or equipment.

If you aren't sure whether your project qualifies for funding, contact the Grant Program Manager.

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

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

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

Environmental Equity

Applicants are encouraged to include projects that address environmental equity issues or that will have a positive environmental impact on diverse, low-income communities.

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

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

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

APPLICATION PROCESS

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

Written applications will be accepted until 5:00 p.m., Monday, October 01, 2007.

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

Make sure you read and understand all of the application instructions. (See “Seven Ways to Make Sure Your Application Is Rejected” on the next page.)

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 signed, original application on paper (**signature must be in blue ink**) AND either an electronic copy or one unbound copy (for duplicating purposes). The application forms are included in **Appendix A** of this booklet. You may write on the back of the forms (unless otherwise indicated), but **please do not attach additional materials**.

The application filing period for this funding cycle opens at **8:00 a.m., Tuesday, September 04, 2007**, and ends at **5:00 p.m., Monday, October 01, 2007**. 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, October 01. 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 time to arrive before **Monday, October 01, 2007**. For driving or delivery directions, please telephone (360) 407-6900.

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. Avoid errors made by previous applicants. Your application will be rejected if you:

1. *Don't sign the application.* [There must be an original signature on the application. If the application isn't signed, it is out. Please sign in blue ink.]
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, October 01, 2007**. If the application comes in Tuesday's mail, it is 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 F for map.*
4. *Deliver it late.* [5:00 p.m. means 5:00 p.m., not 5:15 p.m. Usually there are not enough dollars to go around, and an applicant that can make the deadline should not have to compete with an applicant that cannot.]
5. *Omit part of the application.* [Hard to believe, but this happens. We cannot evaluate incomplete applications. If you are not sure how to complete the application, call us. We are 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 are 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 we miss an application, it is out.]

Application Review

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

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

Grants Evaluation Criteria

General Criteria

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

- The type and extent of the applicant's past history and experience conducting activities similar to those described in the grant application.
- The applicant's basic funding, with consideration given to applicants with limited resources.
- The applicant's ability to appropriately manage the project and its funding.
- If more than one applicant wants to work on the same project, priority consideration will be given to applicants who collaborate and consolidate their grant applications.
- Availability of other funding sources for the project.
- Past performance under a PPG grant.
- The applicant'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 applicant's ability to measure performance and outcomes and show a clear commitment to follow through to end results.

Criteria Specific to Types of Grants

Hazardous Substance Release Site Grants

Ecology will use the following specific criteria to evaluate Hazardous Substance Release Site grants:

1. The degree to which the release or threatened release of the hazardous substance may adversely affect the environment. These adverse effects could include, among other things, 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 represents the environmental, health, and economic interests of the affected community.
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 Implementation Grants

Ecology will use the following specific criteria to evaluate Waste Management Priorities Implementation grants:

1. The degree to which the proposed public participation activity will promote or carry out the state's solid waste or hazardous waste management priorities stated in the Beyond Waste Plan.
2. The degree to which the proposed project will help the public understand the state's solid waste and hazardous waste management priorities in the Beyond Waste Plan.

Applicant Interview

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

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

- If more than one applicant qualifies for a Hazardous Substance Release Site grant at the same site, the applicants 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 applicants may be required to consolidate proposals and collaborate on performance.

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

Questions?

If you need more information or help, please call 1-800-RECYCLE (1-800-732-9253) to leave your request for additional copies of the guidelines, or to arrange to speak with the PPG program manager.

Appendix A

Application Form

PUBLIC PARTICIPATION GRANT APPLICATION
Fall 2007

PART I: ORGANIZATIONAL INFORMATION

Complete all items in this section for all grant applications. Incomplete applications will not be accepted.

1. Applicant Information:

Organization Name:

Mailing Address:

Street Address:

(if different from the mailing address)

Telephone:

Fax Number:

E-mail Address:

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

Printed Official's Name and Title:

Name of Project Management Contact:

Telephone/ e-mail:

Fax number:

Name of Fiscal Contact for this Project:

Telephone/e-mail:

Fax number:

Federal Tax ID:

2. Type of Grant: Check all that apply

- Hazardous Substance Release Site Grant
 Waste Management Priorities Grant

3. What is your organization's mission and who is your primary audience?

4. Budget Information:

Total Project Budget \$

Less PPG Request \$

*Less amount from
other sources \$

Unfunded Project Budget \$

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

- Yes No

If No, please explain:

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

5. Please check all that apply:

- The organization is registered with the Secretary of State as a charitable organization.
 The organization has a formal set of by-laws.
 The organization is registered with the Internal Revenue Service as a 501 c (3) tax exempt organization.
 The organization is registered with the Internal Revenue Service as a 501 c (6) tax exempt organization.
 The organization is not registered with any government entity and does not have state and federal tax exemption.
 Other: The structure of the organization is not listed above. Explain:

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

a. Descriptive Project Title:

b. Project Goals:

c. Geographic Service Area:

PART II: ORGANIZATIONAL CAPACITY

Instructions: Complete all items in this section. Incomplete applications will not be accepted.

A. Organizational Structure and Status

7. How long has your organization been in operation?

8. Provide a brief one-paragraph overview of your organizational structure, including paid and unpaid staff, and attach an organizational chart (if available).

9. Within your organization, who will oversee the activities associated with this project?]

10. Describe your membership, including information about the number of members, diversity of the members, if dues are required for membership, and how members are recruited.

