



DEPARTMENT OF
ECOLOGY
State of Washington

Program Guidelines

Coordinated Prevention Grants

2015 – 2017 Grant Cycle

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

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

If you need this document in a format for the visually impaired, call the Waste 2 Resources Program at 360-407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

Coordinated Prevention Grants Program

2015 – 2017 Grant Cycle

Waste 2 Resources Program
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Contact Information

Ecology regional financial managers

Each Ecology regional office employs at least one financial manager. A financial manager is the CPG recipient's primary contact for specific questions related to the CPG grant.

Ecology CPG coordinator

CPG employs a coordinator located at Ecology's headquarters. The coordinator is the primary contact for CPG policy questions.

Table 1: CPG Financial Managers and Coordinator

Financial Manager	Address	Phone/E-Mail/Fax	Serving
Trent Hurlbut	Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387	Ph: 509-575-2782 Trent.Hurlbut@ecy.wa.gov Fax: 509-575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Laurie Dahmen	Eastern Regional Office N 4601 Monroe Suite 202 Spokane 99205-1295	Ph: 509-329-3432 Laurie.dahmen@ecy.wa.gov Fax: 509-329-3572	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Taisa Welhasch	Northwest Regional Office 3190 160 th Ave. SE Bellevue 98008-5452	Ph: 425-649-7266 Taisa.welhasch@ecy.wa.gov Fax: 425-649-7098	Snohomish, Kitsap, King County and some King County cities
Diana Wadley	Northwest Regional Office 3190 160 th Ave. SE Bellevue 98008-5452	Ph: 425-649-7056 Diana.wadley@ecy.wa.gov Fax: 425-649-7098	Island, San Juan, Skagit, Whatcom, and some King County cities
Tami Ramsey	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6612 Tami.Ramsey@ecy.wa.gov	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum
CPG COORDINATOR			
Sharon Hlavka	Department of Ecology PO Box 47600 Olympia WA 98504-7600	Ph: 360-407-6223 Sharon.hlavka@ecy.wa.gov Fax: 360-407-6102	Statewide CPG coordination

2015 – 2017 CPG Program Schedule

Regular Cycle

Table 2: 2015-2017 Regular Cycle Program Schedule

January 1 – March 1, 2015	RECIPIENT training. Ecology encourages potential applicants to consult with regional financial managers before applying.
March 2 – March 31, 2015	CPG program guidelines, DRAFT allocation table, and application forms available on the CPG website.
March 31, 2015	Applicants must submit grant applications in EAGL by 5 p.m.
April 1, 2015 – May 1, 2015	Grant negotiations - regular cycle only.
May 15, 2015	Target date of formal offers to grant recipients. Actual date depends on state budget decisions.
April 29 - June 30, 2015	Final 2015 - 2017 state biennial budget known, FINAL allocation table posted on the CPG website, adjust grant budgets and task scopes of work as necessary.
July 1, 2015	Grant effective date - regular cycle only.
October 30 January 30 April 30 July 30	Complete payment requests and progress reports are due 30 days after each quarter, unless billing monthly.
June 30, 2017	Grant expiration date for regular cycle grants.
July 30, 2017	Final payment requests and recipient closeout reports due for regular cycle grants, submitted in EAGL.

Chapter 1 Program Overview

The Washington State Legislature authorized Coordinated Prevention Grants (CPG) as a financial assistance program to local governments. Ecology designated the grants “Coordinated Prevention Grants” because the various plans and programs referenced by the state legislature were designed to prevent or minimize environmental contamination. The Department of Ecology administers the CPG program through Chapter 173-312 WAC, <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-312>.

Governing laws and rules

- Chapter 82.21.030 RCW, Pollution Tax
<http://apps.leg.wa.gov/RCW/default.aspx?cite=82.21.030>
- Chapter 70.105D.070 RCW, Toxics control accounts
<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.105D.070>
- Chapter 70.95 RCW, Solid Waste Management - reduction and recycling
<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95>
 - Chapter 70.95.130, Financial aid to counties and cities
 - Chapter 70.95.140, Matching requirements
 - Chapter 70.95.220, Financial aid to jurisdictional health departments
 - Chapter 70.95.230, Financial aid to jurisdiction health departments - Matching funds requirements
- Chapter 70.105 RCW, Hazardous waste management
<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.105>
 - Chapter 70.105.235, Grants to local governments for plan preparation, implementation

Guidelines

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

Funding source and availability

The Local Toxics Control Accounts (LTCA) authorized by RCW 82.21.030, consistent with the Model Toxics Control Act (RCW 70.105D) funds the CPG program. This law, passed by voter initiative in 1988, established a tax on first possession of hazardous substances in the state. The amount available in a biennium depends on legislative appropriation from the account.

Purposes of CPG

The CPG program:

- Promotes regional solutions and intergovernmental cooperation in solid waste management.
- Funds local government tasks that prevent or minimize environmental contamination in compliance with state solid and hazardous waste laws and rules.
- Provides funding assistance for local solid and hazardous waste planning, and implementation of some programs and tasks in those plans.
- Encourages local responsibility for solid and hazardous waste management.

Allocation of grant funding

Ecology must divide projected revenues to the LTCA that are allocated each biennium for CPG purposes into two portions: 1) solid and hazardous waste planning and implementation grants; and 2) solid waste enforcement grants.

Solid waste enforcement grants support inspections and administrative expenses necessary to enforce state and local solid waste regulations pursuant to Chapter 70.95 RCW. Recipients can also use them to fund educational programs or programs that facilitate the enforcement of the above mentioned regulations.

Planning and implementation grants help pay for planning related work and implementing some programs in the most recently approved and adopted solid and or hazardous waste management plans (provided those programs are eligible as defined in WAC 173-312-050).

Applicants must meet CPG requirements as outlined in these guidelines to the satisfaction of Ecology in order to secure grant awards. Ecology's obligation to make grant payments is contingent upon available funds and other conditions that are not reasonably foreseeable by Ecology. All grants are subject to applicable accounting and auditing requirements of state laws and rules.

Grant cycles

The CPG program operates on the state's biennial funding cycle and disburses funding through two (2) grant cycles. Available funds and funding decisions vary between the two (2) cycles as outlined below.

Regular cycle

Regular cycle grants run for two years starting July 1 of every odd-numbered year. Ecology divides the funds into the following two (2) types of agreements:

- **Solid Waste Enforcement:** Ecology sets aside 20 percent of the total CPG allocation for solid waste enforcement tasks. Ecology divides the total available dollars evenly among eligible jurisdictions responsible for conducting solid waste enforcement duties as a local health jurisdiction (usually jurisdictional health departments and districts). When local health jurisdictions represent two (2) or more counties, (2) they may receive 50 percent more funding than single-county health jurisdictions.

- **Planning and Implementation:** Ecology allocates 80 percent of the total CPG allocation among planning authorities through a formula called base-plus funding. Each county is eligible to apply for a fixed amount of \$100,000 plus a per capita amount based on county population size. Official estimates of the State Office of Financial Management at <http://www.ofm.wa.gov/pop/april1/> determine the by capita amount.

