



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# **Program Guidelines**

## **Public Participation Grants**

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*2013-2015*

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## Publication and Contact Information

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For more information about the Public Participation Grants Program, please visit <http://www.ecy.wa.gov/programs/swfa/grants/ppg.html>.

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# **Program Guidelines Public Participation Grants**

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**2013-2015**

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



# Table of Contents

	<u>Page</u>
Abstract/Executive Summary.....	i
Introduction.....	1
About these Guidelines.....	1
Who can receive a PPG grant?.....	1
Who is not eligible to receive a grant? .....	1
Where does the grant money come from?.....	2
Program Description.....	3
Why do we have Public Participation Grants? .....	3
Grant funding allocations and priorities.....	3
What types of projects will the grants pay for?.....	3
Contaminated Site projects .....	4
Waste Management projects.....	6
Grant Project Development .....	8
What is a successful PPG project? .....	8
Thinking your project through .....	8
Identify the problem or issue .....	8
Identify possible solutions.....	9
Implement the project.....	9
Evaluate your project.....	9
What's in the budget? .....	10
Environmental equity .....	10
Green office/meetings practices.....	11
Application Process .....	13
Submitting your application.....	13
Eight simple steps to make sure Ecology considers your application .....	14
Application review .....	14
Grants evaluation criteria .....	15
General criteria .....	15
Grants to economically disadvantaged areas .....	15
Applicant interview .....	17
Post-selection assessment .....	18
Ecology writes the agreement.....	18
Signing your agreement.....	18
Questions?.....	18
Managing a PPG Agreement.....	19
Tips for successful grant management .....	19
What costs can PPG pay? .....	19
What costs can't PPG pay? .....	20
Conditionally eligible costs.....	22
Material review and approval .....	22

How do I get reimbursed?.....	22
Submitting payment requests .....	23
Payment reimbursement overview .....	23
Progress reports .....	24
Final project report.....	24
How will Ecology interact with me? .....	24
What records do I need in my grant file? .....	25
Audits.....	26
Amendments.....	26
Performance monitoring.....	26
How do I close out a PPG agreement?.....	27
<b>Securing and Managing Contracted Services.....</b>	<b>28</b>
General practices.....	28
Questions to ask a contractor .....	29
Managing costs.....	30
Contracting for goods and services.....	30
Minority and Women-Owned Business Enterprises .....	30
Basic contract provisions .....	32
Appendix A. Chapter 173-321 WAC – Public Participation Grants .....	A -1
Appendix B. Site Cleanup Process .....	B -1
Appendix C. Grant Award History .....	C -1
Appendix D. Sample Application.....	D -1
Appendix E. Directions to the Department of Ecology .....	E -1

# Abstract/Executive Summary

The Public Participation Grants Program provides funding to qualified not-for-profit organizations and citizens groups to:

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

These Program Guidelines provide information about Public Participation Grants, its requirements, and processes. They are applicable to all public participation grant agreements. All grant applicants and recipients are responsible for reading and understanding these guidelines before entering into a grant agreement with the Washington State Department of Ecology.

# Introduction



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

PPG anticipates receiving \$3 million for the two-year period running from July 1, 2013, to June 30, 2015. The grants support projects that help educate people and encourage Washington citizens to work together to solve solid waste and hazardous waste problems.

## About these Guidelines

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

These guidelines define the PPG Program called for in the Model Toxics Control Act (RCW 70.105D.070[5]). The 2013-2015 PPG Guidelines outline all of the basic information to participate in the PPG Program, administer grant-funded projects, and manage a grant. The 2013-2015 guidelines attempt to explain the requirements of the PPG program related to:

- Eligibility.
- Roles and responsibilities.
- Financial management.
- Eligible and ineligible project costs.
- Reimbursement of eligible costs.
- Contracting and procurement.
- Recordkeeping.

In addition, these guidelines explain the criteria Ecology uses to evaluate and award grants, and describes how to complete the application. They will also help you plan and refine your environmental education or outreach project.

Use these guidelines along with the most recent version of the *Administrative Requirements of Recipients or Ecology Grants and Loans* (Publication no. 91-18), also known as the “Yellow Book.”

## Who can receive a PPG grant?

PPG awards funding to either of the following groups:

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

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

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

## Who is not eligible to receive a grant?

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

- Any person potentially liable for a release or potential release of a hazardous substance, as defined by the Model Toxics Control Act. (See RCW 70.105D.040.)
- Businesses and profit-seeking enterprises.
- Local governments, including any subdivision, regional governmental unit or district; any municipal or public corporation, including cities, towns, and counties; or, any department within a city, town, special purpose district, or county.
- Federally recognized Indian tribes or other sovereign nations.
- Public or private vocational or technical schools, colleges, or universities.
- Any other organization sustained by public funding.
- Any organization located outside of Washington State boundaries.
- Any applying organization that intends to use PPG funding for activity outside of Washington State boundaries.
- Not-for-profit organizations described in section 501(c)(4) of the Internal Revenue Code.

## **Where does the grant money come from?**

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

# Program Description

## Why do we have Public Participation Grants?

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

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

The PPG program has expanded to fund environmental education programs focused on waste and toxics reduction. Outreach and education grants also encourage environmental stewardship.

## Grant funding allocations and priorities

The state currently plans to allocate over \$3 million to PPG for the two-year period running from July 1, 2013 to June 30, 2015. Ecology strives to increase public participation and environmental education opportunities. PPG helps accomplish this by funding qualifying projects related to the state's high-priority environmental initiatives such as:

- Cleaning up Hanford and other contaminated sites within Puget Sound, the Duwamish River, and the Spokane River.
- Implementing the state's waste management priorities of reducing wastes and toxics. The state's *Beyond Waste Plan* at <http://www.ecy.wa.gov/beyondwaste/> describes these priorities.

Up to \$60,000 per year may be awarded to PPG projects.

### PPG projects should help Washington residents:

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

## What types of projects will the grants pay for?

The grants will fund two basic types of projects:

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

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

## Contaminated Site projects

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

### Cleanup oversight

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

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

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

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

The following activities are typical for cleanup oversight projects:

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

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

## Community/industry partnerships

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

The following are examples of community/industry partnerships:

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

The table below shows a brief listing of PPG project ideas listed by contaminated site.

**Table 1. PPG Contaminated Site project ideas by site.**

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

## Waste Management projects

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

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

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

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

**Table 2. PPG Waste Management project ideas by topic.**

Moderate Risk Waste (MRW) Issues	PPG Project Ideas
Mercury, Lead & other PBTs	<ul style="list-style-type: none"> <li>• Develop Spanish-language radio public service announcements (PSA) to educate about reducing exposure to mercury, lead, and other PBTs (Persistent, Bio-accumulative Toxics)</li> </ul>
Electronic Waste	<ul style="list-style-type: none"> <li>• Provide education and outreach in Eastern Washington communities about the free opportunities for electronics recycling through the E-Cycle Washington program</li> <li>• Provide statewide education and outreach to underserved populations, such as Hispanic communities, in regards to the free opportunities for electronics recycling through the E-Cycle Washington program</li> </ul>
Pesticides	<ul style="list-style-type: none"> <li>• Provide education and outreach in Eastern Washington on safe pesticide disposal, and increase knowledge of and demand for safer alternatives</li> <li>• Promote alternatives to synthetic pesticides and fertilizers</li> </ul>
EPP (Environmentally Preferred Products)	<ul style="list-style-type: none"> <li>• Promote demand for and use of environmentally preferred products statewide, including agricultural businesses</li> </ul>
Product Stewardship	<ul style="list-style-type: none"> <li>• Increase public understanding and the number of statewide product stewardship programs to manage toxic products</li> </ul>
MRW Education to Public & Businesses	<ul style="list-style-type: none"> <li>• Gather public comments and recommendations on “green chemistry” for Ecology’s green chemistry roadmap project</li> <li>• Provide statewide education and outreach on safe storage and</li> </ul>

	disposal, and increase knowledge of and demand for safer alternatives
Paint	<ul style="list-style-type: none"> <li>• Increase statewide demand and use of recycled paint, and support paint product stewardship</li> </ul>
<b>Organics Issues</b>	<b>PPG Project Ideas</b>
Organics Recovery & Recycling	<ul style="list-style-type: none"> <li>• Establish food waste prevention/donation programs in the state</li> <li>• Develop and distribute a free urban food security guide to promote urban agriculture, including composting and natural garden care</li> <li>• Develop and promote backyard composting programs in rural communities that currently do not have programs</li> </ul>
Healthy Soils & Natural Yard Care	<ul style="list-style-type: none"> <li>• Develop curriculum and outreach programs to teach about specific soil types, microclimates, and plants (non-invasive) that thrive without the need for continued watering and fertilizing</li> </ul>
<b>Green Building Issues</b>	<b>PPG Project Ideas</b>
Reuse & Recycling of C&D	<ul style="list-style-type: none"> <li>• Develop and distribute an industry guide to promote construction and demolition (C&amp;D) reuse and recycling</li> </ul>
Green Building Design, Construction, & Deconstruction Projects	<ul style="list-style-type: none"> <li>• Increase incentives and remove barriers for green building design, construction, and deconstruction throughout the state</li> <li>• Increase awareness and number of green building programs</li> </ul>
Knowledge & Awareness of Green Building	<ul style="list-style-type: none"> <li>• Provide education and outreach in Eastern Washington to builders and contractors on the economic, health, and environmental benefits of green building</li> <li>• Develop and distribute education and outreach material to underserved populations around the state, this includes English language learners (ELL)</li> </ul>
Green Building Products	<ul style="list-style-type: none"> <li>• Gather and compile statewide data on the health, environmental, and economic benefits of green building</li> </ul>
<b>Solid Waste Issues</b>	<b>PPG Project Ideas</b>
Waste Reduction & Recycling Education	<ul style="list-style-type: none"> <li>• Design and implement programs that promote waste reduction and recycling to the public, schools, and businesses in rural communities</li> </ul>
Packaging	<ul style="list-style-type: none"> <li>• Provide free technical assistance to small business to reduce packaging materials and wastes</li> </ul>

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

# Grant Project Development

These guidelines should help you plan, describe, and complete a successful Public Participation Grant (PPG) project. Not every suggestion below is relevant to both types of projects covered by the PPG program. If you need help with planning the project, call (360) 407-6044. A PPG officer will return your call and assist you.