B. Organizational Fiscal Capacity

11. Describe the accounting system used by the organization:

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

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

Yes No N/A

If No or N/A, please explain.

C. Project Capacity

13. Please read the instructions before answering this question. List your organization's most recent PPG project(s) or similar project(s) (up to five).

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

N/A--No prior projects to report.

Project #1—PPG Project Yes No

Project #2—PPG Project Yes No

Project #3—PPG Project Yes No

Project #4—PPG Project Yes No

Project #5—PPG Project Yes No

14. List the organizations with whom your group has partnered (up to five). Describe these organizations, the project(s) on which you partnered, when you partnered, and any upcoming projects.

15. Describe how your project plans to deliver complex information to audiences. If not applicable, write N/A.

16. Is your project ready to proceed by October 31, 2007? Yes No

If No, please explain the reason for the delay and when the project will be ready to proceed.

PART III: PROJECT DETAIL INFORMATION

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

A. Hazardous Substance Release Site Grants Only— Complete 17 a, b, and c for a Hazardous Substance Release Grant. If applicable, also complete item d.

17. Please attach a one-page description of your project that includes discussion of the following:

- a. The nature of the release or threatened release of hazardous substance(s) and the geographic area affected, and the adverse effects that the release or threatened release of hazardous substance(s) may have on your community.
- b. How the project will help solve the problem. What are the goals, the audience, the timeframe, the outcome you hope to achieve, and methods of measuring success?
- c. How the proposed project will involve the public, including tribes, underserved populations, and minority groups, in the investigation or cleanup of the release or threatened release of the hazardous substance(s).
- d. If your project will help improve the health of Puget Sound, please explain.

B. Waste Management Priorities Grant—Complete 18 a, b, and c if you are applying for a waste management priorities grant. If applicable, also complete item d.

18. Please attach a one-page description of your project, discussing the following:

- a. How the proposed project will promote or carry out the state solid or hazardous waste management plans, and how proposed project will increase public understanding of the state solid and hazardous waste management priorities.
- b. What are the goals, audience, timeframe, outcome you hope to achieve, and methods of measuring success?
- c. How the proposed project will involve the public, including tribes, underserved populations, and minority groups, in promoting the Beyond Waste initiatives.
- d. If your project will help protect the health of Puget Sound, please explain.

PART IV: PROJECT TASK INFORMATION, Task Worksheet (Form A): Please read the instructions for completing Task Worksheet (Form A) before completing this section. Please complete and attach Form A for each task.

**TASK WORKSHEET
FORM A**

Complete Form A for each separate task for your proposal. **Make sure to read the instructions for the Task Worksheet (Form A) before completing it.**

1. Task Number

Task Title:

Task Summary:

2. Task Activities:

- a.
- b.
- c.
- d.

3. Proposed Task Outcomes:

4. Outcome Measurements:

What will be measured?

How will it be measured?

When will it be measured?

5. PPG Eligible Cost: \$

6. Estimated Completion Date:

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

a. Hours for paid staff:

b. Volunteer hours:

c. Check this box if consultant or other party is contributing some or all of the work for this task.

SAMPLE WORKSHEET

TASK WORKSHEET FORM A

Complete Task Worksheet (Form A) for each separate task for your proposal. **Make sure to read the instructions for the worksheet before completing it.**

1. Task Number **Task Title:** *Public Activities*

Task Summary: *The Neighborhood Waste Reduction and Recycling Council (NWRRC) will offer five workshops to at least 150 low-income tenants. The workshops will provide information on waste reduction and recycling to reduce the amount of solid waste generated. This change in behavior will save the tenants money and reduce the operations cost of the housing.*

2. Task Activities:

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

3. Proposed Task Outcomes: Homeowners and tenants will reduce solid and hazardous waste from households as a result of behavior change achieved through education and outreach efforts.

4. Outcome Measurements:

What will be measured? *Changes and increases in recycling behavior and increase in recyclable material diverted from disposal at the multi-family housing complexes.*

How will it be measured? *At the conclusion of the workshops, NWRRC staff will ask for workshop participants to sign a pledge card that they will separate recyclables and put them in the recycle bin. On the pledge card, participants will be encouraged to provide their phone numbers and willingness to be contacted by phone in one/three/six months to answer questions about how their recycling behavior has changed.*

When will it be measured? *Measurement will occur during follow-up phone calls and when data is compiled from these.*

5. PPG Eligible Cost: \$5,000

6. Estimated completion date: April 30, 2008

7. Who will be responsible for overseeing completion of this task? *Sustainability Coordinator for Low-Income Housing.*

Please provide the staffing type and number of hours involved in completing this task, if applicable.

a. Hours for paid staff 50

b. Volunteer hours 20

c. Check this box if consultant or other party is contributing some or all of the work for this task.