Cities that are independent planning authorities may receive an amount up to the per capita amount for that city. With Ecology's approval, a county may agree to delegate a portion of its allocation so a city can apply for more than its per capita amount.

Offset cycle

Funding for the offset cycle includes unrequested funds from the regular cycle and any additional or special money allocated by the legislature. Ecology awards funds on a competitive basis under a separate grant cycle that runs for 12-18 months. The offset cycle starts at least six months after the start of the regular cycle. If funding is available, Ecology will provide more information for the offset cycle in a separate document.

Local match requirements

Ecology funds CPG consistent with WAC 173-312-090. The program reimburses eligible costs considered for grant reimbursement at a level of 75 percent. The grant recipient must contribute a cash match of at least 25 percent, but may provide more. Recipients may use cash expenditures and/or interlocal costs to meet the cash match. Interlocal costs are the only type of in-kind contributions that recipients may use for local cash match.

Cash expenditures

The term "cash expenditures" means any eligible cash outlay by the recipient for direct costs of goods and services (e.g. salaries and benefits of recipient employees, overhead cash, and payments made to contractors). Sources of cash outlay may include but are not limited to:

- Local general tax revenues;
- Solid waste fees;
- Loans;
- Federal grant funds;
- Task income (when specifically permitted in the grant agreement).

Interlocal costs

Interlocal costs are in-kind contributions made to a recipient task by another local government under a valid written agreement between the recipient and the other government. The valid written agreement must detail the work to be accomplished, the goods and services to be provided, and the value thereof.

CPG considers employee services donated by a governmental entity such as the State Department of Health interlocal, in-kind contributions under certain conditions. Work with your Financial Manager anytime you are considering a third party donation as match. Your Financial Manager can also help identify other eligible scenarios as you

develop your tasks. You may use interlocal costs to meet a cash match requirement when all of the following conditions apply:

- The other governmental entity receives no reimbursement from the recipient (just as with other in-kind contributions).
- The costs would have been eligible if incurred by the recipient.
- The Financial Manager has reviewed the written interlocal agreement between the recipient and the other contributing entity.
- The recipient reported the costs as interlocal costs, and documented them in the same way as costs incurred by the recipient.
- The terms of the agreement identifies any contributing entity and the specific interlocal costs.

If the recipient reimburses another governmental entity for any portion of its contributions, the amount paid to the other entity is not an interlocal cost; it is cash expenditure on the part of the recipient. In this case, only the non-reimbursed portion counts as interlocal cost.

To serve as match and meet eligibility requirements, Ecology scrutinizes interlocal costs as if the recipient incurred them. The recipient must specify tasks using interlocal costs as match in the grant agreement. A recipient must submit a copy of all pertinent interlocal agreements to the regional financial manager.

Applicant eligibility

Eligible Applicants for Solid Waste Planning and Implementation Tasks

Eligible applicants are limited to a local planning authority, another governmental agency designated in the local plan as lead, and a city.

Local planning authority

RCW 70.95 defines a local planning authority as an entity with primary responsibility for, and who is in possession of, the local Ecology-approved solid and or hazardous waste management plan.

Lead implementation agency

WAC 173-312-040 states that if the local Ecology-approved solid and or hazardous waste management plans designate lead implementation agencies to implement the plans, those agencies may apply for coordinated prevention grants. Contact your regional Ecology solid waste planner for help in determining a designated lead.

City

Cities that do not qualify as a planning authority may request, and are eligible to receive a portion of their county's funding allocation in proportion to their share of the total county population. The local planning authority is not obligated to comply with a city's request.

Eligible Applicants for Solid Waste Enforcement Grants

Jurisdictional health departments/districts may apply for coordinated prevention grants to pay for the enforcement of rules adopted under chapter 70.95 RCW. A jurisdictional health department or district is defined as a city, county, city-county, or district public health department.

Ineligible Applicants

There are no other eligible applicants for Coordinated Prevention Grants. Although other entities are ineligible to apply for and directly receive CPG funds, they may collaborate with eligible applicants to perform CPG-funded tasks.

Examples of entities not eligible to directly enter into a CPG agreement with Ecology but who may collaborate with an eligible applicant include:

- Tribes;
- Schools and Universities;
- Other Government Agencies;
- Private Business;
- Citizen Groups.

General application coordination requirements

The [allocation](#) indicates the maximum amount a planning authority may request.

Coordination between all parties in one county should ensure the cumulative total of requests do not exceed this amount. Ecology encourages county departments, cities, and local health jurisdictions to consider efficiency when deciding how many separate grant applications to submit.

Task eligibility

The Ecology-approved local solid or hazardous waste management plan must identify a task to meet basic eligibility criteria for funding. Eligible tasks considerations include:

- Local hazardous waste planning as required by Chapter [70.105](#) RCW;
- Local solid waste planning as required by Chapter [70.95](#) RCW;
- Local hazardous waste plan implementation projects;
- Local solid waste plan implementation projects, which are limited to waste reduction and recycling projects and programs;
- Local solid waste enforcement by the jurisdictional health departments and districts.

Eligible task costs

Eligible task costs are the necessary and reasonable costs associated with implementing eligible tasks, including innovative approaches to that implementation. Chapter 4 identifies many of these costs at [Examples of Eligible Work and Costs by Category](#).

Ineligible task costs

Recipients may not use CPG funds to reimburse costs associated with the following:

- Solid waste incinerator feasibility studies, construction, maintenance, and or operation;
- New landfill construction and or landfill expansion;
- Upgrading a landfill at an operating facility to meet the requirements of chapters 173-350 and 173-351 WA;
- Landfill closure as required by chapters 173-350 and 173-351 WAC;
- Garbage collection or disposal;
- CESQG recycling or disposal;
- Solid and or hazardous waste costs not directly related to compliance with state solid and hazardous waste laws and rules;
- Installation and or repair of ground water monitoring wells;
- Routine water sampling to define the extent of contamination. A local health jurisdiction cannot use grant funds to conduct monitoring activities on behalf of an owner or operator of a solid waste site or facility;
- Uncontaminated used oil disposal. This restriction applies to oil bulked in lab packs;
- Other used oil problems, like cleanup;
- Uncontaminated latex paint disposal. This restriction applies to paint bulked in lab packs.
- Out-of-state waste. The CPG program will not reimburse costs to manage waste coming from outside of the state of Washington;
- Recipients cannot use the CPG program to offset any increase in costs for purchasing environmentally preferable products;
- Staff time for cleanup and disposal costs of material from a dump site;

Chapter 2 What's New in 2015-2017?

2015-2017 budget request for the CPG program

Ecology submitted a request for \$29M to fund CPG during the 2015-2017 biennium. Ecology expects the legislative budget decisions and the governor's approval of those decisions in late June 2015. Once the budget is final, Ecology will publish a final allocation table on the CPG website at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

Ecology encourages grant applicants to scope projects and apply for funds up to the amount identified for their jurisdiction in the draft [allocation](#) table. Ecology also encourages applicants to consider setting funding priorities for projects in order to make adjustments if CPG does not receive the full amount requested.

Ecology Administration of Grants and Loans (EAGL)

EAGL is a comprehensive web-based grant and loan management system that allows Ecology's grant and loan clients to apply and manage grant applications and agreements electronically.

