



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# **Program Guidelines**

## **Coordinated Prevention Grants**

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*2013 – 2015 Grant Cycle*

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## Publication and Contact Information

This report is available on the Department of Ecology's website at <https://fortress.wa.gov/ecy/publications/SummaryPages/1107008.html>

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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**

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**2013 – 2015 Grant Cycle**

Waste 2 Resources Program  
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# Contact Information

## Ecology regional grant officers

Each Ecology regional office employs at least one grant officer. A grant officer 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 grant officers and coordinator**

Grant Officer	Address	Phone/E-Mail/Fax	Serving
Trent Hurlbut	Central Regional Office 15 W Yakima Ave Suite 200 Yakima 98902-3387	Ph: 509-575-2782 <a href="mailto:Trent.hurlbut@ecy.wa.gov">Trent.hurlbut@ecy.wa.gov</a> Fax: 509-575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
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Taisa Welhasch	Northwest Regional Office 3190 160 <sup>th</sup> Ave. SE Bellevue 98008-5452	Ph: 425-649-7266 <a href="mailto:Taisa.welhasch@ecy.wa.gov">Taisa.welhasch@ecy.wa.gov</a> Fax: 425-649-7098	Snohomish, Kitsap, King County and some King County cities
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Tami Ramsey	Southwest Regional Office PO Box 47775 Olympia 98504-7775	Ph: 360-407-6612 <a href="mailto:Tami.ramsey@ecy.wa.gov">Tami.ramsey@ecy.wa.gov</a> Fax: 360-407-6305	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific Pierce, Skamania, Thurston Wahkiakum
<b>CPG COORDINATOR</b>			
Vacant Jason Alberich (until position is filled)	Department of Ecology PO Box 47600 Olympia, WA 98504-7600	Ph: 360-407-6223 <a href="mailto:Jason.alberich@ecy.wa.gov">Jason.alberich@ecy.wa.gov</a> Fax: 360-407-6102  <a href="mailto:Jason.alberich@ecy.wa.gov">Jason.alberich@ecy.wa.gov</a> Ph: 360-407-6061	Statewide CPG coordination

# 2013 – 2015 CPG Program Schedule

## Regular Cycle

Table 2: 2013-2015 regular cycle program schedule

February 27, 2013	CPG program guidelines, DRAFT allocation table, and application forms available on the CPG website.
February 27 – March 29, 2013	Pre-application consultation with regional grant officer encouraged.
<b>March 29, 2013</b>	<b>Regular grant applications due to Ecology grant officer by 5 p.m.</b>
April 1, 2013 – May 1, 2013	Grant negotiations - regular cycle only.
May 15, 2013	Target date to mail formal offers to grant recipients. Actual date depends on state budget decisions.
April 29 - June 30, 2013	Final 2013-15 state biennial budget known, FINAL allocation table posted on the CPG website, adjustments to grant budgets and task scopes of work as necessary.
<b>July 1, 2013</b>	<b>Grant effective date - regular cycle only.</b>
October 30 January 30 April 30 July 30	Payment request package (includes progress reporting) due each quarter 30 days after the respective billing period ends, including final payment request.
<b>June 30, 2015</b>	<b>Grant expiration date for regular cycle grants.</b>
July 30, 2015	Final payment requests due for regular cycle grants, includes progress reports <i>and</i> Final Performance Analyses for each task as applicable.

# Chapter 1 Program Overview

Coordinated prevention grants (CPG) were authorized by the Washington State Legislature as a financial assistance program to local governments. Since the various plans and programs referenced by the state legislature were designed to prevent or minimize environmental contamination, the grants were designated “coordinated prevention grants”. 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

## Funding source and availability

The CPG program is funded from the Local Toxics Control Accounts (LTCA) authorized by RCW 82.21.030, consistent with the Model Toxics Control Act (RCW 70.105D). 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 purposes of the CPG program are to:

- Promote regional solutions and intergovernmental cooperation in solid waste management.