Public Participation Grant
Budget Worksheet Form B

Task Number and Title		PPG Eligible Costs	Amount From Other Sources	Total Amount Of Project Costs	Completion Date	Person Responsible for Task or Activity
TASK 1	PROJECT COORDINATION					
a.		0.00	0.00	0.00		
b.		0.00	0.00	0.00		
c.		0.00	0.00	0.00		
	TOTAL TASK 1	0.00	0.00	0.00		
TASK 2	PUBLIC ACTIVITIES					
a.		0.00	0.00	0.00		
b.		0.00	0.00	0.00		
c.		0.00	0.00	0.00		
	TOTAL TASK 2	0.00	0.00	0.00		
TASK 3	MEDIA PUBLICITY					
a.		0.00	0.00	0.00		
b.		0.00	0.00	0.00		
c.		0.00	0.00	0.00		
	TOTAL TASK 3	0.00	0.00	0.00		
TASK 4	PRODUCTS/LEARNING TOOLS					
a.		0.00	0.00	0.00		
b.		0.00	0.00	0.00		
c.		0.00	0.00	0.00		
	TOTAL TASK 4	0.00	0.00	0.00		

Public Participation Grant
Budget Worksheet Form B

Task Number and Title		PPG Eligible Costs	Amount From Other Sources	Total Amount Of Project Costs	Completion Date	Person Responsible for Task or Activity
TASK 5	PROJECT EVALUATION					
a.		0.00	0.00	0.00		
b.		0.00	0.00	0.00		
c.		0.00	0.00	0.00		
	TOTAL TASK 5	0.00	0.00	0.00		
TASK 6	GRANT RECORDKEEPING					
	TOTAL TASK 6	0.00	0.00	0.00		
	GRAND TOTAL	0.00	0.00	0.00		

Instructions for Public Participation Grant Application

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

Please complete the form, and submit both a paper copy and a floppy disk or CD with the completed form in electronic format. If you need a hard copy of the form, please contact 1-800 RECYCLE.

PART I: ORGANIZATIONAL INFORMATION

1. Applicant Information	
Organization name	Legal name of the organization applying for funds.
Mailing address	Address where the organization receives its mail.
Street address	Physical location of the organization's offices, if applicable.
Telephone	Official telephone number for the organization.
Fax number	Official fax telephone number for the organization.
E-mail	Official e-mail address for the organization.
Authorizing official's signature and date	Signature of the person who has authorized submission of the application and who will have the authority to sign a grant agreement. The date should reflect the actual day the application is signed. Make sure that the signature is in blue ink.
Authorizing official's name and title	Name and official title of the person who signed above.
Name of the project manager and contact for the application/project	Name of the person who is the primary contact for questions related to this application and project.
Telephone/e-mail	Phone number and e-mail address of the person who is the primary contact for questions related to this project.
Fax number	Fax number of the person who is the primary contact for questions related to this project.
Name of the fiscal contact for the application	Name of the person who can answer questions about organizational financial issues and the project's budget.
Telephone/e-mail	Phone number and e-mail address of the person who is the primary contact for questions related to this project's budget.
Fax number	Fax number for person who is the primary contact for questions related to this project's budget.
Federal Tax ID Number	Federal Tax ID number issued to the organization by the federal Internal Revenue Service.

2. Type of Grant	<p>Place a checkmark in the box or boxes that best describe your project type.</p> <p>Hazardous Substance Release Site Grant: These projects encourage public involvement in cleaning up contaminated sites or planning for site restoration, and they fall into two main categories: Cleanup Oversight and Community/Industry Partnership. (See pages 6-7 in the guidelines for more detail.)</p> <p>Waste Management Priorities Grant: These projects support educational activities related to carrying out state solid and hazardous waste plans. (See pages 8-10 in the guidelines for more detail.)</p>
3. Organization Mission and Audience	<p>Provide a mission statement, if available, or a brief statement about the organization's primary focus. Give a short general description of the audience (for example, homeowners, members of a minority community, tribes, neighborhood groups, etc.).</p>
4. Project Budget and PPG Request	<p>Enter the total budget needed for this project on the first line. Do not include any other organizational budget items not associated with this project.</p> <p>Subtract the amount of the PPG request on the next line. Subtract the amount of funds from other sources. If there is any amount remaining after subtracting all funding sources, explain how you will meet the unfunded amount. Also, please check the box if you have a written commitment for funds from other sources. If you do not have a written commitment, please explain how you will fill the funding gap, if one exists.</p>
5. Organization Tax Status and Structure	<p>Check all that apply to your organization. If uncertain of the Internal Revenue Service tax status of your organization, consult your organization's fiscal officer.</p>
6. Project Summary	<p>Please limit each of your responses to two lines of text.</p> <p>Descriptive title of your project: Title should capture the main project purpose. (For example, Sustainable Living for Low-Income Homeowners.)</p> <p>Project Goals: Write a brief statement that identifies the main goal of the project. (For example, "This is an education and outreach program to help low-income homeowners learn about sustainable living that reduces cost and waste.")</p> <p>Geographic Service Area: Provide a brief statement about the geographic area covered by this project. (For example, "The Sustainable Living for Low-Income Homeowners project will involve presentations in three counties: Grant, Yakima, and Adams.")</p>
<p>PART II: ORGANIZATION CAPACITY: This section provides information about your organization's ability to manage public funds and complete the project and all reporting requirements in a timely manner.</p>	
<p>A. Organization Structure and Status</p>	
7. Length of Operation	<p>Tell us the number of years and/or months that your organization has been in operation.</p>
8. Organization Structure	<p>Write a short paragraph describing how your organization is structured. Include something about the chain of authority and the staffing. Include information about the type of staff, such as paid or volunteer; and what each one's duties are that pertain to the PPG project. Attach an organizational chart, if available.</p>
9. Activity Oversight	<p>Tell us who in your organization authorizes activities. It may be a board of directors, an executive director, or someone else.</p>