To apply for CPG funding, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL) system. Make sure you read and understand all of the application instructions. You can view these instructions on the [CPG Website](#). Ecology will include a copy of the instructions with the application in EAGL. The CPG Program will accept applications from March 1, 2015 until March 31, 2015.

Also, your CPG grant officers will now be referred to as Financial Managers in EAGL.

Amendments

Administrative adjustments such as changes in telephone numbers, addresses, project officers, supervisors or contact persons for Ecology or the recipient do not require amendments. However, the Recipient must notify the Financial Managers of these changes.

Recipients can request an amendment in EAGL. A formal amendment is an amendment signed by the authorized officials of both Ecology and the recipient. If costs need to be redistributed among tasks in excess of 10 percent of task budget, a formal amendment may be required.

A formal amendment is necessary whenever:

- The recipient and Ecology agree to revise the scope of work or the objectives of the project (whether or not there is an associated budget revision);
- The recipient and Ecology agree to add or remove funds from the project.

LightRecycle Washington

The LightRecycle Washington Program started on January 1, 2015. All mercury containing lights sold at retail in Washington State now include an environmental handling charge to fund this program.

The LightRecycle Program will accept for recycling mercury-containing lights such as compact fluorescent lamps (CFL) of all types and sizes, linear tubes, high-intensity discharge (HID) and other lights that contain mercury used in homes, businesses and outdoor stationary fixtures.

The LightRecycle Program will cover the recycling or disposal and shipping costs (including the cost of shipping containers/boxes). Therefore, CPG will not pay for recycling or disposal costs of these lights.

For further clarification, see the [Product Stewardship CPG FAQ's](#).

Chapter 3 Application Process

Application organization

A category is an overarching term used to label a group of tasks that deal with similar wastes or functions. CPG has six categories:

1. Waste Reduction and Recycling (WRR)
2. Moderate Risk Waste (MRW)
3. Organics (ORG)
4. Green Building (GB)
5. Planning
6. Solid Waste Enforcement (SWE)

Pre-application

Ecology always recommends a pre-application conference as a first step in applying for a Coordinated Prevention Grant. First time and repeat applicants should feel encouraged to take advantage of this opportunity. Your regional (Financial Managers) can offer an overview of the CPG program, including any changes, and provide technical assistance in task development and meeting CPG program requirements. Call or email your [Financial](#) Manager listed on page 5, to schedule a pre-application conference.

Submitting your application

The application period opens March 1, 2015 for regular cycle funds. Ecology must receive your application no later than March 31, 2015. You can find step by step instructions here. To get registered in SAW and start your application, click this link: [EAGL](#).

Application Review

Ecology first screens your application to make sure you completed the application correctly and that your organization is eligible for CPG funding. CPG applications must include a commitment by the applicant to use local funds to match grant funds according to the requirements of WAC [173-312-090](#). By having the authorized signatory submit your CPG application through EAGL, the applicant thereby agrees to this commitment.

Filing a proof of coordination form

Planning and Implementation Grant recipients will complete and submit a [Proof of Coordination](#) form with their EAGL Application. A planning authority is an entity with primary responsibility for, and who is in possession of, the local Ecology-approved solid and or hazardous waste management plan. Applicants will select whether they are a planning authority or not a planning authority and upload documentation as described below.

If the applicant is a planning authority, they will announce the availability of CPG funds to participants in their adopted local solid and or hazardous waste management plan. If the applicant is not a planning authority, they will contact their planning authority about this application and confirm that they meet eligible applicant requirements identified in the CPG guidelines and they provide a statement that their planning authority supports the application and willingly reduces their available funding by this amount.

Signing your agreement

EAGL will notify you when your final agreement is ready for signature. You will print two copies of the agreement and have a signature authority within your organization sign them in blue ink.

Return the signed agreements to:

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

Chapter 4 Task Development

Technical assistance

Ecology encourages recipients to take advantage of the technical assistance opportunities available. Ecology regional Financial Managers and other Ecology staff are available to discuss ideas and work through identified areas of concern.

Scope of work

A scope of work as defined in the application form varies depending on the grant type: *planning and implementation* or *solid waste enforcement*. CPG generally budgets each agreement by task. Each task's scope of work must reflect the costs the recipient expects CPG to reimburse over the grant period.

Planning and implementation grants

Task description

The applicant should summarize key elements of the task. The summary should include answers to these questions:

1. what work will the applicant perform;
2. who will perform the work; and
3. what anticipated costs does the applicant expect the grant to reimburse?
4. what problem will the task address or resolve?

Contract or third-party assistance in performing grant funded activities

Ecology recognizes that applicants may intend to use a third-party to perform (billable) work outlined in a task's description. It is Ecology's intent to minimize administrative burdens upon grant recipients to the extent practical, while ensuring recipients properly administer grant funds. Applicants should note that information regarding reimbursement for grant-related contracts or third-party costs is outlined in the [Administrative Requirements for Ecology Grants and Loans Managed in EAGL](#) and in the General Terms of the grant agreement.

Work plan, deliverables and timeline

The applicant should identify by quarter, the work expected to occur over the grant period. The Financial Manager will negotiate the work plan with the recipient and include the agreed upon work plan in the grant agreement. An updated work plan that changes the scope of work or the objectives of the project may require a formal amendment.

Method of Evaluation

The applicant should indicate the measurements it intends to track in order to evaluate whether their organization has met the expected outcomes and achieved their stated goal. If you have no data or baseline information for comparison purposes, you may need to choose another type of measurement or develop baseline data.

Solid waste enforcement grants

Solid Waste Enforcement (SWE) grants commonly include two types of tasks: *facility site compliance*; and *solid waste investigation, assistance and enforcement*. The CPG program writes the agreement as one task with one task budget. Occasionally a SWE grant applicant wants to perform work that does not fall under the typical work performed in as defined above. The CPG program refers to this work as a special task, and is described on page 18.

Facility site compliance

Typical activity includes monitoring for compliance at solid waste handling facilities with applicable state solid waste regulations and related local regulations and codes. The applicable solid waste regulation(s) prescribes monitoring, including but not limited to:

- Inspections and oversight
- Review of groundwater data
- Annual review of financial assurance

CPG typically uses standard provides standard language in the SWE application for this task. The applicant may edit the language as applicable to meet local circumstances.

Goal

The overall goal of this activity is to protect human health and the environment by monitoring compliance with state and local solid waste regulations, and enforcing compliance when necessary.

Outcomes

The expected outcomes under this activity are to complete at least one inspection per calendar year at each permitted solid waste facility or site identified in the task. Ecology may identify a more frequent inspection schedule.

Work plan

The expected work plan for this activity is to:

- Develop and follow an annual inspection schedule
- Provide oversight
- Monitor for compliance
- Provide follow-up as needed

Comply with other expectations outlined in the activity's scope of work.

Evaluation

The method of evaluation is to track oversight activities at the solid waste facilities and sites, and report progress quarterly.

Solid waste investigation, assistance, and enforcement

Typical activity includes investigating solid waste related complaints or concerns that do not fit under the solid waste facility and site compliance activity, and necessary enforcement actions. Eligible activity can also include limited assistance such as staff time for title searches and issuing paperwork that allows the proper handling of abandoned or illegally stored junk or nuisance vehicles. The applicant is encouraged to include an education element under this activity that provides technical assistance about solid waste regulations.