## What is a successful PPG project?

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

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

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

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

- Use educational materials and activities that match their audiences. This could include translation of materials into other languages.
- Promote awareness and motivate action.
- Result in positive environmental change in the home, the workplace, or the community.
- Involve the whole community.

## Thinking your project through

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

### Identify the problem or issue

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

## Identify possible solutions

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

- Do you have adequate organizational capacity?
- Are you collaborating with other groups?
- Can you complete the project between July 1, 2013 and June 30, 2015?
- Does your solution address the problem?

## Implement the project

### Tasks

Part of an effective environmental education and outreach project is a list of "tasks." Tasks are specific activities you complete to move toward your project goals. (See Sample Application in Appendix D.)

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

## Evaluate your project

### Measurable outcomes

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

## What's in the budget?

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

### **Estimate the cost per task of the following:**

- Coordinating and supervising project staff.
- Renting space and audio-visual equipment for any grant-sponsored event.
- Compiling and printing materials, or adapting and copying materials.
- Mailing, delivering, and distributing material.
- Advertising.
- Bookkeeping, reporting, and evaluating.
- Contracting for technical assistance (See “Securing and Managing Contracted Services” starting on pg. 31.)

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

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

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

## Environmental equity

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

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

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

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

# Green office/meetings practices

PPG encourages you to consider methods to reduce waste associated with your project. The 2013-2015 application contains fields for you to inform the Ecology Scoring Committee on methods you intend to follow to reduce or eliminate waste generated over the course of your project.

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

1. Save energy
  - Turn off electronic equipment and lighting when not in use.
  - Use energy efficient appliances.
  - Install programmable thermostats.
  - Install occupancy sensors that turn off lights in unused rooms.
2. Green your purchases – shop for:
  - 100% post-consumer recycled content paper.
  - Cleaning products certified by Green Seal, Ecologo or Design for the Environment (DfE).
  - Low mercury energy efficient lighting.
  - Remanufactured toner cartridges.
  - Electronic Product Environmental Assessment Tool (EPEAT) registered electronic products.
  - Locally manufactured products to reduce shipping.
  - Recycled content products.
  - Less toxic landscaping and pest control practices.
  - Products certified by independent third party green certified programs.
3. Commute smarter
  - Encourage employees to walk, cycle or use public transportation.
  - Purchase hybrid or electric vehicles.
  - Maintain your vehicles with recycled antifreeze and re-refined motor oil.
4. Waste less
  - Set printers to duplex printing by default.
  - Chose email and electronic files over faxes and printed copies.
  - Use durable items; for example, reusable food service ware instead of single use items.
  - Select products with less packaging or recyclable packaging.
  - Develop a comprehensive recycling program.
  - Look for products that have a long service life and/or easily replaceable parts.

You can receive more information and ideas on how to green your project proposal(s) at <http://www.ecy.wa.gov/programs/swfa/epp/>.

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

# Application Process

To apply for a public participation grant, you must complete and submit an application. Applications are available online at <http://www.ecy.wa.gov/programs/swfa/grants/ppg.html> or by calling (360) 407-6044.

The Public Participation Grants (PPG) Program will accept applications until 5:00 p.m., Monday, January 7, 2013.

Once PPG grant officers have reviewed your applications for eligibility, a grant officer may request you provide additional or clarifying information about items mentioned in your application(s).

Make sure you read and understand all of the application instructions. (See “Eight simple steps to make sure Ecology considers your application” on the next page.)

## Submitting your application

You must submit one signed, original application on paper (**sign in blue ink**) **AND** either an electronic copy or one unbound copy (for duplicating purposes). PPG will not accept applications by fax.

You will find the application forms online at <http://www.ecy.wa.gov/programs/swfa/grants/ppg.html>.

There is an application for Contaminated Site projects and another for Waste Management projects; be sure to fill out the correct application. (Review pages 5-9 of these Program Guidelines or contact a PPG grant officer for an explanation of project types.)

You may write on the back of the forms (unless otherwise indicated).

The application-filing period for this funding cycle opens at **8:00 a.m., Thursday, November 1, 2012**, and ends at **5:00 p.m., Monday, January 7, 2013**. Applications must be at the Waste 2 Resources office in the Department of Ecology **headquarters** in Lacey, Washington, **before the 5:00 p.m. deadline. NO EXCEPTIONS.**

If you mail your application, give it enough time to arrive before Monday, January 7, 2013. For driving or delivery directions see Appendix E or telephone (360) 407-6900.

Mail your application to:  
**DEPARTMENT OF ECOLOGY**  
**Waste 2 Resources**  
**P.O. Box 47600**  
**Olympia, WA 98504-7600**

Or deliver to:  
**300 Desmond Drive S.E.**  
**Lacey, WA 98503**

## Eight simple steps to make sure Ecology considers your application

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

1. Make sure you are filling out the correct application; there are separate applications for Contaminated Site projects and Waste Management projects. (Review pages 5-9 of these Program Guidelines or contact a PPG grant officer for an explanation of project types.)
2. *Sign the application.* The application must have an original signature. **Sign in blue ink.**
3. *Mail the application two weeks before the deadline.* For us to consider your application, we must have logged it in at our office by **5:00 p.m., Monday, January 7, 2013.**
4. *Take the application to the correct location.* If you choose to hand-deliver your application, take it to the **Ecology Headquarters** building in Lacey. *See Appendix E for map.*
5. *Deliver your application on time.* This is a competitive process, and Ecology will consider only those applications that arrive by the deadline.
6. *Double-check to make sure you have completed all of your application.* If you are not sure how to complete any part of the application, call us at (360) 407-6044. We are happy to help you over the phone or in person.
7. *Do not fax your application.* See No. 1. We must have an original signature.
8. *Send one complete application per envelope. If you have more than one project, send them separately.* This will ensure there is no confusion during the review process and your applications will each receive all due consideration.

## Application review

Ecology first checks your application packet to make sure that you submitted all required materials, correctly completed the application, and signed the application in blue ink. If your application is incomplete, Ecology will contact you and request the corrections or missing materials. You have two weeks to correct all errors and complete the application. Once the two-week window has closed, Ecology will not consider any application that remains incomplete.

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

After the committee reviews and rates the eligible applications, Ecology will notify you of your application ranking.

# Grants evaluation criteria

## General criteria

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

- The type and extent of the applicant’s organizational history and experience conducting activities like those described in the grant application.
- The applicant’s basic funding, with consideration given to applicants with limited resources and to projects that serve economically disadvantaged areas.
- The applicant’s demonstrated ability to manage a project and associated funding.
- If more than one applicant wants to work on the same project, Ecology will first consider applicants who collaborate and consolidate their grant applications.
- The applicant’s ability to demonstrate the project will result in a positive public benefit.
- The availability of other funding sources for the project.
- The applicant’s past performance under a PPG grant (if applicable).
- The applicant’s ability to define the environmental issue and identify what changes will occur in the problem because of the project.
- The applicant’s ability to measure performance, outcomes, and their clear commitment to follow through to end results.
- The tasks and goals are well defined and address the environmental issue outlined in the project.
- The budget is appropriate for the project.
- The ranking (contamination level) of the site on Ecology’s Toxic Cleanup Program’s (TCP) most current *Hazardous Sites List*, if applying as a Contaminated Site project. The higher the contamination level, the higher priority the project will have.
- The project’s ability to carry out priorities the state’s combined solid and hazardous waste plan – *Beyond Waste*.

## Grants to economically disadvantaged areas

Projects serving economically disadvantaged counties may receive special consideration.

WAC 173-322-020 defines “Economically Disadvantaged County” as one that meets the following criteria:

1. The per capita income of the county, as measured by the latest official estimate of the Washington State Office of Financial Management (OFM), is in the lower 20 counties in the state (income data obtained from <http://www.ofm.wa.gov/databook/default.asp>); and

2. The county is economically distressed, as defined by Chapter 43.168 RCW (RCW means Revised Code of Washington). This RCW defines a distressed area as meeting one of five specific criteria:
  - (a) A rural county; (defined under RCW 82.14.370(5). See the list of counties the Office of Financial Management (OFM) has determined to meet the rural classification at this website: <http://www.ofm.wa.gov/pop/popden/rural.asp>.
  - (b) A county which has an unemployment rate that is twenty percent above the state average for the immediately previous three years;
  - (c) A county that has a median household income that is less than seventy-five percent of the state median household income for the previous three years;
  - (d) A metropolitan statistical area, as defined by the office of federal statistical policy and standards, United States department of commerce, in which the average level of unemployment for the calendar year immediately preceding the year in which an application is filed under this chapter exceeds the average state unemployment for such calendar year by twenty percent; or
  - (e) An area within a county, which area: (i) Is composed of contiguous census tracts; (ii) has a minimum population of five thousand persons; (iii) has at least seventy percent of its families and unrelated individuals with incomes below eighty percent of the county's median income for families and unrelated individuals; and (iv) has an unemployment rate which is at least forty percent higher than the county's unemployment rate. For purposes of this definition, "families and unrelated individuals" has the same meaning that is ascribed to that term by the federal department of housing and urban development in its regulations authorizing action grants for economic development and neighborhood revitalization projects.