10. Organization Membership	Provide general information about your membership size, diversity, recruitment, dues (if applicable), and members' primary geographic area.
B. Organization Fiscal Capacity	
11. Organization Accounting System	Give a brief description of your organization's accounting system and how funds are tracked and accounted by your organization. Provide information about any accounting software used and who in the organization has primary financial responsibility.
12. Organization Funding	Provide information about other funding your organization receives and how you will pay for overhead and administrative costs that are not covered by PPG. (See Appendix B in the guidelines for more details.)
C. Project Capacity	
13. Completed Projects	<p>Please limit your descriptions of each project to ten lines of text per box. Listing up to five examples, include the most recent completed projects or projects that are within 30 days of completion.</p> <p>Previous PPG Recipients: Fill in the table with the PPG or similar projects (up to five) that your organization has completed. Give a clear description of each project's goals, its audience, how you funded it, the outcome, and how you measured or evaluated the outcome.</p> <p>Others: Use the table to enter information about projects with activities similar to PPG that your group has completed. These need not necessarily be environmental projects; however, please state clearly the project goals, who its audience was, how you funded it, the outcome, and how you measured or evaluated the outcome. If your group has not completed any projects, please put N/A in the Project Description box.</p>
14. Organization Partnerships	Provide examples (up to five) of how and when your organization worked in partnership with other organizations. For each example, give the name of the organization, a description of the project, and how the partnership functioned.
15. Presenting Technical Information	Provide information about whom your project would use (staff, consultants, or volunteers) to present complex information clearly to lay audiences. Describe the topic(s) and the qualifications of the person who will be delivering the information. If presenting complex information is not part of your project, just write N/A in the box.
16. Readiness to Proceed	Please indicate if you will be able to start your project by October 31, 2007. If your project will not be ready to proceed, please explain. Because this is a shorter grant period and all of the funds must be spent by June 30, 2009, it is important that your project is ready to proceed as soon as possible.
PART III: PROJECT SPECIFIC INFORMATION	
A. HAZARDOUS SUBSTANCE RELEASE SITE GRANTS ONLY—QUESTION 17.	
17. Project Description	<p>Your one-page project description must provide us with a thorough understanding of your project. Please address each of the elements outlined in a, b, c, and d (if applicable). Your response should be in 12 point font printed on one side of one page.</p> <p>a. Hazardous substance(s) release and its effects: Define the problem; give a brief but thorough description of the actual release, the threatened release, and the real or potential effects on the community. Specify the</p>

	<p>hazardous substance(s) and the geographic area involved. Include information about how the release or threatened release will affect the quality of life in the community, including the plant and animal life, water bodies, agricultural crops, air, soils, or drinking water. Please use data to support your statements, whenever possible.</p> <p>b. How your project will help solve the problem: Describe the goals, the audience, timeframe, outcome, and methods of measuring the success of the project and how all of this will contribute toward solving the identified problem.</p> <p>c. How your project will promote public participation in cleanup and investigation: Provide a brief explanation of how this project will result in public participation in the environmental investigation or cleanup process. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.</p> <p>d. For information on the Puget Sound Initiative, see page 1 of the guidelines.</p>
<p>B. WASTE MANAGEMENT PRIORITIES GRANTS ONLY—Please complete 18 for Waste Management Priorities Grants only.</p>	
<p>18. Project Description</p>	<p>Your one-page project description must provide us with a thorough understanding of your project. Please address all of the issues outlined in a, b, c, and d (if applicable). Your response should be in 12 point font printed on one side of one page.</p> <p>a. Beyond waste priorities: Tell us how your project will promote or carry out the state solid or hazardous waste priorities. The current Beyond Waste Plan outlines the priorities in greater detail. (See page 8 of the guidelines.)</p> <p>b. Goals, audience, and outcomes: Describe the project goals, the audience, timeframe, outcome, and methods of measuring the success of the project.</p> <p>c. How your project will involve the public in promoting Beyond Waste initiatives: Explain briefly how your project will result in public participation in promoting or carrying out solid or hazardous waste priorities. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.</p> <p>d. For information on the Puget Sound Initiative, see page 1 of the guidelines.</p>
<p>PART IV: Task Worksheet (Form A): Complete a Task Worksheet (Form A) for each task being proposed in this project. The task should be directly related either to the problem described in number 17 above or to the issues described in number 18.</p>	
<p>General Information: An important part of a PPG application is the evaluation of the tasks and activities. The tasks are general ideas/goals that the project intends to achieve through a variety of specific activities. There may be several activities related to a task. Each task must have a plan for measuring its success. The measurements need to be specific and quantifiable whenever possible. Please see the Sample Task Worksheet (Form A) below.</p>	
<p>1. Task Number, Title, and Summary</p>	<p>Task Title: Please review the list below to determine if these task titles fit your project tasks. You may create your own task titles if those given do not fit your project.</p>