Goal

The goal of this activity is to protect human health and the environment by monitoring compliance with state and local solid waste regulations, and enforcing compliance when necessary.

Outcomes

The expected outcomes under this activity are to investigate and resolve solid waste complaints and concerns.

Work plan

The expected work plan for this activity is complaint response and follow-up, and education/outreach.

Evaluation

The method of evaluation is to:

- Track the number of complaints, investigations and resolutions, (including enforcement actions).
- Track the number of general technical assistance activities.
- Report progress quarterly.

Special task

An example of a special task in a SWE grant is tire disposal enforcement. Typical activity under this task may include:

- Identifying the location of tire disposal.
- Recording or mapping locations.
- Assessing the current state of the site.
- Preparing a report of the information.

A special task in a SWE grant requires a separate task budget. Special tasks should meet application and reporting requirements in the same way as an implementation task.

Budget

The work plan estimates costs by quarter and should equal the budget requested for that task. CPG will use this work plan to monitor grant spending throughout the grant period.

Examples of eligible work and costs by category type

This section will help identify eligible work by CPG category. It is not all-inclusive. There are six (6) recognized CPG categories:

- Waste reduction and recycling
- Moderate risk waste
- Organics
- Green Building
- Planning
- Solid waste enforcement

Waste reduction and recycling (WRR) category

The Ecology approved local solid waste management plan establishes WRR implementation activities. Ecology will determine eligibility on a case-by-case basis. Activities include, but are not limited to:

Constructing Facilities

Construction costs are eligible when the purpose of the facility is to manage or recover recyclables, or to reuse materials. Eligible construction costs specific to a recycling facility could include:

- Planning and feasibility studies.
- State Environmental Policy Act (SEPA) compliance/environmental impact statements.
- Permitting costs.
- Operation and maintenance plans.
- Preparation of design documents.
- Site acquisition.
- Facility construction.
- Equipment, tools

Public Education and Involvement

Can include activities such as:

- Presentations and workshops.
- Training.
- School and award programs.
- Resource centers and recycling hotlines.
- Development and distribution of educational materials.
- Technical assistance to businesses and individuals.
- Teacher training.
- Environmentally Preferable Purchasing (EPP) policy development.
- Education to residents and businesses about EPP.

Developing/Enhancing a WRR Program

Can include activities such as:

- Administrative aspects of developing recycling infrastructure.
- Evaluating program effectiveness.
- Promoting a program through public service announcements or brochures.

Market Development

Can include activities such as:

- Market enhancement for products containing recycled materials, such as “Buy Recycled” programs or local environmentally preferable procurement programs.
- Sustainable market development projects, such as a sustainable building.

Special Collection Events

Eligible:

- With the exception of solid waste disposal costs, costs associated with collection of recyclable items at special events.
- If a recipient collects moderate risk wastes in conjunction with a collection event for recyclable items, operational costs of the moderate risk wastes.
- Staff time and technical assistance at MRW facilities and collection.
- Residential recycling costs for electronics/peripherals which are not accepted in the E-Cycle Program.

Not eligible:

- Disposal costs of latex paint, uncontaminated motor oil at a landfill, or MRW from a CESQG.
- Recycling or disposal costs of the electronic devices that are accepted in the E-Cycle Washington
- Recycling or disposal costs of the mercury-containing lights accepted in the LightRecycle Washington Program.
- Recycling or disposal of intentionally crushed mercury-containing lights

Consult with your Financial Manager about eligible costs with new product stewardship programs that these guidelines may not be specifically address.

Demonstration Projects

Most waste reduction and recycling demonstration projects are eligible if identified in the local solid waste management plan.

Facility Operational Expenses

Operational costs associated with recycling facilities are eligible. Examples of operational costs include:

- Salaries/benefits of staff that collect, sort, process and/or transport recyclables.
- Other costs associated with collecting, sorting processing and/or transporting recyclables including contracts, maintenance, fuel, supplies, administration, and overhead.

Recycling Programs

Can include, but are not limited to activities such as:

- Drop Box programs.
- Multi-family recycling.
- Curbside recycling.
- School recycling.
- Waste Exchange.

Equipment

Capital expenses are not eligible to support collection or disposal of municipal solid waste. Ecology considers equipment purchases on a case-by-case basis and could include:

- Balers and compactors.
- Forklifts.

- Drop boxes and containers.
- Mixed Use Equipment (Municipal Solid Waste and Recyclables).
- Scales (used primarily for weighing recyclables).
- Collection and storage receptacles.
- Collection trucks (on a prorated basis).

Moderate Risk Waste (MRW) Category

The collection and disposal costs of waste that meets the Moderate Risk Waste standard brought in from residential households are eligible. Ecology encourages education on safer alternatives as part of this effort. Ecology addresses conditionally exempt small quantity generator (CESQG) wastes separately. MRW implementation activities established by the Ecology approved local hazardous waste management plan can include, but are not limited to:

Hazardous Waste Health and Safety

- Preparing MRW emergency response plans.
- Staff training in handling MRW.

Household Hazardous Waste Education and Compliance

- Resource centers and hotlines.
- Publicity.
- Printed and audio-visual materials.
- Product labeling.
- School education programs.
- Developing ordinances and regulations.
- Implementing ordinances and regulations.
- Pesticide reduction programs.
- Education on mercury, lead and other persistent, bioaccumulative toxins (PBTs).
- Environmentally preferable purchasing (purchasing safer alternatives).

Collection Events or Programs

Operating expenses at one-day, multi-day and household collection events for hazardous substances from households are eligible. Recipients can hold events at one site or at several sites. Some are “tailgate” events where the collection facility moves to several sites in one day. A collection program can include door to door pickup from “homebound” residents. Collection events can include materials exchange and recycling for those attending. Ecology encourages education on safer alternatives as part of this effort.

With the exception of solid waste disposal costs and items covered under the E-Cycle Washington program and the LightRecycle Washington program costs associated with collection of recyclable items at special events are eligible. If the recipient collects moderate risk wastes in conjunction with a collection event for recyclable items, operational costs and disposal costs of the moderate risk wastes are eligible (except for disposal of usable latex paint or uncontaminated motor oil at a landfill or MRW from an CESQG).

Eligible:

- With the exception of solid waste disposal costs, costs associated with collection of recyclable items at special events.
- If a recipient collects moderate risk wastes in conjunction with a collection event for recyclable items, operational costs of the moderate risk wastes.
- Staff time and technical assistance at MRW facilities and collection.
- Residential recycling costs for electronics/peripherals which the E-Cycle program does not accept.

Not eligible:

- Disposal costs of latex paint, uncontaminated motor oil at a landfill, or MRW from an SQG.
- Recycling or disposal costs of the electronic devices that the E-Cycle Washington Program accepts.
- Recycling or disposal costs of the mercury-containing lights the LightRecycle Washington Program accepts.
- Recycling or disposal of intentionally crushed mercury-containing lights.

Consult with your Financial Manager about eligible costs with new product stewardship programs that these guidelines may not specifically address.