- Fund local government tasks that prevent or minimize environmental contamination in compliance with state solid and hazardous waste laws and rules.
- Provide funding assistance for local solid and hazardous waste planning, and implementation of some programs and tasks in those plans.
- Encourage local responsibility for solid and hazardous waste management.

## Allocation of grant funding

Projected revenues to the LTCA that are available each biennium for CPG purposes must be divided 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.

Planning and implementation grants help pay for planning related work and implementation of 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 allocates funding through two grant cycles. Available funds and funding decisions vary between the two cycles and are outlined below.

### Regular cycle

Regular cycle grants run for two years starting July 1. The funds are divided into two types of agreements and are calculated as follows:

- **Solid Waste Enforcement:** Twenty percent of the total CPG allocation is set aside 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), except when local health jurisdictions represent two or more counties. Jurisdictions representing two or more counties receive fifty percent more funding than single-county health jurisdictions.

- **Planning and Implementation:** Eighty percent of the total CPG allocation is divided 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. This is determined by official estimates of the State Office of Financial Management at <http://www.ofm.wa.gov/pop/april/>.

Cities that are independent planning authorities and cities that coordinate with counties 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. Funds are awarded on a competitive basis under a separate grant cycle that runs for 18 months starting January 1, six months after the start of the regular cycle. Ecology will provide more information for this cycle in a separate document if funding is available to offer an offset cycle.

## Local match requirements

Ecology funds CPG consistent with WAC 173-312-090. Eligible costs are considered for grant funding at a level of 75 percent. The grant recipient must contribute a cash match of at least 25 percent, but may provide more. Local cash match may be met by cash expenditures and interlocal costs. Interlocal costs are the only type of in-kind contributions that may be used 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; 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 task by another local government under a valid written agreement between the recipient and another government. The valid written agreement must detail the work to be accomplished, the goods and service to be provided, and the value thereof. For an example, refer to the [Local Match](#) section in Appendix A.

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 a cash expenditure on the part of the recipient. Only the non-reimbursed portion of the other governmental entity's contributions is an interlocal cost.

To serve as match and meet eligibility requirements, Ecology scrutinizes interlocal costs as if the recipient incurred them. Tasks using interlocal costs as match must be specified in the grant agreement, and the recipient is then required to use forms B1 and C1 when requesting reimbursement. A recipient must submit a copy of all pertinent interlocal agreements to the regional grant officer.

## Applicant eligibility

Ecology may enter into a CPG agreement with the following eligible applicants. Any grant-eligible entities as defined in this section may submit their requests in a coordinated application, or may submit separate applications in compliance with the application coordination section below.

### Eligible Applicants for Solid Waste Planning and Implementation Tasks

A county with an Ecology approved solid waste plan as required by chapter 70.95 RCW is eligible to apply directly with Ecology for Coordinated Prevention Grants to help pay for the implementation of waste reduction and recycling tasks identified in the most recently approved and adopted plan, provided those tasks are eligible as defined in WAC 173-312-050.

#### *Local planning authority*

A local planning authority is defined as a county required by chapter 70.95 RCW to adopt or update local solid waste plans.

#### *Lead implementation agency*

If the adopted plan designates an agency to implement the plan or portions thereof, that agency is also eligible to apply for Coordinated Prevention Grants to assist in the costs of its designation. Contact your regional Ecology solid waste planner for help in determining a designated lead.

#### *City*

Cities that do not qualify as a planning authority *have the right to ask for, 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 are eligible to apply for Coordinated Prevention Grants to pay for the enforcement of rules adopted under chapter 70.95 RCW. A jurisdictional health department/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. An inter-local agreement, memorandum of agreement, or contract between parties may be necessary.

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

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

## General application coordination

The [allocation table](#) indicates the maximum amount a planning authority is eligible to request. Coordination between all parties in one jurisdiction 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. Detailed coordination requirements are found in [Chapter 3](#).