	<ol style="list-style-type: none"> 1. Project Coordination 2. Public Activities 3. Media/Publicity 4. Products/Learning Tools 5. Project Evaluation and Administration 6. Grant Recordkeeping 7. Other: If your project has a task that doesn't fit any titles above, please include a task title that describes the task and activities. <p>Task Summary: This should include an overview of the task, the audience, the expected outcomes, and how you will measure outcomes. Please keep the summary to one paragraph of no more than ten lines of text. The summary should be a snapshot of the task and what you hope to accomplish.</p>
<p>2. Task Activities</p>	<p>Task activities support the completion of each task. There can be multiple activities to complete a task. See the Sample Task Worksheet (Form A). If you have more than four activities, add a line and letter for each additional activity. Briefly describe each activity. You will need to determine the approximate amount of funding related to each one. These activities need to transfer to the Budget Worksheet (Form B). The total of all of the activities' costs should equal the task total.</p> <ol style="list-style-type: none"> 1. <u>Project Coordination</u>: This includes any activity related to coordination and management of the overall project. (For example, oversee staff and volunteers implementing the grant tasks; track task timelines; track budget expenditures.) 2. <u>Public Activities</u>: These include activities and events that provide opportunities for education and outreach to the community. (For example, Earth Day events; green building tours; energy conservation workshops; classroom presentations.) 3. <u>Media/Publicity</u>: These activities provide the means to reach many sectors of the community in a grant project's education and outreach campaign. (For example, radio talk shows; TV and radio ads; newspapers; posters.) 4. <u>Products/Learning Tools</u>: Activities in this task may include a variety of tools for enhancing education and outreach efforts. (For example, brochures; school curricula; videos and DVDs; fact sheets; etc.) Ecology must review all education tools and materials before publication. Please specify the nature of the material and the format in which these materials will be presented. 5. <u>Project Evaluation</u>: All activities in this task are related to developing and measuring outcomes to determine the success of the project. (For example, staff person's time to gather, compile, and analyze activity data; summarize survey results; etc.) 6. <u>Grant Recordkeeping</u>: Recipients must track all grant expenditures that are stated in the signed grant documents. Activities here would include tracking time sheets; handling invoices for task expenses; seeing reimbursement requests are submitted in a timely fashion; etc. Such activities are eligible costs. You should work with your fiscal person to determine the appropriate cost for this task. 7. <u>Other</u>: If your project has a task that doesn't fit any task titles above, please include a title that describes the task and activities.
<p>3. Proposed</p>	<p>The accomplishment for each task is referred to as the <i>outcome</i>. You must</p>

Task Outcomes	provide at least one expected outcome for each task. The outcome needs to be clear and measurable. What behavior or circumstances will change as a result of this task? It is important to clearly show what you intend to accomplish with each task. You do not need to describe a specific outcome for each activity. If more than one of a task's activities aims at a common outcome, you need only describe that common outcome
4. Outcome Measurements	Describe the method that will be used to measure the outcome(s) of this task. You must also say how often the outcome will be measured. Measurements should be quantifiable whenever possible. This means that you must provide some way of determining if behavior or circumstances have changed as a result of the task efforts and activities. For example, an evaluation completed by workshop participants might tell you how much they learned. Further follow-up might measure how behavior actually changed.
5. PPG Eligible Cost	This is the PPG eligible cost for this task only. Please add this figure to the PPG Eligible Cost column in the Budget Worksheet (Form B).
6. Estimated Completion Date	Provide an estimated date when this task will be completed. Please allow enough time to complete the task/activities, measure the outcomes, and report on the outcomes. Keep in mind that all of the activities must be completed and the funds spent by June 30, 2009.
7. Responsibility for the Task	Please provide information about who will be responsible for making sure that this task is completed. Provide the number of hours that paid staff and volunteer(s) will be working on this project. If other parties are contributing to this task, check box in Item C.
Budget Worksheet (Form B): Please read all of the instructions for completing the Task Worksheet (Form A) before completing the Budget worksheet (Form B).	
Budget Worksheet (Form B)	The Budget Worksheet (Form B) shows all of the costs associated with this project. Using the information and task numbers from the Task Worksheet (Form A), enter the activity and task information on the correct line on the Budget Worksheet (Form B). All tasks should add up and match the budget amount on the application on Item #4—Total Project Budget. Please refer to Items #1 and 2 in the Task Worksheet (Form A) Instructions for a list of task titles and related activities.
Project Summary	Please complete the Project Summary on Budget Worksheet (Form B). List the task title, completion date and person responsible. This information should be consistent with what you listed on the Task Worksheet (Form A) for each task.

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

Appendix B

Project Costs Eligible/Ineligible for Reimbursement

Project costs

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

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

Eligible Costs

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

- Procuring technical assistance – advertising the need, developing the Request for Proposals, contracting for the services. (Contact the PPG Project Officer for an explanation of state-required procurement procedures.)
- Mileage paid at the state reimbursement rate for travel to and from project events within Washington State.
- Rental of audio/visual equipment, public address systems, or display units.
- Rental of space in which to display exhibits and/or conduct public meetings related to the grant project.
- Costs of developing, publishing and distributing explanatory materials and technical reports within affected communities or throughout the project area/audience.
- Funds for an EPA Technical Assistance Grant "match," to pay administrative and public outreach expenses.
- Administrative expenses directly related to the grant project:
 - Office supplies.
 - Long-distance telephone calls to participants or Ecology.
 - Postage for newsletters, surveys, response cards, and grant invoices.
 - Costs of copying documents and printing fliers or notices.
 - Record keeping (\$15/hour maximum).

Please ask the Grant Program Manager about the eligibility of project costs before you spend money. Only eligible costs will be reimbursed.

Ineligible Costs

The following are examples 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, manufacturers, suppliers, or Ecology.

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

- Legal fees – unless and except as specified in the grant agreement under the "technical assistance" subcontract provisions, to interpret site documents.
- Staff salaries/benefits/taxes.
- Lobbying any government official or agency.
- Any expense incurred prior to the authorization date on a signed grant agreement, including but not limited to costs associated with the preparation of the grant application.
- Bad debts or losses arising from uncollectible accounts.
- Fines and penalties.