As of the date of this guidance, the following counties have been determined disadvantaged based on the most recent data available on the OFM website, meeting both criteria 1 and 2(a) listed above.

**Table 3. Economically disadvantaged counties in Washington State.**

<b>Economically Disadvantaged Counties in Washington State</b>			
Adams	Garfield	Lewis	Stevens
Columbia	Grant	Lincoln	Wahkiakum
Douglas	Grays Harbor	Pacific	Walla Walla
Ferry	Kittitas	Pend Oreille	Whitman
Franklin	Klickitat	Skamania	Yakima

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

Ecology considers some cities and towns economically disadvantaged even when they are not located in counties considered economically distressed. We will also consider eligible cities and towns outside the above list of counties based on the following criteria:

1. The per capita income of the city/town as measured by OFM’s latest official estimate is in the lower 50 percent of the cities/towns in the state; and
2. The city/town meets one of the criteria defining “economically distressed” in Chapter 43.168.020 RCW, (criteria 2(a) – (e) listed above).

The following cities/towns have been determined to meet these criteria. If you think your city or town also meets the criteria required for a reduced match grant, please provide supporting information to you grant officer for consideration.

**Table 4. Economically disadvantaged cities and towns in Washington State.**

<b>Economically Disadvantaged Cities and Towns in Washington State</b>			
Acme	Deming	Medical Lake	Quilcene
Asotin	Edison	Mount Vernon	River Road
Bay View	Elmer City	Neah Bay	Riverside
Benton City	Entiat	Nespelem Community	Sedro-Woolley
Brewster	Everson	Nooksack	Shelton
Burlington	Ferndale	North Omak	Skokomish
Carlsborg	Finley	Oak Harbor	South Wenatchee
Cashmere	Forks	Okanogan	Sumas
Castle Rock	Glacier	Omak	Tonasket
Chelan	Hamilton	Oroville	Twisp
Clarkston	Kelso	Pateros	West Clarkston-Highland
Conconully	Kendall	Peaceful Valley	West Longview
Concrete	Longview	Port Angeles	Winthrop
Conway	Lyman	Port Hadlock-Irondale	Woodland
Custer	Marblemount	Prosser	

## **Applicant interview**

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

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

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

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

## Post-selection assessment

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

## Ecology writes the agreement

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

## Signing your agreement

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

- Have **two copies** of the grant agreement signed in **blue ink** by the person with signature authority within your organization.
- Return the signed agreement to your grant officer within 15 days of receiving it.

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

## Questions?

If you need more information or help, please call the Public Participation Grant (PPG) Program (360) 407-6044. The PPG Program allows you to schedule a one-hour conference with a grant officer. During this time, you may ask any questions pertaining to your specific proposal. You may also ask and receive guidance from the grant officer(s) as to how you can improve your application. Grant officers cannot write your grant application for you, nor review a draft application prior to the application deadline.

There is no guarantee that Ecology will fund your project because you confer with the grant officer(s).

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

# Managing a PPG Agreement

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

## Tips for successful grant management

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

You should review the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (the “Yellow Book”), Publication no. 91-18 (rev. 9/05). This document establishes the administrative requirements for all grants and loans administered through the Washington State Department of Ecology. The PPG guidelines may be more stringent than the rules outlined in the “Yellow Book.” If you do not find answers to your questions in either of these documents, contact your grant officer for assistance.

## What costs can PPG pay?

You may use Public Participation Grant funds to pay for technical experts who help people understand hazardous waste or toxic site cleanups. PPG will also cover the costs to help promote the solid or hazardous waste management priorities described in the state’s combined solid and hazardous waste plan – *Beyond Waste*.

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

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

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

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

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

- Procuring technical assistance – advertising the need, developing the request for proposals (RFP), contracting for the services. (Review pages 31-36 of these guidelines or contact your grant 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.
  - Project staff salary.

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

Please ask your grant officer about the eligibility of project costs before you spend money. Ecology will only reimburse eligible costs.

## What costs can't PPG pay?

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

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

- Lobbying any government official or agency.
- Subscriptions; contributions or donations.
- Food, unless specified in grant agreement.
- Alcohol.
- Office rental or overhead costs.
- Purchases of equipment or other nonexpendable personal property, unless specified in the grant agreement.
- Purchase, operation, or maintenance of motor vehicles.
- Property or equipment depreciation.
- Land acquisitions, leases, or easements.
- Conservation easements; wildlife habitat development.
- Independent sample collection or independent analysis of samples collected from facility sites, studies, plans, or political campaigns.
- Any activities funded by other sources, including data compilation, studies, plans, or campaigns.
- Hiring experts to prepare or conduct legal actions against potentially liable persons, facility owners/operators, manufacturers, suppliers, or Ecology.

*Note: Paying legal expenses related to claims against Ecology are not eligible activities, and may affect the eligibility of the project. Legal fees related to interpretation of technical material for informational purposes are eligible costs; however, legal fees related to any litigation, actual or under consideration, are not eligible. Always consult with your grant officer if you are contemplating such action.*

- Activities or materials designed with the primary goal of generating revenue for your organization.
- Any expense incurred prior to the authorization date on a signed grant agreement, including but not limited to costs associated with the preparation of the grant application, unless authorized by your grant officer.
- Bad debts or losses arising from uncollectible accounts.
- Fines and penalties.
- Volunteer time.

## Conditionally eligible costs

Ecology normally does not consider the following expenses eligible for reimbursement, but you may be negotiate them as a term of the grant agreement under special circumstances. You must demonstrate that conditionally eligible costs are necessary to the success of your PPG project. Your grant officer must approve such costs before they are included in the scope of work and grant budget.

Examples of conditionally eligible costs are:

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

## Material review and approval

Prior to the production and distribution of any document or material, you must submit a copy of the draft for review and approval to your grant officer. Ecology approves materials based on the accuracy of technical information, and on the materials compliance with the grant agreement. (See “Part IV: Special Terms and Conditions” of your grant agreement for complete requirements.)

## How do I get reimbursed?

You must register as a state-wide vendor in order to receive payment reimbursement. Washington State’s Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington state agency use to process vendor payments. You can complete the registration process online at <http://www.ofm.wa.gov/isd/vendors.asp>. This registration process also allows you to sign up for direct deposit payments, also known as electronic fund transfers (EFT).

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

## Submitting payment requests

To receive payment, you **must** submit a complete payment request package.

A complete payment request package includes:

- Progress Report (corresponds with the time period your payment request covers).
- Invoice Voucher with original signature in blue ink (Form A-19-1A).
- Form B2, ECY 060-7.
- Form C2, ECY 060-9.
- Supporting documents; expenditure information:
  - Copies of cash receipts.
  - Invoices.
  - Timesheets (Form E, ECY 060-12).

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

Complete payment requests packages will be processed within 30 days of receipt by Ecology. Incomplete payment request packages will cause delays in reimbursement.

## Payment reimbursement overview

- The grant is not a cash award. Once you perform a task and you have paid or received a bill or invoice for the related costs, you can request reimbursement or payment. You may request reimbursement or payment as often as once per month while the project is underway.
- PPG grants do not require matching funds. These grants can pay 100 percent of the **grant-eligible** costs of the project.
- Certain costs are not eligible. If you receive a grant, your grant agreement will specify eligible and ineligible costs.
- Ecology will not reimburse any costs incurred prior to having an executed agreement.
- You must send your request for reimbursement to the grant officer. Costs eligible for reimbursement or payment must meet the following conditions:
  1. They fall within parameters of the program guidelines.
  2. They move the PPG project *toward the goal* defined in the grant agreement.
  3. They have appropriate documentation such as copies of receipts, vendor invoices, timesheets, and payroll records.
  4. They appear specifically in the grant agreement. -OR-

5. They have previous approval from the grant officer for compliance with the grant agreement and from the technical advisor to assure compliance with Ecology's scientific and technical guidelines.

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

## Progress reports

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

Progress reports allow grant officers to:

- Crosscheck information with the itemized expenses on the C2 form of a payment request.
- Verify compliance with the terms of the agreement.
- Determine PPG eligibility.
- Learn how the project is proceeding.

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

## Final project report

A final project report (and a progress report) must accompany your final payment request. You must submit the final payment request within 45 days of the end of the agreement to ensure payment. You must complete the final project report.

Final project reports summarize the entire project and its outcomes, and include the following:

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

## How will Ecology interact with me?

You should have regular contact with your grant officer. Your grant officer may simply call or e-mail you periodically to check in, or may actually make an on-site visit.

Regular contact between you and your grant officer allows the grant officer to respond to grant related issues. If, for example, a recipient encounters difficulty carrying out the scope of work

described in the grant agreement, the grant officer and recipient can work together to make adjustments.

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

## What records do I need in my grant file?

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

### Required grant file contents:

- Copy of your grant application (Form ECY 070-146).
- Copy of your grant agreement, all amendments, and any other modifications.
- Budget information regarding the award.
- Copies of payment requests you have submitted (Forms A-19, B2, and C2).
- Backup documents; expenditure information such as:
  - Cash receipts (send us copies only; you keep the originals).
  - Invoices.
  - Timesheets (Form E, ECY 060-12).
  - Payroll records.
- Copies of all progress report forms including the final progress report.
- Copies of any accounting records such as applicable journal vouchers for payments, refunds, transfers, and adjustments, including backup documentation. These are often the best source of information for tracking grant accounting problems and how the problems are resolved.
- Copies of any federal reporting forms such as taxes.
- If your project earns income, documentation showing how you recorded the income in the accounting records and how you applied it toward the grant projects.
- Copies of all products produced through the grant, including but not limited to:
  - Advertisements
  - Brochures
  - Factsheets
  - Posters
- Copies of grant-related documents, notes, and information pertaining to the grant agreement, including correspondence.
- Phone numbers and addresses for contacting personnel pertaining to the grant agreement.