Fixed Facilities

Generally, Ecology considers all costs associated with operating an MRW facility as eligible direct costs. These costs can also include operating expenses for satellite facilities.

Mobile Facilities

This type of collection typically moves from site to site. Operating expenses for mobile collection and disposal services are eligible.

Uncontaminated Used Motor Oil and Latex Paint

Recycling, re-refining, reuse or energy recovery costs (including transportation and staff time) for these materials are eligible. Used oil burners are eligible only if recycling or re-refining are not economically feasible or reasonably available. Consult with your regional Financial Manager to confirm eligibility.

PCB Contaminated Used Oil

Disposal costs for PCB contaminated used oil collected at fixed and mobile facilities and collection events are not eligible.

Non - PCB Contaminated Used Oil

Disposal costs for non - PCB contaminated used oil collected at fixed and mobile facilities and collection events are eligible.

WA State Residents Only

The CPG program will reimburse costs for managing waste from Washington residents only, at fixed and mobile facilities and collection events or programs.

Capital

Generally, Ecology considers capital costs associated with household hazardous waste collection and disposal projects as eligible. Additional capital needed for the collection of CESQG waste is eligible as long as the recipient does it in conjunction with the collection of household hazardous waste.

Persistent Bioaccumulative Toxins (PBT) Projects

Costs associated with reduction or removal of PBT threats may be eligible. This includes collection for proper management, education, policy, and or planning efforts. PBTs are a group of chemicals with distinctive properties that pose a unique threat to our society and environment. Go to <http://www.ecy.wa.gov/programs/swfa/pbt/list.html> to see the PBT list and find out why they are the “worst of the worst.”

Conditional Exempt Small Quantity Generator Implementation (CESQG)

Ecology does not consider disposal costs for CESQG wastes as eligible for reimbursement. Activities that inform and educate businesses in support of the goals in the hazardous waste management plan are eligible for reimbursement. Information, educational activities and topics can include, but are not limited to:

- Resource libraries.
- Waste consultation services to help businesses find ways to purchase fewer toxic products, generate less hazardous waste, and to recycle more.
- Elements of award/incentive programs to promote better business practices may be eligible.
- Guidelines and other materials on waste reduction, waste reuse and recycling, and materials exchange.
- Seminars, workshops and information exchanges.
- Education about ordinances, regulations, and compliance requirements.
- Regulatory action including, but not limited to developing, revising, and implementing ordinances and regulations.
- Collection assistance.
- Collection of targeted wastes (such as non-toxic cleaners, IPM, mercury thermometer exchanges) through fixed or mobile facilities, or at hazardous waste collection events.
- Small Business MRW Reduction technical assistance on-site waste audits.

Environmentally Preferable Purchasing (EPP)

- EPP Policy Development.
- Integrated Pest Management.
- Education of residents and businesses about EPP.

Constructing Facilities

Ecology considers construction costs as eligible when the purpose of the facility is to store, sort, or process moderate risk waste. Ecology will decide eligibility on a case-by-case basis. Eligible construction costs specific to a MRW facility could include:

- Planning and feasibility studies.
- SEPA compliance/environmental impact statements.
- Permitting costs.
- Operation and maintenance plans.
- Preparation of design documents.
- Site acquisition.
- Facility construction, or upgrading such as floor sealants, sumps, wiring.
- Equipment, tools.

Equipment

Capital expenses are not eligible to support collection or disposal of municipal solid waste. Ecology will consider equipment purchases on a case-by-case basis but could include:

- Mobile unit for special collection.
- Trucks especially for MRW transportation.

Demonstration Projects

Most MRW demonstration projects are eligible if identified in the local Ecology-approved hazardous waste management plan.

Pharmaceutical Waste

CPG pays for HHW disposal and household medicines that fall under that general classification. CPG is not actively developing and funding Pharmaceutical disposal programs. Consult with your regional Financial Manager to clarify grant eligibility for specific pharmaceutical waste.

Organics (ORG) Category

Organics implementation activities established by the Ecology approved local solid waste management plan include, but are not limited to:

- Food waste prevention program.
- Food waste home composting program, including vermicomposting education.
- Municipal composting program.
- Master composter and/or gardener program.
- Native planting/xeriscaping.
- Natural yard care program, including mulching mower/grasscycling program.
- Curbside yard debris collection program.
- Wood chipping operations program.
- Agricultural waste management and technical assistance.
- Commercial organics program.

Constructing Facilities

Ecology considers construction costs as eligible when the purpose of the publically owned facility is to compost or otherwise recycle organics. Eligible construction costs specific to an organics processing facility could include:

- Planning and feasibility studies (Ecology will determine eligibility on a case-by-case basis).
- SEPA compliance/environmental impact statements.
- Permitting costs.
- Operation and maintenance plans.
- Preparation of design documents.
- Site acquisition.
- Facility construction.
- Equipment, tools (Ecology will determine eligibility on a case-by-case basis).

Equipment

Capital expenses are not eligible to support collection or disposal of municipal solid waste. Ecology considers equipment purchases on a case-by-case basis but could include:

- Chippers, tub grinders, compost turner, tractor and forklifts.
- Residential compost bins.
- Trucks are eligible on a prorated basis.
- If you identify that equipment will be necessary for the completion of the project, conduct a cost benefit analysis on whether it is better to rent or buy
- With EAGL you will fill out an equipment purchase form.
- Ecology will address the disposition of equipment during closeout,

Facility Operational Expenses

Operational costs associated with composting facilities are eligible. Examples of operational costs include, but are not limited to:

- Salaries/benefits of staff that collect, transport, or process organics.
- Other costs associated with collecting, transporting, or processing organics including maintenance, fuel, supplies, administration, and overhead.
- Costs associated with regulatory compliance, such as water sampling and laboratory tests at publicly owned compost facilities.

Public Education and Involvement

Can include activities such as:

- Presentations and workshops.
- Training.
- School programs and some elements of award programs.
- Resource centers and hotlines.
- Development and distribution of educational and informational materials.
- Technical assistance or on-site visits to businesses and individuals.

Policy, Partnership, and Infrastructure Development

- Encourage local businesses/agencies/departments/ to adopt sustainable organics management practices.
- Establish a recognition program to reward businesses/agencies/departments for implementing sustainable organics management practices.
- Work to increase infrastructure for organics recycling.
- Costs associated with designing and developing infrastructure.
- Costs associated with evaluating program effectiveness.

Market Development

Can include activities such as:

- Market development or enhancement for compost.
- Promotional programs.
- Demonstration programs.

Demonstration Projects

Most organics demonstration projects are eligible if identified in the local solid waste management plan.

Green Building Category

Green Building implementation activities established by the Ecology approved local solid waste management plan include, but are not limited to:

- Coordinate and facilitate partnerships to implement the sustainable building action plan.
- Lead by example in government.
- Provide incentives that encourage green design, construction, and deconstruction and begin removing disincentives.
- Expand capacity and markets for reusing and recycling construction and demolition materials.
- Provide and promote statewide residential and commercial green building programs.
- Increase awareness, knowledge, and access to green building resources.
- Encourage innovative product design.