Conditionally Eligible Costs

The following expenses are usually not considered eligible for reimbursement, but may be negotiated as a term of the grant agreement under special circumstances. Recipients must demonstrate that conditionally eligible costs are necessary to the success of a PPG project. The Grant Program Manager must approve such costs before they are included in the scope of work and grant budget. Examples of conditionally eligible costs are:

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

Appendix C

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 Cleanup Law, 42 U.S.C. Sec. 960(14);

(d) Petroleum or petroleum products; and

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

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

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

- (a) Waste reduction;
- (b) Waste recycling;

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

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

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

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

(b) Is not organized primarily for profit; and

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

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

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

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

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

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

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

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

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

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

(a) Waste reduction;

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

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

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

[Statutory Authority: Chapter 70.105D RCW. 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 D

Public Participation Grant History and Funding Summary

**PUBLIC PARTICIPATION GRANT PROGRAM
Funded Projects**

FISCAL YEAR	GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
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

*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	G0400011	HSRS	People for Puget Sound	Duwamish	Continue to educate the neighborhoods that abut the Duwamish River on the progress of the river's cleanup and encourage involvement by these residents.	\$45,000
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.	\$20,680
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

*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	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
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

*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	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
05	G0500070	P2TA	Automotive Recyclers of Washington	Statewide	Educate vehicle recyclers about new regulations and proposed legislation and statewide plans that will impact their industry.	\$15,000
06	G0600001	P2TA	Washington Toxics Coalition	Statewide	Expand the Pesticide Free Zone campaign, improve the Toxics Hotline, and broaden the website services.	\$45,000
06	G0600002	P2TA	Northwest Renewable Energy Festival	Walla Walla	Establish a Sustainability Resource Center that provides free information, education and workshops. Annual festival which demonstrates emerging technologies to help reduce waste and preserve resources.	\$30,000
06	G0600003	HSRS	The Lands Council	Spokane	Education/outreach to low-income families, Eastern European, Asian, & Tribal communities & the general public about possible health risk factors associated with recreating on beaches and fishing waters of the Spokane River.	\$40,000
06	G0600004	P2TA	Walla Walla Resource Conservation Committee	Walla Walla	Educate public on ways to reduce, reuse, and recycle; and, sponsor a one-time electronic (computer) recycling event during the City of Walla Walla's annual Earth Day.	\$13,000
06	G0600005	P2TA	RE Sources for sustainable Communities	Whatcom & Skagit Counties	Education/outreach about computers as hazardous wastes; and, establish a computer-recycling program at the Bellingham RE Store.	\$30,000
06	G0600006	P2TA	Automotive Recyclers of Washington, Inc.	Statewide	Provide vehicle recyclers with free comprehensive cross-media hazardous waste, stormwater & air emissions management inspections and technical assistance in order to reduce release of hazardous substances.	\$20,500

*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
06	G0600007	P2TA	Environmental Information Cooperative	Clark County	Train educators in special stream pollution identification and pollution prevention and incorporate new knowledge in classroom curriculum, expanding participating schools to 6 schools and 17 classes.	\$9,000
06	G0600008	P2TA	Spokane Neighborhood Action Programs	Spokane & Stevens Counties	Increase the knowledge and practice of the "Living Green Program" among all residents through educating the communities with workshops, classes, & at-home parties; and, training educators.	\$35,000
06	G0600009	P2TA	Lake Roosevelt Forum	Stevens & Spokane Counties	Provide meetings, workshops, conferences and tours for citizens surrounding Lake Roosevelt to increase their understanding of the EPA's RI/FS.	\$35,000
06	G0600010	HSRS	People for Puget Sound	Duwamish River	Continue to educate the neighborhoods that abut the Duwamish River on the progress of the river's cleanup and encourage involvement by these residents.	\$80,000
06	G0600011	HSRS	Olympic Environmental Council	Port Angeles	Continue to educate the residents about the cleanup process of the Rayonier Mill site and two associated landfills and encourage their involvement in voicing community values to be incorporated into the final cleanup decisions.	\$30,000
06	G0600013	P2TA	Puget Soundkeeper Alliance	King & Kitsap Counties	Through the involvement of the counties' EnviroStars program, promote reduction & proper management of hazardous wastes by outreach to marinas.	\$33,000
06	G0600014	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 and encourage citizens to become participants in decisions about the Hanford cleanup.	\$25,000
06	G0600015	P2TA	Citizens for a Healthy Bay	Tacoma	Protect the post-Superfund health of Commencement Bay, surrounding waters and	\$44,000