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

## Audits

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

## Amendments

After your grant officer establishes the grant budget, you may consider amendments to change the length of the agreement or increase or decrease the budget. However, Ecology does not promise or guarantee such amendments.

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

Your grant officer can redistribute funds among the grant tasks without performing an amendment. However, it is your responsibility to request a change in the budget distribution from your grant officer in writing prior to the change.

## Performance monitoring

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

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

- Carrying out the scope of work described in the executed agreement.
- Administering the program in an effective, timely manner in accordance with the schedule and budget in the executed agreement.
- Complying with the scope of work and the "Special and General Terms & Conditions" of your grant agreement, as well as *Administrative Requirements for Ecology Grants and Loans* (Ecology's "Yellow Book"), Chapter 173-321 WAC, and these guidelines.

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

## How do I close out a PPG agreement?

After you submit the final progress report and final payment request to your grant officer, your grant officer confirms them complete and processes them. Your grant officer will then take steps to close your agreement.

**Final paperwork is due no later than 45 days after the expiration date of the agreement.**

Final documents include:

- Forms A-19, B2, and C2 (final request).
- Progress report (corresponds with the time period the final payment request covers).
- Final project report (summarizes the entire project and its outcomes).
- Any other reports or documents as outlined in your grant agreement.

After processing the above items, your grant officer:

- May conduct a final on-site visit or evaluation of work accomplished.
- Will complete a final performance evaluation (FPE). This officially closes the grant.

# Securing and Managing Contracted Services

## General practices

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

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

### **In awarding and administering contracts, you are to:**

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

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

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

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

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

if an organization that employs, or is about to employ, any of the above has a financial or other interest in the firm selected.

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

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

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

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

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

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

## Questions to ask a contractor

These sample questions can help you choose a contractor:

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

- Will the assigned staff be available over the life of the project? Ask if the firm will provide additional staff if needed to get the job done.
- How will you plan cost-effectively so that all short-term work will complement any potential long-term work? Ask the firm to prepare a proposal for the work they will conduct, a detailed cost estimate for the work proposed, and a “ballpark” estimate for subsequent work required.

## Managing costs

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

## Contracting for goods and services

You can find complete details about contracting for goods and services under an Ecology grant can be found in *Administrative Requirements for Ecology Grants and Loans*, Publication no. 91-18 (rev. 9/05), the agency “Yellow Book.” To request a copy, contact your grant officer or download it from the Ecology website at <http://www.ecy.wa.gov/biblio/9118.html>.

## Minority and Women-Owned Business Enterprises

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

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

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

## Overview of competitive methods for personal service contracts

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

Dollar Threshold	Competitive Process	Personal Services Competitive Procurement - Major Activities
\$1 - \$4,999	Not Required	<ul style="list-style-type: none"> <li>• Although voluntary for this dollar range, we recommend you always seek competition.</li> <li>• You can call firms or individuals, describe the services desired and request price, schedule, and qualifications.</li> <li>• You enter into a written contract with the selected contractor, regardless of dollar amount.</li> <li>• Sign contract and begin work.</li> </ul>
\$ 5,000 - \$19,999	Informal Competition-- also called “Evidence of Competition”	<ul style="list-style-type: none"> <li>• Prepare written document or letter including, at a minimum: description of services required, project schedule, request for consultant’s qualifications, request for costs or fees, and due date for responses.</li> <li>• Send to a minimum of three firms or individuals. May be faxed or e-mailed and responses may be faxed or e-mailed back to agency.</li> <li>• Evaluate responses and make award decision.</li> <li>• Negotiate contract.</li> <li>• Place in your files a list of firms solicited, a copy of solicitation document, a copy of bids received, a statement of the basis for award decision, and a copy of contract.</li> <li>• Sign contract and begin work</li> </ul>
\$20,000 or more	Formal Competition	<ul style="list-style-type: none"> <li>• Prepare a formal solicitation document, for example Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Include all requirements so proposers understand what the agency needs and how the agency will evaluate responses.</li> <li>• Publish legal notice in major daily newspaper in Washington State to notify firms of upcoming solicitation. Develop mailing list from firms responding to notice, internal agency listings, etc.</li> <li>• Post solicitation document on agency website (optional).</li> <li>• Develop score sheets for use by evaluators.</li> <li>• Issue RFP or RFQQ to a minimum of six firms or businesses. Agencies may also just send a notification to six or more businesses that the solicitation document is</li> </ul>

Dollar Threshold	Competitive Process	Personal Services Competitive Procurement - Major Activities
		<p>available on their website.</p> <ul style="list-style-type: none"> <li>• Conduct pre-proposal conference, if required in RFP or RFQQ, and issue minutes.</li> <li>• Provide answers to bidders' questions via an addendum to all who receive the RFP or RFQQ, or advise those who download the RFP or RFQQ from the website to check back for any addenda that you may have posted.</li> <li>• Date and time stamp proposals received by the due date. Electronic proposals will have the date and time automatically noted.</li> <li>• Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. You must use a minimum of three evaluators for scoring and score proposals using score sheets.</li> <li>• Schedule and conduct oral interviews of top finalists, if desired.</li> <li>• Determine final scoring and select apparent successful contractor.</li> <li>• Notify successful and unsuccessful firms.</li> <li>• Negotiate contract with apparent successful contractor.</li> <li>• Conduct debriefing conferences with unsuccessful proposers, if requested.</li> </ul>

## Basic contract provisions

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

- Name and address of the contractor or vendor, effective and expiration dates (for contracts), scope of work, and maximum cost.
- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, as well as such sanctions and penalties as may be appropriate.
- Suitable provisions for termination by the State of Washington or the recipient, including the manner by which it will be terminated and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default.
- Retention of all required records for three years after Ecology makes final payments and all other pending matters are closed. Providing the state access to such records.
- Equal opportunity employment and nondiscrimination.
- Notice of Ecology reporting requirements.
- Notice of Ecology patent rights and copyrights with respect to any discovery, invention, or rights in data that arises or is developed in the course of or under the contract.

- Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- Designation of Ecology as an express third-party beneficiary.
- Compliance with the provisions of 40 U.S.C. 276a-276a-5 (Davis-Bacon) and state Prevailing Wage Laws (RCW 39.12), as appropriate.

If you have questions about the securing and managing contracted services please contact the PPG Program at (360) 407-6044.

# Appendices





# **Appendix A**

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

## Chapter 173-321 WAC

### PUBLIC PARTICIPATION GRANTS

#### WAC SECTIONS

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

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

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

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

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

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

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

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

(6) "Facility" means:

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

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

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

(8) "Hazardous substance" means:

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

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

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

(d) Petroleum or petroleum products; and

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

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

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

(a) Waste reduction;

(b) Waste recycling;

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

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

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

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

(b) Is not organized primarily for profit; and

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

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

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

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

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

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

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

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

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

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

(a) Waste reduction;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The nature of the release or threatened

release of the hazardous substance;

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

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

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

(e) A complete project description;

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

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

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

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

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

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

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

(c) A complete project description;

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

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

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

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

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

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

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

participation grant;

(e) Organizations sustained by public funding;

(f) Public and private universities; and

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

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

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

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

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

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

(a) Applicants requesting a hazardous substance release grant;

(b) New applicants; and

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

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

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

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

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

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

consideration will be given to groups who consolidate;

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

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

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

(4) Special criteria.

(a) Hazardous substance release grants.

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Public involvement and public education activities;

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

(d) Expendable personal property;

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

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

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

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

(c) Expendable personal property;

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

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

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

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

(c) Legislative lobbying activities;

(d) Real property;

(e) Nonexpendable personal property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B  
Site Cleanup Process

# **Appendix B**

## **Site Cleanup Process Overview**

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

## **Phases of the cleanup process**

### **Site discovery**

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

### **Initial Investigation**

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

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

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

### **Hazard ranking**

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

### **Remedial investigation and feasibility study**

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

## **Selection of cleanup action**

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

## **Site cleanup**

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

## **Cleanups conducted under federal law**

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

Appendix C  
Grant Award History

# **Appendix C**

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

## Public Participation Grant Program Funded Projects in 2011-2013

GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
G1200100	CS	Institute for Neurotoxicology and Neurological Disorders	King and Snohomish Counties	Provide public outreach regarding potential health threats from odor emissions from commercial composting facilities.	\$48,000.00
G1200160	WM	Habitat for Humanity East King County	King County	Increase landfill diversion of reusable building materials through education and outreach.	\$6,139.46
G1200161	PSI	Puget Sound Restoration Fund	Whatcom County	Provide education and outreach to Whatcom County citizens regarding Puget Sound pollution prevention, focusing on Drayton Harbor.	\$6,549.38
G1200282	WM	Facing the Future	Statewide	Create content for a comprehensive environmental sustainability textbook for Washington State high school students.	\$12,887.45
G1200283	CS	Heart of America Northwest	Statewide	Provide information to citizens regarding the Hanford cleanup project and ensure public opinions are heard and understood.	\$120,000.00
G1200284	PSI	Puget Sound Car Wash Association	Puget Sound Counties	Create educational materials geared toward Washington State high school students regarding car pollution prevention in Puget Sound.	\$330.00
G1200285	CS	Duwamish River Cleanup Coalition/Technical Advisory Group	King County	Promote citizen involvement and education related to cleanup sites and wastewater pollution prevention along the Duwamish River.	\$95,000.00
G1200286	PSI	Friends of the Cedar River	King and Snohomish Counties	Engage and educate students, teachers, and other residents about stormwater pollution prevention.	\$16,673.31
G1200309	WM	Habitat for Humanity Seattle/South King County	King County	Increase landfill diversion of reusable building materials through education and outreach.	\$1,030.00
G1200325	WM	Spokane Neighborhood Action Partners	Pend Oreille, and Spokane, Stevens Counties	Initiate planning for an outreach program to educate and support residents, with a focus on the Spokane Indian Reservation, about sustainability, waste reduction, and eliminating toxic chemical use in and around their homes	\$275.53
G1200326	WM	White River Valley Museum	King and Pierce Counties	Provide education and outreach to public school youth on waste reduction and best management practices (BMP) for small farms.	\$5,000.00
G1200330	CS	People for Puget Sound	Snohomish County	Provide community education and outreach, and promote involvement in the Port Gardner cleanup	\$70,000.00

GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
				sites in Snohomish County.	
G1200331	WM	Neighborhood House	King County	Initiate development of a multilingual audio tour to enable visitors to take self-guided tours of the High Point Center (HPC) using cell phone technology in King County.	\$2,221.85
G1200332	PSI	Stilly-Snohomish Fisheries Enhancement Task Force	Island and Snohomish Counties	Create educational materials for students in Snohomish and Island Counties about Puget Sound watersheds, water quality, nonpoint source pollution, stormwater pollution, and pollution prevention.	\$4,168.37
G1200333	CS	Friends of Skagit Beaches	Skagit County	Provide education and outreach pertaining to contaminants affecting the health of Puget Sound, local ecology, stewardship of marine resources, and the Anacortes Baywide Cleanup Project.	\$90,000.00
G1200334	CS	Washington Physicians for Social Responsibility	Statewide	Provide statewide education and outreach to promote public participation in Hanford cleanup decision making.	\$120,000.00
G1200335	PSI	Puget Soundkeeper Alliance	Statewide	Provide technical assistance and improve environmental practices at marinas, and provide environmental information and supplies to boaters around the state.	\$5,008.84
G1200346	CS	Hanford Challenge	Statewide	Provide public outreach to increase participation in the Hanford cleanup process, specifically targeting diverse and traditionally underserved communities.	\$90,000.00
G1200347	CS	Columbia Riverkeeper	Statewide	Promote citizen involvement in the Hanford cleanup process and Hanford contamination relating to the health of the Columbia River.	\$90,000.00
G1200348	PSI	Citizens for a Healthy Bay	Pierce County	Promote involvement and education related to the cleanup sites and wastewater pollution prevention in Commencement Bay.	\$52,000.00
G1200378	CS	RE Sources for Sustainable Communities	Skagit County	Provide education and outreach to the public regarding the connection between stormwater infrastructure and contaminated marine sites in Bellingham and Fidalgo Bays.	\$1,763.13
G1200382	PSI	Port Townsend Marine Science Center	Jefferson County	Increase citizen participation involving plastics cleanup around the Puget Sound, and study plastics accumulation in Puget Sound.	\$1,698.81
G1200383	WM	Spokane River Forum	Spokane	Increase community awareness and prevention about toxics and waste entering the Spokane River	\$10,576.52

GRANT #	*TYPE	ORGANIZATION	COMMUNITY	PURPOSE	FUNDING AWARDED
				and associated aquifer system.	
G1200384	CS	The Lands Council	Lincoln, Spokane, and Stevens Counties	Educate citizens on contamination and cleanup issues along the Spokane River.	\$42,000.00
G1200385	CS	Brackett's Landing Foundation	Snohomish County	Promote citizen involvement and education related to the UNOCAL/Chevron cleanup site at Port Edwards/Edmonds.	\$4,181.80
G1200386	WM	Sustainable Connections	Island, San Juan, Skagit, and Whatcom Counties	Engage and educate businesses and individuals to decrease waste and increase recycling.	\$5,561.55
G1200387	PSI	Salish Sea Expeditions	Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, Snohomish, and Whatcom Counties	Educate Washington State middle and high school students on the environmental health of Puget Sound.	\$23,250.53
G1200388	CS	Georgetown Crime Prevention and Community Council	King County	Educate and involve the local community in the Philip Services Corporation Georgetown cleanup site process.	\$50,000.00
G1200398	CS	Olympic Environmental Council	Clallam County	Promote resident involvement and education related to cleanup efforts at and around the Rayonier Mill cleanup site in Port Angeles.	\$50,000.00
G1200401	CS	Lake Roosevelt Forum	Ferry, Grant, Lincoln, Spokane, and Stevens Counties	Improve resident education and involvement in the Lake Roosevelt Remedial Investigation and Feasibility Study related to the site's cleanup process.	\$40,000.00
G1200409	WM	Environmental Science and Technology Foundation dba Columbia River Exhibition of History, Science, and Technology	Benton and Franklin Counties	Educate students and the public about pollution impacts to water using lessons learned from the Hanford site.	\$3,190.00
G1200411	CS	Heart of America Northwest Research Center	Statewide	Promote citizen involvement and education related to the Hanford Tank Closure/Waste Management Environmental Impact Statement (TC/WMEIS).	\$28,957.82
G1200451	CS	Brackett's Landing Foundation	Snohomish County	Promote citizen involvement and education related to the UNOCAL/Chevron cleanup site at Port Edwards/Edmonds.	\$31,500.00

## Public Participation Grant Program Funding Summary

	YEAR (OF APPLICATION)	NO. OF GRANTS AWARDED (SIGNED)	AMOUNT AWARDED \$\$
Round 1	1989	5	208,470
Round 2	1990	14	480,377
Round 3	1991	17	583,215
Round 4	1992	22	547,370
Round 5	1993	15	389,123
Round 6	1994	21	466,206
Round 7	1995	20	429,900
Round 8	1996	19	473,522
Round 9	1997	19	448,108
Round 10	1998	16	400,968
Round 11	1999	20	327,000
Round 12	2000*	25	903,000
Round 13	2002*	30	810,000
Round 14	2004*	31	1,268,000
Round 15 and 16	2006**	68	3,824,000
Round 17	2009*	32	1,782,800***
Round 18	2011*	33	1,128,965
<b>TOTAL</b>		407	\$12,687,980

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

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

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

\*\*\* Round 17 was supplemented with \$512,000 from USDOE



# **Appendix D**

## **Public Participation Grant SAMPLE Application (Contaminated Site)**



# PUBLIC PARTICIPATION GRANTS (PPG) APPLICATION INFORMATION 2013-2015 FUNDING CYCLE Contaminated Sites Project

Please read the *Public Participation Grants 2013-2015 Program Guidelines* thoroughly before completing this application form. The Program Guidelines are available at <http://www.ecy.wa.gov/programs/swfa/grants/ppg.html>. Requests for funding must be consistent with these guidelines. The Program Guidelines also contain a sample application for reference.

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

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

Non-for-profit organizations described in section 501(c)(4) of the Internal Revenue Code are not eligible to apply under this announcement.

The application-filing period for this funding cycle opens at **8:00 a.m., Thursday, November 1, 2012, and ends at 5:00 p.m., Monday, January 7, 2013**. Applications must be at the Waste 2 Resources office in the Department of Ecology headquarters in Lacey, Washington, **before the 5:00 p.m. deadline. NO EXCEPTIONS.**

Mail your application to:

**Department of Ecology  
Waste 2 Resources  
P.O. Box 47600  
Olympia, WA 98504-7600**

Or deliver it to:

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

If you mail your application, give it enough time to arrive before Monday, January 7, 2013.

Your application will be reviewed for accuracy and completeness. If your application is incomplete it will not be accepted.

Your application and any subsequent information provided by you may be subject to public disclosure.

Final awards are subject to the availability of funds.

You can call (360) 407-6044 with any questions.

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

## Public Participation Grants (PPG) Application 2013-2015 Funding Cycle

<b>Organization Profile</b>			
Organization Name: <i>(As listed with the IRS)</i>	<b>A Great Organization</b>		
Organization Name: <i>(If different from above)</i>			
Mailing Address:	<b>PO Box 000 Anytown, WA 00000</b>		
Physical Address:	<b>123 Any Street Anytown, WA 00000</b>		
Telephone:	<b>(555) 555-5555</b>	Fax:	<b>(555) 555-5554</b>
Federal Tax ID Number: <i>(Federal Employer Identification Number)</i>	<b>00-0000000</b>		
Official's Name*:	<b>Jane Doe</b>		
Title:	<b>Board President</b>		

---

Official's Signature\* (blue ink only)

Date

\* (Must be authorized to sign on behalf of your organization)

Please check all that apply:

Your organization is a registered not-for-profit organization and has the following:

- A current 501(c) tax-exemption registration with the Internal Revenue Service. (You must include a copy of your status for verification.) Non-for-profit organizations described in section 501(c)(4) of the Internal Revenue Code are not eligible to apply under this announcement.
- A current "Articles of Incorporation: recognizing your organization's not-for-profit status from the Washington Office of Secretary of State. (You must include a copy of your status for verification.)
- A formal set of by-laws.

The organization consists of a group of three or more unrelated individuals, but has not registered with any government entity and does not have state and federal tax exemption.

Other: The structure of your organization is not listed above. Explain:

What year was your organization founded?

1993

What is your organization's mission (in less than 100 words)?

**A Great Organization (AGO) financially supports volunteer projects that protect the shorelines and marine ecology of Skagit County through education, citizen science, restoration, and stewardship. Through AGO support, volunteer-led programs, and educators/professionals help local citizens to understand and become better stewards of our marine and watershed environments. AGO provides funding and material support to other Skagit County organizations that share our mission.**

Provide a brief one-paragraph (less than 150 words) overview of your organizational structure. In addition, attach an organization chart on a separate piece of paper.