Planning Category

Solid Waste Plan Development, Evaluation and Updating

The state's Solid Waste Management law requires local governments to prepare a local comprehensive solid waste management plan to manage the solid waste generated within the jurisdiction (Chapter 70.95.090 RCW). All jurisdictions have complied with this law.

RCW 70.95.110 requires local governments to review their local comprehensive solid waste management plans every five years and update them as necessary. This involves evaluating the plan to determine how well tasks meet the objectives of the plan and identifying necessary plan revisions. Plans will include funding mechanisms for systems contained in the plan, including alternatives for grant supported systems. Ecology may limit reimbursement to:

- Elements in the plan needing revision.
- Adding elements that support the State's solid and hazardous waste management plan.

Ecology has developed guidelines to assist jurisdictions in the development of local comprehensive solid waste management plans and plan revisions ([Publication No. 10-07-005](#)).

Hazardous Waste Plan Development, Evaluation and Updating

The state's Hazardous Waste Management Law requires local governments to prepare a local hazardous waste management plan to manage the moderate risk waste generated within the jurisdiction (Chapter 70.105.220 RCW). All jurisdictions have complied with this law.

The Hazardous Waste Management Law does not require local governments to update their local hazardous waste plans; however, Ecology encourages local governments to periodically review their plans and update them as necessary. Plans will include funding mechanisms for systems contained in the plan, including alternatives for grant supported systems.

Ecology has developed guidelines to assist jurisdictions with developing and updating local hazardous waste plans. ([Publication No. 10-07-006](#))

Solid Waste Enforcement (SWE) Category

In general, eligible projects for these types of grants include local solid waste enforcement projects to enforce applicable state and local solid waste regulations pursuant to Chapter 70.95 RCW.

Ordinance Development and Review

As related to solid and hazardous waste management and disposal, development, review and revising includes local:

- Guidelines.
- Codes.
- Ordinances.
- Regulations.

Plan Review

- Facility operations.
- Closure/post-closure.
- Solid and hazardous waste management plans.

Permitting

- Reviewing applications for solid waste disposal sites and facilities.
- Issuing and renewing permits, waivers and variances for those sites or facilities.
- Reviewing environmental monitoring data submitted by solid waste disposal facilities.

Inspections

- Inspecting loads coming into solid and hazardous waste sites and facilities.
- Inspections related to permitted solid and hazardous waste sites and facilities.
- Inspections related to general public solid waste complaints including illegal dump sites.
- Inspections of solid waste facilities exempt from permitting.

Enforcement

- Responding to complaints alleging solid and hazardous waste violations.
- Investigating solid and hazardous waste violations.
- Correcting violations of solid and hazardous waste laws.
- Monitoring equipment

Costs associated with monitoring for the purpose of preventing illegal dumping and to assist with enforcement are eligible. The recipient may set up the equipment wherever the local health jurisdiction feels it would yield the best results. Should the equipment be rendered useless, it is the responsibility of the recipient to replace the equipment at its own expense.

- In some cases, legal fees- consult with your Financial Manager.

Customer and General Public Technical Assistance

General education/outreach that focuses on:

- Solid and hazardous waste regulations.
- Preventing violations.

Biomedical Waste

Residential education/outreach programs in a jurisdiction where the recipient deems biomedical waste education necessary or appropriate.

Environmental Monitoring

Eligible:

- Occasional sampling and monitoring of groundwater and landfill gas performed by local health jurisdictions for the purpose of confirming the results reported by a solid waste facility owner/operator.
- Purchasing monitoring equipment such as probes or groundwater sampling equipment and analyzing samples for the purpose of enforcement related activities.
- Sampling and analysis of parameters beyond those required by applicable rules or permits.

Not Eligible:

- Monitoring activities, including installation and repair of wells, on behalf of an owner or operator of a solid waste site or facility.
- Installation or repair of ground water monitoring wells and routine ground water sampling that are designed to define the extent of contamination at any facility.

Closed / Abandoned Landfill Programs

Activities associated with closed and abandoned landfills can include:

- Research associated with identifying closed and abandoned landfills.
- Costs associated with locating closed and abandoned landfills.
- Documenting location of closed and abandoned landfills with GPS instruments.
- Costs associated with assessing the environmental condition of closed and abandoned landfills.

Abandoned Vehicle / Junk Car Programs

Enforcement costs associated with projects that clean-up abandoned vehicles are eligible for reimbursement with SWE money. However, collection and recycling costs of these vehicles are NOT eligible uses of enforcement money (*collection and recycling costs may be eligible expenses for waste reduction and recycling projects*).

Ecology considers vouchers for collection and recycling of junk vehicles as eligible under certain circumstances, but is not solid waste enforcement costs.

Waste Tires Enforcement Program

Tire piles continue to challenge state and local officials responsible for cleaning up unauthorized dumpsites and preventing further waste accumulation. Activities associated with enforcement on waste tires can include:

- Developing civil penalty ordinance.
- Establishing a Waste Tire Enforcement program.
- Staff time spent on Waste Tire Enforcement.

Chapter 5 CPG Agreement

Negotiations and formal offer

Financial Manager Responsibilities

The regional Financial Managers will draft a scope of work for each task based on information gathered during pre-application meetings, from the application, and through negotiating details with the applicant. The Financial Managers will contact an applicant with questions and/or request confirmation of the details in each scope of work prior to completing a draft agreement.

Upon completing the draft agreement, the Financial Manager will take the appropriate internal steps to prepare the draft as a formal offer.

Managing a CPG agreement

The CPG agreements will be managed in EAGL.

This section provides basic information about grant management practices common to all CPG agreements. The CPG website <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html> contains the instruction sheets for applying, the CPG Program guidelines, and a link to the most recent version of the [*Administrative Requirements for Ecology Grants and Loans Managed in EAGL*](#) link Publication No. 91-18.

Tips for successful grant management

- Review the most recent version of the [*Administrative Requirements for Ecology Grants and Loans Managed in EAGL*](#) . This document establishes the administrative requirements for all grants administered through the Washington State Department of Ecology. The CPG guidelines may be more stringent than rules outlined in the [*Administrative Requirements for Ecology Grants and Loans Managed in EAGL*](#) and will take precedence in CPG related decisions.
- Review the entire grant agreement, including special and general terms and conditions.
- Communicate with your Financial Manager when deviating from a task's scope of work or budget, or if it appears you will either exceed or under spend the entire grant amount.
- Keep a calendar of all reporting deadlines with early reminders of important dates.
- If you are contracting for third-party services, follow the procurement procedures for your jurisdiction. State law requires recipients who contract to buy goods and services to follow procurement procedures and ensure contractors follow the same terms and conditions as the recipient. Recipients can find complete details about contracting for goods and services using Ecology grant funds in [*Administrative Requirements for Ecology Grants and Loans Managed in EAGL*](#)
- Attend and participate in trainings for managing agreements and preparing payment requests, progress report and closeout reports. Maintain a grant file (for at least three years after Ecology closes the grant agreement).

Creating a grant file and records retention

Below is a list of required grant file contents. Ecology requires grant recipients to maintain a file of all grant-related information for at least three (3) years after Ecology closes the grant agreement. If you have questions about grant file management, contact your regional Financial Managers.