*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
					habitat through education, hands-on citizen and school involvement, and, by initiating sustainable practices.	
06	G0600016	P2TA	The Columbia Gorge Ecology Institute	Klickitat County	Promote solid waste education, community sustainability and natural resource stewardship by implementing "THE SECRETS" program in classrooms.	\$27,800
06	G0600018	HSRS	Washington Citizens Advisory Committee	Spokane County	Provide public meetings/forums for the residents to learn about the cleanup of the Spokane River and encourage their involvement.	\$20,000
06	G0600047	P2TA	Methow Recycles	Methow Valley	Expand participation in recycling with Methow Recycles by educating businesses and residents about their recycling options and offer new avenues for recycling.	\$15,500
06	G0600052	HSRS	Pacific Rivers Information Network (PRIN)	Statewide	Provide information about the Hanford Tank Cleanup activities with interested organizations and schools to encourage public interest and support. Will take a "traveling road show" to schools and will develop new learning packages for school districts.	\$28,000
06	G0600097	HSRS	Brackett's Landing Foundation	Edmonds	Continue to monitor the progress of the cleanup of the UNOCAL site. Educate the community about the status and progress of the UNOCAL cleanup site.	\$60,000
06	G0600110	HSRS	Georgetown Community Council	Georgetown	Provide informational meetings/workshops for the community about the clean up process of the Philip Services Corporation site.	\$75,000
06	G0600127	P2TA	Economic Development Council of Snohomish County for Sustainable Development Task Force (SDTF)	Snohomish County	Educate communities, builders/developers and governing bodies about the benefits of sustainable building and assist in development of a plan that promotes sustainable planning, design and construction.	\$103,700
06	G0600132	P2TA	Olympia Master Builders	South Sound/ Olympia	Promote construction using resource-efficient building practices. Educate builders on how to	\$72,000

*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
					reduce construction waste, use energy-efficient building materials and encourage participation in the Built Green program.	
06	G0600148	HSRS	Columbia Riverkeeper	Statewide	Educate/motivate the public to become active participants in the Hanford cleanup process. Focus will be on risk assessments for the River Corridor and the 200 area; appropriate cleanup for the 300 Area; waste sites assured to have comprehensive assessments on waste streams; and, tank waste EIS is tracked to assure protection of groundwater and the Columbia River.	\$75,000
06	G0600269	HSRS	Skykomish Environ. Coalition	Skykomish	Continue to provide information to the community & encourage their involvement in decision-making processes to cleanup the old BN/SF refueling/maintenance site in Skykomish. Excavation of the Levee area and the river will be the first steps in the cleanup of the site.	\$46,000
06	G0600275	HSRS	Heart of America NW	Seattle	Assure public values are heard & incorporated into the decision making process for cleanup the Hanford site.	\$85,000
06	G0600280	P2TA	Far West Agribusiness Association	Statewide	Increase recycling of pesticide containers through education/outreach to the commercial pesticide user/applier.	\$45,000
06	G0600305	P2TA	Eco Solutions	Kitsap	Provide education/outreach about the effects of toxic lawn/garden chemicals & emissions on human health & the environment.	\$43,000
06	G0600334	P2TA	South Sound Environmental Services	Pierce/Kitsap	Effectively reach the senior & disabled populations who are not reached by current waste reduction & recycling education efforts.	\$20,000
06	G0600285	HSRS	Center for Justice	Spokane	Engage the community in the Spokane River cleanup process by using the media to focus	\$39,000

*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
					attention on the river cleanup.	
06	G0600370	HSRS	Bellingham Bay Foundation	Bellingham	Provide education/outreach on the cleanup of Whatcom Creek.	\$20,000
07	G0700091	HSRS	WA Childcare Resource & Referral Network	King/Pierce	Provide outreach/education to childcare providers on the Safe Soil Program related to the hazardous outfall materials from the Tacoma Smelter.	\$8,000

*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

	YEAR (OF APPLICATION)	NO. OF GRANTS AWARDED (SIGNED)	AMOUNT AWARDED \$\$
Round 1	1989	5	208,470
Round 2	1990	14	480,377
Round 3	1991	17	583,215
Round 4	1992	22	547,370
Round 5	1993	15	389,123
Round 6	1994	21	466,206
Round 7	1995	20	429,900
Round 8	1996	19	473,522
Round 9	1997	19	448,108
Round 10	1998	16	400,968
Round 11	1999	20	327,000
Round 12	2000*	25	903,000
Round 13	2002*	30	810,000
Round 14	2004*	31	1,268,000
TOTAL		274	\$7,735,259

* 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 E

Site Cleanup Process

A key goal of the Model Toxics Control Act (MTCA) is to encourage cooperation between interested parties in the **identification and cleanup** of hazardous substances. Funds for Ecology's work regarding cleanup activities come from a tax on the "first use" of any toxic substance sold within the state. The following is a brief summary of the MTCA process. You should refer to chapter 173-340 WAC for more information.

Phases of the Cleanup Process

Site Discovery

Site discovery includes release reporting and initial investigation.

Release Reporting

Property owners or operators must report contaminated sites to Ecology's Toxics Cleanup Program. They must report a contaminated site to Ecology within 90 days (24 hours if it is a Leaking Underground Storage Tank).

Initial Investigation

Ecology conducts an initial investigation of the site within 90 days of learning about the release. Based on information obtained about the site, Ecology makes a decision within 30 days of the initial investigation 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 potentially liable persons and invites them to work with Ecology 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 groundwater.

Hazard Ranking

Ecology ranks sites according to the **relative human health and environmental risk** each site poses. Ecology uses the Washington Ranking Method, which categorizes sites using data from the site hazard assessments to rank sites. The ranking method was developed in conjunction with the Science Advisory Board. Sites are ranked on a scale of 1 to 5. A score of 1 represents the highest level of risk and 5 the lowest. Ecology places ranked sites on the state Hazardous Sites List.

At this point, the potentially liable persons have three options for establishing how the cleanup (if required) will proceed:

- They may elect to conduct an independent cleanup and may ask Ecology to review their work through the Voluntary Cleanup Program.