**AGO consists of a nine-member Board of Directors and dues for paying members. AGO does not employ staff; it is run solely by the volunteers who serve on its board. The program coordinator serves as a non-voting member of the Board of Directors. AGO by-laws provide for election of board members representing other like-minded organizations. A list of current AGO board members is available at [www.agreatorganization.org](http://www.agreatorganization.org). Over 70 trained volunteers in Skagit County have donated more than 28,000 hours since 2005 to execute work funded by various grant funding sources. An annual report on the activities and finances of AGO is presented to the membership at an annual meetin held each January.**

Describe your membership, including information about membership restrictions and dues (in less than 150 words).

**AGO has a single class of membership, including volunteers and all other individuals who share the aims and purpose of the organization. Membership dues are \$20 annually; dues must be up to date prior to the annual meeting in order for members to participate in election of board member and officers. The membership may be waived by completed 30 hours of AGO volunteer service. All members in good standing are eligible to nominate board members and vote in the election.**

## General Project Information

Write a descriptive project title; the title should capture the main project purpose (limit to 10 words):

Trail Tales: Anacortes Baywide Education and Outreach

Write a brief statement (less than 40 words) that identifies the main goal of the project:

Provide an engaging public outreach program that increases knowledge of local ecology, promotes active stewardship of marin resources, and increases participation in the Anacortes Baywide Cleanup Project.

What county or counties will this project serve? Skagit

What Washington State Legislative District(s) will this project serve? 10, 40

What Washington State Congressional District(s) will this project serve? 2

Is your project ready to proceed by July 1, 2013?  Yes  No

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

Name of Project Manager: Jane Doe

Project Manager Contact Phone: (555) 555-5555

Project Manager Contact Email: jane@agreatorganization.org

## Fiscal Information

Total project budget: \$ **100,000**

Less PPG request: \$ **82,200**

How much funding do you have from other funding sources? \$ **17,800**

Is there a written commitment from the other sources?  Yes  No

If yes, please list your other sources:  
**A Great Park Foundation and Port of Anytown**

Unfunded project budget: \$ **0**

If part of the budget is unfunded, please explain how you will fill the funding gap (in less than 150 words).

Name of Fiscal Contact:	<b>David Montez</b>	
Fiscal Contact Phone:	<b>(555) 555-5555</b>	
Fiscal Contact Email:	<b>david@agreatorganization.org</b>	
Describe the accounting system that your organization uses, including information about auditing methods and if the work is done internally or contracted out (in less than 150 words).		
<p>AGO uses a custom-designed Excel spreadsheet to manage its budget, including receipts, expenses, membership dues, and other details. The AGO maintains the financial records and share account authorization with the AGO president. A summary of the budget status is presented to the board at each board meeting (approx. six per year). Financial practices are reviewed annually by a committee appointed board, excluding the treasurer. The review assesses the financial controls in place and performs audits of financial statements and records. It also determines that all external reporting requirements (state and federal) are properly filed. Results are communicated to the board in writing.</p>		
Is your fiscal staff paid or unpaid?	<input type="checkbox"/> Paid	<input checked="" type="checkbox"/> Unpaid
Will your organization have funding to pay for project costs that PPG does not cover? Please refer to the Program Guidelines for a complete list of eligible and ineligible costs before answering this question.		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
If No or N/A, please explain:		
<b>Project Capacity Information</b>		
List up to three of your organization's most recent PPG project(s) or similar project(s). Provide a one-paragraph (less than 200 words) description for each past project that includes project goals, audience, dates, funding sources, collaborative organizations, and outcomes. If your organization has not completed any projects, please put "N/A" in the response boxes.		
Project #1. (Was this a PPG project?)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p><b>Volunteer Lecture Series: This ongoing lecture series was started by volunteers in 2005. Its goal is to increase community knowledge and appreciation of the Fidalgo Bay and Puget Sound marine environment and resources, and to promote the protection of their health. Lectures are held and promoted in collaboration with the Anytown Public Library, January through May. Speakers include a diverse group of experts presenting on a wide range of marine-related topics. Since 2006, 33 lectures have been attended by 1,491 members of the public; 935 volunteer hours have been logged in organizing lectures. Surveys evaluated the effectiveness of the series and solicit public suggestions of topics for future programs. A Great Marine Resource Committee provided funding to support the lecture series.</b></p>		

Project #2. (Was this a PPG project?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><b>Volunteer Naturalist Program: The ongoing naturalist program began with the AGO volunteer graduating class of 2006 and continues into 2013. Its goal is to increase public awareness of the animals and plants living in Fidalgo Island's near-shore environment and the important role that each species plays. Naturalist events are scheduled six to eight throughout the year. Volunteer naturalists meet the public on the beach in Anacortes. Greeting visitors, they review proper beach etiquette and explore with them the varied life of the beach and water's edge. Events are well attended, ranging from 25-125 people each, totaling 3,673 public contacts since 2006. The Town of Anytown provided a \$5,000 grant to add classroom education and beach field trips (four to five per year). People for Puget Sound work with volunteers on winter nighttime beach walks. Program coordinator support is provided the A Great Marine Resource Committee.</b></p>	
Project #3. (Was this a PPG project?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><b>Annual Marine Celebration: This annual community celebration of our marine environment was started in 2004 by A Great Maritime Center and A Great Marine Resource Committee, which provides an annual budget of \$2,000. In 2006, volunteers assumed responsibility for the overall event organization and staffing. Other groups (Anytown Estuarine Research Reserve, Anytown Marine Center, local tribes, Skagit County, and the Town of Anytown) collaborate, providing informational displays, movies and presentations, family activities, a beach seining demonstration, traditional Samish salmon lunch (fee), and free seafood samples donated by local suppliers. Volunteers provide ~500 hours of planning and staffing support for the event annually which is attended by ~100-200 people each year.</b></p>	
Will you be collaborating with any other organizations for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Contaminated Site Project Description

What is the contaminated site's Facility Site Identification Number (FS ID) for this project?

67538887, 2685, 2670,  
8122259, 4781157, 2662

**Contaminated Site projects ONLY** – Please address all of the issues outlined in a through f to provide us with a thorough understanding of your project. Please address each of the elements outlined in a, b, c, d, and e using no more than 600 words total. If an issue is not applicable to your project, please put “N/A” in the response box.

- 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 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.
- 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.
- 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.
- d. **Disseminating technical information to the public:** Typically, site clean-ups have very complex information regarding both the science and clean-up process of the site. Please explain how you would effectively deliver technical information to the public.
- e. **Puget Sound Initiative:** If your project will help improve the health of Puget Sound, please explain.
- f. **Contractor:** You do not have to fill-out anything for “f” because if you plan to hire a contractor it should be mentioned in “d”. The purpose of “f” is to ensure that you have read the requirements for hiring a contractor.

- a. **Waterfront industrial activities in Fidalgo and Padilla Bays since the mid-1800's have deposited extensive contaminants along the shoreline and on near-shore waters - areas now part of Ecology's Anacortes Baywide Cleanup Project as part of the Puget Sound Initiative (PSI). Primary contaminants include total petroleum hydrocarbon, polyaromatic hydrocarbon, dioxin arsenic, lead, and wood waste. All of these contaminants affect human and environmental health.**
- b. **Valuable marine life habitats have been impacted as well as resourced for fishing and food foraging by local residents, tribal peoples, and commercial and recreations boaters; upland soils and wildlife are compromised; community and industrial development has been diminished or stalled; and human health and safety threatened. Trail Tales will increase public awareness of the inter-relationship among land use, environments, plant-animal-human populations, ongoing cleanup efforts, and the health of Puget Sound. Project collaborators include the Town of Anytown, local tribes, and Ecology's Toxics Cleanup Program. Trail Tales' multi-faceted interpretive program focuses on the ecological, social, and economic issues, historic and present. The program also focuses on what people can do to prevent future pollution. Outreach will be focused on local residents, tribes, school youth, and visitors through interpretative trail signage, website content, docent-led walks, lectures, and school programs. Contractors will be utilized for interpretive signage, website upgrades, docent and school programs, special events, public meeting and comment support, and administrative assistance.**
- c. **Trail Tales outreach will include education on the nature and extent of contamination and baywide cleanup efforts, promotion of public meetings and comment periods, participation in community events, youth education, and training of volunteers to disseminate information to the community.**
- d. **Public information will be provided by volunteer docents through public presentations on historical, cultural, ecological, and cleanup topics. Signage and website content specifically geared to public understanding, presentations by experts on pertinent subject matter, and collaboration with community educational resources will provide the public with a variety of methods and outlets to receive information about the baywide cleanup.**
- e. **Trail Tales will foster deepened public awareness, understanding, and emotional connection to the local marine environment. An enhanced connection will motive people to envision a cleaner future, participate in cleanup activities, and take a personal proactive role in the protection of Puget Sound.**

## Project Tasks

Successful PPG projects have general tasks that involve specific activities to accomplish projects goals. There may be several activities related to each of the three task categories. Activities under Task 2 and Task 3 must have a plan for measuring success. The measurements need to be specific and quantifiable. Task 1 address project administration and will be evaluated by your grant officer upon completion of the project. Remember that the *Public Participation Grants 2013-2015 Program Guidelines* contains a sample application for reference.

It is not necessary that you use all the space provided – please answer the questions in sufficient detail and breadth, but do not add or repeat information just to fill space. The character count we provide will give you a sense of how much importance we place upon or how much detail we want, for a particular answer.

We recognize that these limits may be frustrating. We suggest that you complete your responses in a MS WORD document first and then paste into the appropriate field in the form. Use Tools or Review and Word Count to track your character count.

### Task 1: Project Administration

Tell us how your group will manage funding and carry out the overall administration for your project (in less than 100 words).