Required grant file contents:

- Signed grant agreement and all signed amendments.
- Signed interlocal agreements and contracts.
- Any RFPs and contract award documents.
- Back up documentation such as invoices, receipts and any task income records.
- Property/equipment documents such as Ecology purchase approval, and inventory control system.
- Outputs/deliverables such as advertisements, brochures, fact sheets, surveys and reports.
- Grant correspondence.

How do I get reimbursed?

You must register as a statewide vendor in order to receive payment reimbursement. Washington State's Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington State agency use to process vendor payments. You can complete the registration process online at <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. This registration process also allows you to sign up for direct deposit payments, also known as electronic fund transfers (EFT).

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

Submitting payment requests

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

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

- Copies of receipts.
- Invoices.
- Time accounting such as timesheets, payroll records must include:
 - Hours worked on the CPG task broken out by task, date, and person.
 - Person's regular rate of pay, including benefit rate (CPG does not pay an overtime rate).

You must submit a complete payment request at least once per quarter, but no more often than once per month. Even if you do not incur expenses during a quarter, you must submit a progress report.

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

Ecology pays-out grant funds on a cost-reimbursement basis. This means a recipient must incur a cost or obligation before it is eligible for reimbursement. The definition of “cost incurred” is the date the recipient receives the item or the service is performed. For example:

- You order a truck on March 15th; the cost incurred date is the date that truck is delivered and in your possession - NOT the date you ordered the truck or the date you paid for it.
- You get a bill for renewing participation in a recycling association for one year; the date of cost incurred is the 1st day of your renewal period.
- You hire a contractor to build an enclosure onto your MRW facility; the dates of cost incurred are the dates the contractor works. The recipient must also be in possession of a payable invoice.

Payment requests are due 30 days after the last day of each quarter as shown in the following table:

Table 3: Payment request deadlines

Quarter	Quarter 1 & 5	Quarter 2 & 6	Quarter 3 & 7	Quarter 4 & 8
Months	Jul – Sep	Oct – Dec	Jan – Mar	Apr – Jun
Payment Request Due Date	October 30	January 30	April 30	July 30

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 Financial Manager cannot process a payment request without a progress report for the billing period.

Progress reports allow financial managers to:

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

EAGL will collect two other reports, an equipment purchase report and a Recipient Closeout Report. The Equipment purchase report will outline items purchased. The Recipient Close out report includes lessons learned, uploaded documents, and includes a final payment request.

Task progress reporting

Data in progress reports will include details to support the costs incurred in the corresponding payment request. Reports will include tracking data to support progress toward the task's expected outcome(s).

Standardized reporting units

Standard measurements and conversions to assist in reporting outcomes are available in the [CPG outcome conversion sheet](#).

The term *contact* and *participant* are typically thought of as:

- A *contact* typically describes some type of communication: a phone call or a brief encounter at a fair booth.
- A *participant* typically describes a person(s) committed and engaged in a planned activity for a specified period to achieve a known result

Reporting on outcomes with Solid Waste Enforcement tasks

Solid Waste Handling Facility and Site Compliance includes numbers of:

- Complaints against a solid waste facility or site.
- Enforcement actions against a solid waste facility or site.
- Existing facility permits renewed.
- New facility permit applications received and reviewed.
- Permits issued.
- Inspections.

Solid Waste Investigation, Assistance and Enforcement includes numbers of:

- Complaints received and resolved (non solid waste facility or site).
- Customer and general public technical assistance.
- Solid waste related codes/ordinances reviewed and/or developed.

Solid Waste Enforcement grant progress report

Enforcement grants may contain a special task such as inventory closed and abandoned landfills. Consult with your regional Financial Manager for assistance.

Recipient Closeout Report

A Recipient Closeout Report/s must accompany your final payment request. You must submit the final payment request, including the recipient closeout report/s, within 30 days of the end of the agreement to ensure payment.

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

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

Accurate outcomes supported by the CPG program are critical when Ecology writes accountability reports to the state's legislature. Please be careful not to double count outcomes between tasks and/or grants.

Upon review of the EAGL Recipient Closeout Report, the regional Financial Managers complete an ecology closeout report and disposition of equipment. The regional Financial Managers performs the final steps necessary to officially close the grant agreement.

Amendments

Amendments are not required for administrative adjustments such as changes in telephone numbers, addresses, project officers, supervisors or contact persons for Ecology or the recipient. However, the Recipient must notify the Financial Managers of these changes. The Financial Managers must send a written notice to the Fiscal Office when these changes occur.

Formal Amendment

A formal amendment is an amendment signed by the authorized officials of both Ecology and the recipient. A formal amendment is necessary whenever: Budget redistribution is in excess of 10% of task budget. There is a revision in the scope of work or the objectives of the project (whether or not there is an associated budget revision).

Audits

Ecology has the right to audit the grant project for three years after closing the project. Refer to the [general terms and conditions](#).

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. Performance monitoring determines if you are:

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

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

How do I close out a CPG agreement?

Within 30 days of the expiration of your agreement, you must fill out the Recipient Closeout Report/s and final payment request in EAGL. Your Financial Manager will then take steps to close your agreement using the Recipient Closeout form with your final payment and progress reports.

Appendix A. Definitions & Acronyms

The first underlined definitions are copied from the [Administrative Requirements for Ecology Grants and Loans Managed in EAGL](#) for use for the CPG program. Refer to Ecology's [Administrative Requirements for Ecology Grants and Loans Managed in EAGL](#) for a complete list of definition for Ecology's grants and loans.

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

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

Back-up Documentation is supporting documentation for all expenditures reported on a payment request. Includes recipient salary and benefits, contractor and subcontractor invoices and receipts, accounting records or other forms of records that establish the appropriateness of an expense.

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

Fund Coordinator is responsible for the entire funding program and develops funding program policies, procedures, and guidelines for program manager's approval. This includes development of the application, funding opportunity timeline, evaluation criteria and agreement template. They are also responsible for internal and external communications.

Financial Manager means the Ecology staff person assigned to negotiate the terms of any agreement with the recipient and to manage the grant.

Progress Report is a data entry form used to collect agreement progress information by task and overall agreement/project. The progress report is used to justify payment requests.

CPG Definitions

Activity is one or several "steps" taken to implement a task and eventually reach the expected outcome.

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

Capital Expenditure is to acquire or upgrade productive assets. These assets might include building, equipment, vehicle, and machinery. These purchases are expected to increase CPG project productivity and may require prior written approval.

Category is a term used to identify a group of grant tasks working to address similar wastes or functions. There are six CPG categories: Organics, Green Building, Waste Reduction and Recycling, Moderate Risk Waste, Solid Waste Enforcement, and Planning.

Conditionally Exempt Small Quantity Generator (CESQG) is a dangerous waste generator whose dangerous wastes are not subject to regulation under chapter 70.105 RCW, Hazardous waste management, solely because the waste is generated or accumulated in quantities below the threshold for regulation and meets the conditions prescribed in WAC 173-303-070 (8)(b).

Cost Incurred is the date the recipient takes possession of the item or a service is performed and the recipient has a payable invoice.

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

Disposal Site is the location where any final treatment, utilization, processing, or deposit of solid waste occurs.