- They may negotiate an agreement (agreed order or consent decree) with Ecology about the activities involved in the cleanup.
- Ecology may issue an order prescribing how the cleanup work will proceed.

Remedial Investigation/Feasibility Study

Ecology determines if persons potentially liable for ranked sites must prepare a state remedial investigation and feasibility study to **define the extent and nature of contamination**. 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, Ecology 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, timetables**, and other requirements at the site. The plan is also subject to public review and comment. Ecology publishes responses 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 actions specified in the **cleanup action plan** get started. This plan includes design, construction, operation, and monitoring of cleanup actions. Ecology may take a site off the Hazardous Sites List after cleanup is complete and Ecology determines that the cleanup met standards. Some sites require long-term monitoring before anyone can determine the effectiveness of the cleanup. It may take as little as six months or as much as 30 years or more to establish that a site is “clean.”

PPG under the MTCA

Initiative 97, which was passed into law in 1988, created the **Model Toxics Control Act (MTCA)**. The purpose of the MTCA is to guide the *cleanup* of all Washington sites where contamination poses a threat to human health and the environment, and to *prevent* similar contamination at other sites. The *MTCA account (a tax imposed upon the first use of a hazardous product)* partially funds the work of cleaning up contamination.

The drafters of the **Initiative** believe that persons affected by a hazardous substance releases are **entitled** to informed **participation** in decisions about what remedies and cleanup activities would best minimize risks to human and environmental health. The drafters also recognized that affected residents would need special technical assistance and procedural information, 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 PPG grants*.

PPG grants reimburse costs of obtaining and sharing **essential information** about the site, and

about the MTCA cleanup process, such as:

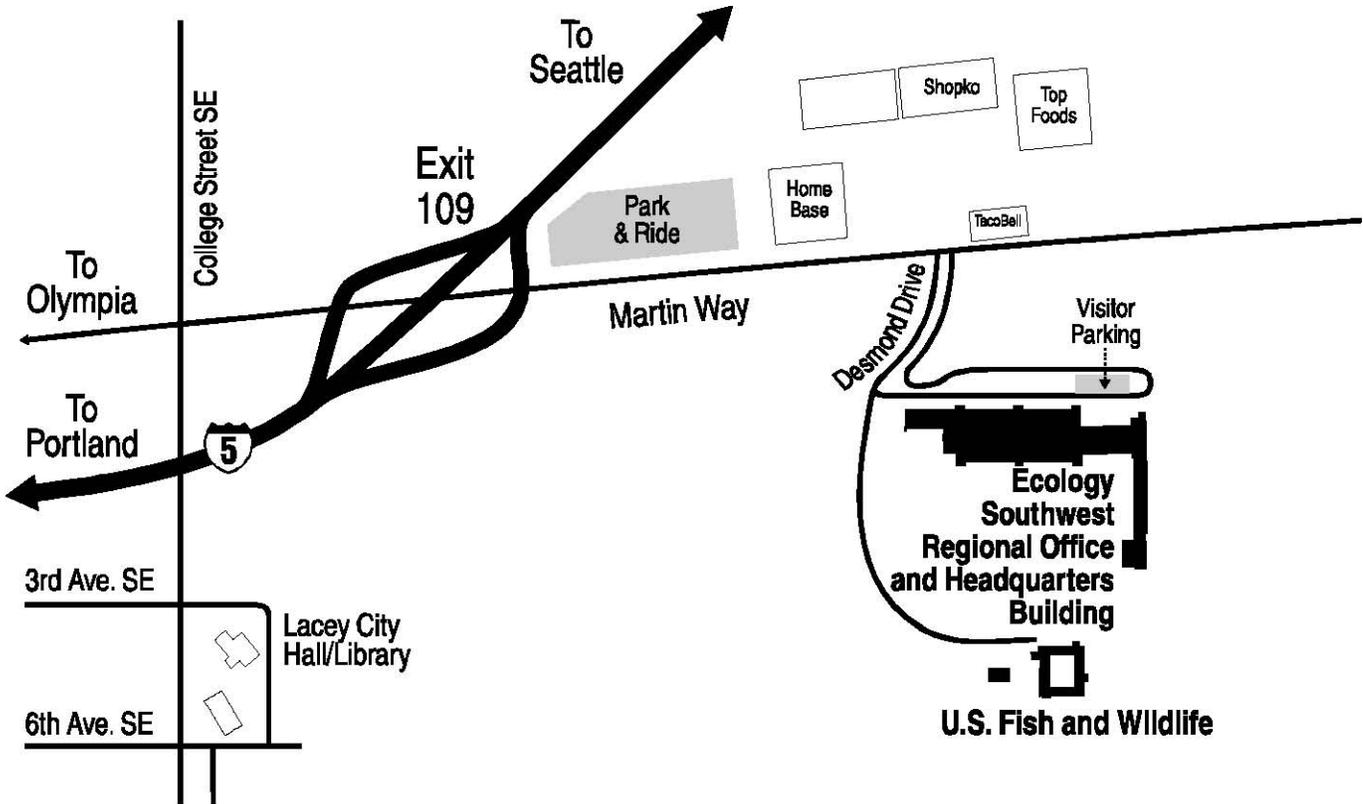
- *Publishing a site history* — describing the impacts of past and current activities and property uses.
- *Displaying* photographs, maps, or models of *the site*.
- *Contracting* with an expert to translate technical information, analyze data, and explain cleanup methods and processes to residents.
- *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 F

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