A Great Organization (AGO) will provide overall project coordination and administration for the Trail Tales project. This includes project planning development, coordination with partner organizations, services and materials contracting, evaluating performance and results, and working with Ecology’s Toxics Cleanup Program to ensure Trail Tales is focusing on appropriate priorities for Ecology’s Anacortes Baywide Cleanup Project. In addition, AGO will keep records of project activities and expenditures, and provide required reporting to the Ecology grant administrator. AGO will provide \$500 in co-funding to support this task.

Fill in the information for each of the elements listed below. If an element is not applicable to your project, please put “N/A” in the response box. Please limit your response to less than 100 words.

a. Recordkeeping and Reporting:

AGO will track and report on time sheets, invoices, and reimbursements eligible for grant funding. The project administration assistant will work with contractors to assemble progress and financial reports, and review invoices with the project coordinator. Progress report will be provided to Ecology consistent with the terms of the grant.

b. Evaluation:

Outcomes will be evaluated by measuring volunteer hours performed, tracking public attendance at events, website usage and links, completed surveys and Watershed-to-Sea pledges, and tracking of media coverage. Results will be included in reporting to the PPG grant administrator.

c. Bidding for Contractors:

As AGO has no staff, work performed under Tasks 2 and 3, and the position of the project administrative assistant will be contracted. All are anticipated to fall below the \$20,000, and will be awarded consistent with competitive methods outlined in the grant guidelines. The project coordinator will work closely with the PPG grant administrator to ensure that contracts meet Ecology requirements,

d. Postage, Office Supplies, Printing:

Miscellaneous administrative costs will include postage, mailings, office supplies such as ink and paper, and potentially upgrading software for accounting.

e. Other:

AGO board president, Jane Doe, will serve as Trail Tales project coordinator, volunteering her staff time for this activity. She will coordinate the planning, scheduling, and budget for this project, as well as providing project oversight and coordination with partners and contractors. A project administrative assistant will be hired through a service contract to provide administrative support. Minimal travel reimbursement will be needed.

Explain how you will incorporate sustainable practices, such as environmentally preferable purchasing (EPP) into your

project (in less than 100 words). (For more information, see Program Guidelines pages 13-14).	
Trail Tales will seek, where possible, local providers for contract and volunteer services to minimize travel/commuting for meetings and project work. The project will minimize paper waste by utilizing digital documents, emails, and the internet. When print materials are needed, AGO will use 100% post-consumer, recycled-content paper. Carpooling and combining meeting/travel will be encouraged.	
What is the total PPG eligible cost for Task1: Project Administration? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.	\$ 9,400
Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	
What is the number of paid staff hours you expect for this activity?	0
What is the number of non-paid volunteer hours that you expect for this activity?	400
Do you plan to hire a consultant for this activity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Task 2: Public Events and Outreach</b>	
Provide us with an overall summary of how your group plans to educate the public (in less than 300 words).	
<p>Trail Tales will encourage users of the Anytown Trail (over 10,000 users/month during peak months) along the shoreline of Fidalgo Bay to make their walk a journey of discovery by providing multi-dimensional public education and outreach program by:</p> <ul style="list-style-type: none"> <li>• Developing and installing self-directed interpretive signage.</li> <li>• Producing online education content linked to trail signage and multiple related environmental websites.</li> <li>• Providing hikes/walks led by trained volunteer interpretive guides/docents.</li> <li>• Participating and coordinating special marine-focused events/demonstrations.</li> <li>• Developing and implementing a shareable school curriculum for Anytown school students focus on the relationship of the Fidalgo Bay watershed to the surrounding marine environment, including the history of the waterfront and its relationship to contaminants now being removed.</li> <li>• Supporting the Anacortes Baywide Cleanup by engaging the local community in public meetings and comments on project plants; priorities will be set in collaboration with Ecology staff.</li> </ul> <p>Trail Tales Theme: <i>The beauty and diverse ecology of Fidalgo Bay are a Washington State marine treasure. The bay's history and natural splendor provide us with enjoyment today, but also call us to restore and preserve it for future generations.</i></p>	
<p>Please fill in the information for each of the activities below. Your activities should support your above summary statement. Task 2 activities might include holding a public forum, renting space or equipment for a presentation, paying speakers fees, and hosting tours.</p> <p>Charges for materials, merchandise, or services furnished to the State of Washington, and all goods furnish and/or services rendered must be provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.</p>	

## Activity A

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Trail Tales Interpretive Guide/Docent Program: The volunteer coordinator will partner with the Anytown Beach program to recruit a minimum of 15 volunteers to participate in a Trail Tales interpretive guide/docent training. The training will be approximately 30 hours. Trained Trail Tales interpretive guides/docents will lead a minimum of two interpretive walks per month, May through September, on the Anytown Trail. The volunteer coordinator will work with the Anytown Museum, Anytown Marine Center, and local tribes to organize special presentations and demonstrations. As a result of the public awareness raised by these guided walks, local citizens and visitors will develop an enhanced personal connection to our marine environmental and commit to actions to protect the health of Puget Sound, including involvement in Ecology's remediation work. Surveys from interpretive walk and presentation/demonstration will be collected and evaluated from participants.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

During peak months, over 10,000 people per month use the Anytown Trail on foot and by bike; it is expected that at least 20% of these people will be engaged in education through viewing interpretive signage, the enhanced AGO website, and participation in interpretive walks and events. Surveys or participant in trail hikes and special events will be conducted and results compiled. Data on number of participants in hikes and special events will be tracked and reported.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.

\$ 10,000

Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?

0

What is the number of non-paid volunteer hours that you expect for this activity?

1,000

Do you plan to hire a consultant for this activity?

Yes

No

Do you plan to charge a fee for this activity?

Yes

No

(Report any projected income on the PPG Budget Worksheet.)

## Activity B

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Anytown Public School Outreach: AGO will work with the Anytown School District to offer marine watershed education to all 8<sup>th</sup> grade students in 2012 and 2013, providing classes that extend student knowledge about what happens as freshwater flows from the island's highest points through the town and into Fidalgo Bay, the site of the Anacortes Baywide Cleanup. Students will study the natural, cultural and industrial history of the bay, leading to the current model toxics cleanup effort, and gain understanding of a variety of point source and non-point source contaminants and best practices. Students will learn how they can support the cleanup through involvement and life-long personal action. (Note: This activity builds upon current work funded through December 21011 by the Anytown Mill Natural Resource Damage Assessment [NRDA] grant associated with the Anacortes Baywide Cleanup.)

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

There are approximately 240 8<sup>th</sup> grade students each year at the Anytown Middle School. Students will participate in a simple survey at the beginning of the first class and wrap up the class with another survey to assess increase in knowledge and participation in cleanup-related events. The program evaluation process will include an opportunity for students to share what has been most important to them. AGO will also report the number of presentation given each year.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.

\$ 15,000

Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?

0

What is the number of non-paid volunteer hours that you expect for this activity?

40

Do you plan to hire a consultant for this activity?

Yes

No

Do you plan to charge a fee for this activity?

Yes

No

(Report any projected income on the PPG Budget Worksheet.)

## Activity C

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Presentations, Demonstrations, and Events: AGO will participate in the Waterfront Festival (May) and Fidalgo Bay Day (September) to engage the public in marine ecology related activities. These activities will include:

- Sponsorship of expert speakers on trail signage subject matter.
- Sponsorship of an essay contest(s).
- Compiling personal stories about Fidalgo Bay, the Anytown waterfront, and community perspectives on local ecology and remediation work.
- 

Advertisement of these activities will be included in quarterly e-newsletters distributed via email and the AGO website. This activity will increase awareness of contaminants and remediation work, as well as promote active stewardship of local watershed and marine environments.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

The number of participants will be tracked and reported to Ecology. Surveys for participants will be developed and compiled to assess public awareness and attitudes about the health of Puget Sound. Eight quarterly e-newsletters will be distributed electronically and provided via email to Ecology. The goal is to have 150 activity participants/year; of which 30% completing surveys.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.

\$ 6,800

Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?

0

What is the number of non-paid volunteer hours that you expect for this activity?

200

Do you plan to hire a consultant for this activity?

Yes

No

Do you plan to charge a fee for this activity?

Yes

No

(Report any projected income on the PPG Budget Worksheet.)

## Activity D

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. \$

Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?

What is the number of non-paid volunteer hours that you expect for this activity?

Do you plan to hire a consultant for this activity?

Yes

No

Do you plan to charge a fee for this activity?

(Report any projected income on the PPG Budget Worksheet.)

Yes

No

### **Task 3: Education and Outreach Tools**

Provide us with an overall summary of what your group plans to create during the project (in less than 300 words).

A variety of educational tools will be developed to support this project, including:

- Volunteer/docent training materials and interpretive materials, including an interpretive plan.
- School curriculum.
- New education and outreach materials (such as flyers, brochures, web publications).
- Development, design, and installation of Anytown Trail interpretive signage.

Anytown Beach program, Anytown Marine Center, Anytown Museum, Port of Anytown, and local tribes will provide non-paid assistance in developing educational content for the signs and other outreach materials.

Please fill in the information for each of the activities below. Your activities should support your above summary statement. Task 3 activities might be creating displays, online interactive site maps, curriculum, teaching kits, and web-based videos.

Remember that charges for materials, merchandise, or services furnished to the State of Washington, and that all goods furnish and/or services rendered must be provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

## Activity A

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Interpretive Plan, and Docent Training and Interpretive Materials: A professional interpretive consultant will be hired to integrate requirements and goals of participating partners, including AGO, Town of Anytown, Port of Anytown, local tribes, and Ecology's Toxic Cleanup Program, into a cohesive education, recreation, and outreach program. The Port of Anytown will provide the majority of funding (approx. \$5,000) toward the interpretive plan and, after notice of grant award, would release funds to enable an early start on the plan prior to release of Ecology PPG funding. The interpretive plan will provide a unique Trail Tales style guide and design template to establish consistency in the graphic treatment of outreach materials.