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

Evaluation Method describes how success is measured. It is the process used to verify actual outcome.

Goal Statement explains the purpose of your actions. It answers the question, “What do you intend to affect or solve?”

Green Building is one of CPG’s six task categories. Identified as a state priority, it is defined in the State’s Solid and Hazardous Waste Management Plan as design and construction practices that significantly reduce or eliminate the negative impact of buildings on the environment and occupants.

Household Hazardous Waste is waste that exhibits any of the properties of dangerous wastes that is exempt from regulation under Chapter 70.105 RCW, Hazardous Waste Management, solely because the waste is generated by households (see WAC 173-350).

Inter-local Agreement is an agreement between local governments (developed in accordance with Chapter 39.34 RCW, Inter-local Cooperation Act). Authorized officials of the local governments involved will sign the inter-local agreement and will specify the services and facilities to be provided and any compensation between the local governments for such services and facilities.

Lead Implementation Agency is the agency designated in the adopted local solid or hazardous waste plan as having the principal responsibility for the execution of all or most of the plan, and/or the coordinating agency that delegates responsibility to other agencies to execute portions of the plan.

Local Comprehensive Solid Waste Management Plan is a plan pursuant to Chapter 70.95.080 RCW that a planning authority is required to maintain and that provides direction for managing solid waste.

Local Hazardous Waste Management Plan is a plan pursuant to Chapter 70.105 RCW that a planning authority is required to prepare under RCW 70.105.220 that provides direction for managing hazardous waste.

Local Health Jurisdiction is a term used to define both a jurisdictional health district and health department, responsible for enforcing solid waste handling rules and laws.

Local Planning Authority is the local government that is responsible for the maintenance of a Solid Waste Management Plan pursuant to RCW 70.95.080.

Local Toxics Control Accounts are funding sources for the CPG program.

Maximum Eligible Cost is the maximum amount eligible.

Moderate Risk Waste is one of CPG's six task categories. Identified as a state priority, it is defined in the State's Solid and Hazardous Waste Management Plan. The goal of this initiative is to eliminate the risks associated with products containing hazardous substances commonly used in households and in relatively small quantities by businesses, along with any associated hazardous wastes.

Municipal Composting is composting activities that are consistent with WAC 173-350, compost "urban" waste such as yard debris, woody debris and food waste, and have a collection system (self-haul can be the collection system). Home composting and agricultural composting are not "municipal" composting.

Municipal Solid Waste (MSW) is a subset of solid waste, which includes unsegregated garbage, refuse, and similar solid waste material discarded from residential, commercial, institutional, and industrial sources and community activities, including residue after recyclables have been separated. Solid waste that has been segregated by source and characteristic may qualify for management as a non-MSW solid waste, at a facility designed and operated to address the waste's characteristics and potential environmental impacts.

Offset Cycle Funds are CPG funds that are not distributed through the Regular Cycle. The funds originate from un-requested funds by recipients in the Regular Cycle, and from any special provision provided by the Legislature. These funds are then awarded in a competitive process to recipients who apply for them.

Operating Expenses are the day-to-day costs of running a facility, including labor.

Organics is one of CPG's six task categories. Identified as a state priority, it is defined in the State's Solid and Hazardous Waste Management Plan. The Organic Materials Initiative will help expand and strengthen a closed-loop reuse and recycling system. This system will convert leftover or excess organic materials into feedstocks for resources and bio-products such as compost, bioenergy, and biofuels, without creating new wastes. Organic materials include yard waste, food scraps, manures, crop residues, soiled/low-grade paper, wood, and biosolids.

Outcome Statement is an educated guess about what a task will achieve; the expected, measurable work result.

Overhead is a term used to describe those costs incurred for a common purpose and not readily identifiable with a particular task. Overhead can be charged at a rate of up to 25% of salaries and benefits.

Outlay is the total cost or expenditure required or incurred in acquiring an asset, achieving an objective, or executing a decision. For example, an outlay on equipment would include its purchase price and taxes, delivery charges, and installation and set up costs.

Planning and Implementation Grants are grants awarded to a planning authority or lead implementation agency to implement a task identified in the county's solid and hazardous waste management plans.

Recyclable Materials are those solid wastes separated for recycling or reuse, such as papers, metals, and glass that are identified as recyclable materials pursuant to a local comprehensive solid waste management plan.

Recycling is transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

Regular Cycle is the initial two-year grant period in which each county or health jurisdiction is allocated a pre-determined fund amount.

Solid Waste is all putrescible (decaying) and nonputrescible (nondecaying) solid and semisolid wastes including, but not limited to garbage, rubbish, ashes, industrial wastes, swill, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

Solid Waste Enforcement Grants are grants awarded to local health jurisdictions to enforce solid waste rules and regulations adopted under Chapter 70.95 RCW.

Solid Waste Enforcement Tasks include activities to develop, support, or enforce solid waste rules and regulations adopted under Chapter 70.95 RCW.

Solid Waste Management is the handling, storage, collection, transportation, treatment, use, processing or final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery of energy resources from such wastes or the conversion of the energy in such wastes to more useful forms or combinations.

Spending Plan is the recipient's expectation for spending grant funds by quarter over the two-year grant period.

State's Solid and Hazardous Waste Management Plan is a 30-year plan with 5-year milestones to address the state's priorities in solid waste management.

Task Income is gross income received by the recipient and directly generated by a task, or earned only as a result of the task during the period of the grant.

Vermicomposting is using worms to turn organic waste including food into nutrient-laden fertilizer.

Work Plan is a general outline of the necessary steps taken to complete the task and includes a general timeline for each step. It can also itemize a list of deliverables. The timeline will help determine expected spending and the quarter in which a recipient expects to request reimbursement for costs incurred.

Xeriscaping refers to landscaping and gardening in ways that minimize the need for water use.

List of Acronyms

BMP	Best Management Practice
BW	Beyond Waste
C&D	Construction & Demolition
CDL	Construction, Demolition & Land Clearing
CESQG	Conditionally Exempt Small Quantity Generator
CPG	Coordinated Prevention Grants
DOE	Department of Energy
Ecology	Washington State Department of Ecology
ECY	Washington State Department of Ecology
GB	Green Building
HHW	Household Hazardous Waste
HWMP	Hazardous Waste Management Plan
LTCA	Local Toxics Control Accounts
MRW	Moderate Risk Waste
MSW	Municipal Solid Waste
MTCA	Model Toxics Control Act
OFM	Office of Financial Management
OMB	Office of Management and Budget
ORG	Organics
P&I	Planning and Implementation
PBT	Persistent Bioaccumulative Toxin
PMT	Ecology's W2R Program Management Team
Quarterly	Every three months in a calendar year (Jul-Sept, Oct-Dec, Jan-Mar, Apr-Jun)
RCOR	Recipient Close Out Report (formerly known as Final Performance Analysis)
SEPA	State Environmental Policy Act
SQG	Small Quantity Generator
SWE	Solid Waste Enforcement
SWMP	Solid Waste Management Plan
Voucher	Payment Request
W2R	Waste 2 Resources Program (formerly known as SWFAP)
WRR	Waste Reduction and Recycling