AGO will develop training manuals and interpretive materials for Trail Tales interpretive guides/docents (to support activities in Task 2). AGO will provide special training sessions for interpretive guides/docents, one in 2012 and one in 2013, focused on interpretive outreach skills. Docents shall be given surveys to evaluate the effectiveness of the training. Lessons learned will be incorporated into subsequent AGO docent trainings.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

The multi-year plan will be reviewed and final product accepted by participating partners as the first deliverable of the project by the end of 2011. A copy of the final report will be provided to Ecology.

The number of trained volunteer docents, the number surveys completed, and provide qualitative results of the surveys, will be tracked and compiled for Ecology.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.

\$ 8,000

Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?

0

What is the number of non-paid volunteer hours that you expect for this activity?

100

Do you plan to hire a consultant for this activity?

Yes

No

Do you plan to charge a fee for this activity?

Yes

No

(Report any projected income on the PPG Budget Worksheet.)

## Activity B

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

AGO will work with Anytown Marine Center to create a multidisciplinary 8<sup>th</sup> grade curriculum focusing on Fidalgo Bay, past, present, and future (the curriculum supports activities in Task 2). The curriculum will include class activities, presented information, and a waterfront field trip. While focused on local content, the curriculum will provide transferrable model for school systems throughout the Puget Sound seeking increased public involvement and literacy on local marine issues. AGO and Anytown Marine Center will solicit input from teaching staff and students at the end of 2012 to improve the curriculum content.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

The number of students that participate in the curriculum will be tracked. AGO will incorporate appropriate 2012 input from teaching staff and students into the updated 2013 curriculum. AGO will provide Ecology with copies of the 2012 and 2013 curriculum.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.	\$ 4,500
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Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?	0
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What is the number of non-paid volunteer hours that you expect for this activity?	50
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Do you plan to hire a consultant for this activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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## Activity C

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Education and Outreach Materials: AGO will develop and distribute materials that aid public understanding of the Anacortes Cleanup Project and the ecology of the marine environment. These materials include:

- An interpretive brochure and trail map.
- A calendar of events.
- A contact list of regional watershed stewardship organizations.
- An email distribution list.
- Publicity materials, including flyers and public service announcements (PSA's)
- Website design/content, updates, and maintenance.

The RECIPIENT shall provide flyers and PSA's at Trail Tales classes/events and at other outreach activities.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

AGO will report the number and type of education and outreach materials developed and distributed. Ecology will receive copies of all grant produced materials.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.	\$ 13,500
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Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?	0
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What is the number of non-paid volunteer hours that you expect for this activity?	220
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Do you plan to hire a consultant for this activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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## Activity D

Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.

Trail Signage: AGO will partner with the Anytown Parks Foundation to design graphics for the Anytown Trail signage. The design will be done in two phases. In the first phase (during 2011/2012) AGO will provide designs for approximately seven signs for the south end of the Anytown Trail. In the second phase (during 2012/2013) AGO will provide designs for approximately six signs for the north end of the Anytown Trail.

Content will be compiled for trail signage which will be used to develop text that is in accordance with the Trail Tales planning document to ensure a consistent message that is in a concise format readily accessible and understood by the general public. AGO have content text reviewed by partner organizations.

AGO will contract to manufacture approximately 13 high-pressure laminate, interpretive signs. AGO will partner with the Town of Anytown to install the signs along the Anytown Trail.

Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.

AGO will solicit public feedback on the content of trail signs through measured use, survey questions, and comments provided verbally, in writing, and via the website. The feedback will be compiled and evaluated, and the results given to Ecology. All signage designs will be submitted to Ecology. AGO will also report the number of signs manufactured and the number installed.

What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.

\$ 15,000

Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.

What is the number of paid staff hours you expect for this activity?

0

What is the number of non-paid volunteer hours that you expect for this activity?

300

Do you plan to hire a consultant for this activity?

Yes

No

Do you plan to charge a fee for this activity?

Yes

No

(Report any projected income on the PPG Budget Worksheet.)

### Budget Worksheet Form B

Task Number and Title		PPG Eligible Costs	Other Sources and Income	Total Amount Of Project Costs	Completion Date	Person Responsible for Task or Activity
<b>TASK 1</b>	<b>PROJECT ADMINISTRATION</b>					
a.	Recordkeeping and Reporting	4,000	0.00	4,000	6/30/13	Jane Doe & David Montez
b.	Project Evaluation	1,800	0.00	1,800	6/30/13	Jane Doe
c.	Bidding for Contractors	3,000	0.00	3,000	6/30/13	Jane Doe
d.	Postage, Office Supplies, Copying	500	0.00	500	6/30/13	Jane Doe
e.	Other	100	500	600	6/30/13	Jane Doe
	<b>TOTAL TASK 1</b>	<b>9,400</b>	<b>500</b>	<b>9,900</b>		
<b>TASK 2</b>	<b>PUBLIC EVENTS &amp; OUTREACH</b>					
a.	Trail Tales Docent Program	10,000	0.00	10,000	6/30/13	Jane Doe & the Anytown Beach coordinator
b.	School Outreach	15,000	7,500	22,500	4/30/13	Anytown Marine Center ed. specialist
c.	Presentation, Demos, and Events	6,800	0.00	6,800	6/30/13	Anytown Beach coordinator
d.		0.00	0.00	0.00		
	<b>TOTAL TASK 2</b>	<b>31,800</b>	<b>7,500</b>	<b>39,300</b>		
<b>TASK 3</b>	<b>EDUCATIONAL TOOLS</b>					
a.	Interpretive Plan & Docent Materials	8,000	5,000	13,000	2/27/12	Jane Doe
b.	Curriculum	4,500	0.00	4,500	5/30/13	Anytown Marine Center ed. specialist
c.	Education and Outreach Materials	13,500	0.00	13,500	6/30/13	Jane Doe
d.	Signage	15,000	4,800	19,800	3/30/13	Jane Doe
	<b>TOTAL TASK 3</b>	<b>41,000</b>	<b>9,800</b>	<b>50,800</b>		
	<b>PROJECT TOTALS:</b>	<b>82,200</b>	<b>17,800</b>	<b>100,000</b>		

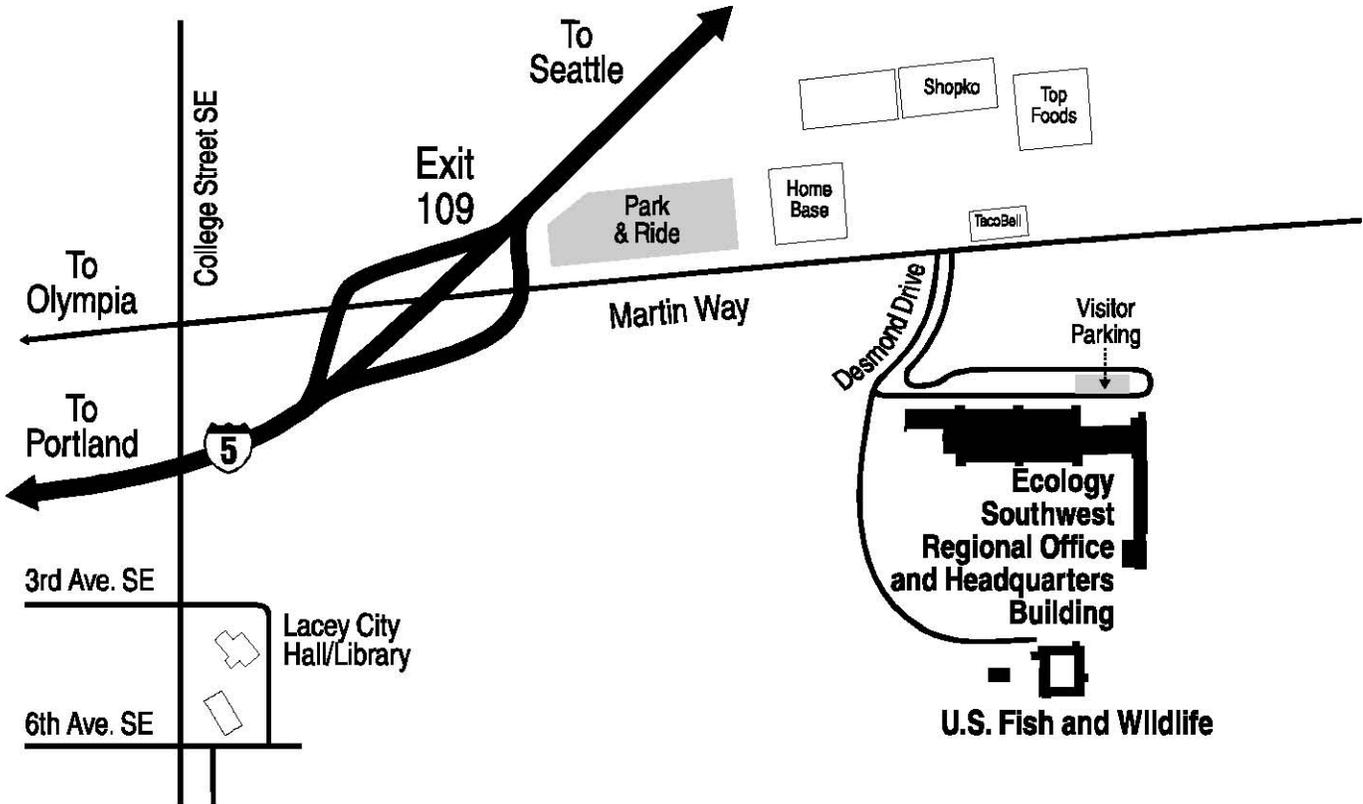


# **Appendix E**

## **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