## Task eligibility

A task must be identified to some extent in the Ecology-approved local solid or hazardous waste management plan to meet basic eligibility criteria and be further considered for funding. These can 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. Many of these costs are identified by category in Chapter 4 at [Examples of Eligible Work and Costs by Category](#).

## Ineligible task costs

CPG money will not be used 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 WAC.
- Landfill closure as required by chapters 173-350 and 173-351 WAC.
- Garbage collection 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 even if the oil is bulked in lab packs.
- Uncontaminated latex paint disposal. This restriction applies even if the paint is 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.
- The CPG program cannot be used to offset any increase in costs for purchasing environmentally preferable products.
- Staff time of cleanup or disposal costs of material from a dump site.

## Chapter 2 What's New in 2013-2015?

### 2013-2015 budget request for the CPG program

Ecology submitted a \$28.24M request to fund CPG during the 2013-2015 biennium; \$24.24M for the regular cycle and \$4M for the offset cycle. An allocation table based on the \$24.24M requested for the regular cycle was drafted. This table is subject to change depending on legislative budget decisions and the governor's approval of those decisions, expected late April 2013. Ecology will publish the draft and final allocation table on the CPG website at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

Grant applicants are encouraged to scope projects and apply for funds up to the amount identified for their jurisdiction in the draft allocation table. Applicants are encouraged to consider setting funding priorities for projects so adjustments can be more easily made if the final budget is reduced.

### Change from calendar-year to biennial cycle

Ecology solicited and received feedback from many CPG recipients. Responses were consistent:

- Most wanted the greatest amount of funding for the longest period of time
- Several stated the calendar cycle worked better with local planning and budgets but everyone said they could adapt to the biennial calendar

Ecology decided to transition the CPG program from operating on a calendar year cycle to align with the State's biennial cycle, allowing 24 months of funding in one agreement. This decision should reduce grant administration workload for both Ecology and CPG recipients.

### Offset, competitive cycle

Offset funds will come from the remainder of the 2013-2015 CPG regular cycle allocation that is unrequested. If approved as part of the 2013-2015 biennial budget, the requested \$4M will be added to these funds. Detailed information regarding offset grants will be published as an addendum to these guidelines.

### Mercury lights law, implementation

The LightRecycle Washington (mercury-containing lights law) was referenced in some of the current CPG agreements. The implementation of this producer-financed product stewardship program expected to begin on January 1, 2013 is delayed. Consequently, CPG will continue to fund residential mercury light recycling expenses at MRW facilities and mobile collection events until further notice.

## Final payment request

A final request for reimbursement of grant-related costs must be received by July 30, 2015. In previous grant cycles, the final request was accepted up to 45 days after grant expiration. The shortened due date is a result of the grant agreement expiring the last day of the state biennium.

## Application forms and process

The Excel application forms used in the 2012-13 grant cycle were updated based on comments provided by users, a few internal policy changes, and the desire to align the application forms with the grant agreement. Notable changes include:

1. The “How to Navigate” tab was eliminated to help reduce the size of the form and may be provided as a separate document on the CPG website if needed.
2. Two separate forms were created for the regular cycle. Each form is tailored to suit either a Planning and Implementation grant or a Solid Waste Enforcement grant.
3. The Solid Waste Enforcement (SWE) form includes a pilot feature to “renew” existing grant projects. Often the tasks in a SWE grant carry forward from grant to grant. This feature will be piloted for use in this situation. This form is structurally different than the Planning and Implementation form and includes standardized language. The applicant is able to edit the language to fit its specific needs.

## Procurement certification form

Language relating to procurement is now included in the Special Terms and Conditions of the grant agreement. The procurement requirement remains the same without requiring the grant recipient to submit a separate “Procurement Certification Form.”

## Category “Other”

The “Other” category is replaced with the term “Planning”. Tasks placed under the “Other” category in the past were almost all planning activities. The few that were not could easily fit under another category. Planning-related tasks will now be categorized as Planning. Consult with your regional grant officer for technical assistance in identifying the appropriate category for a task.

# Chapter 3 Application Process

## CPG application forms

The CPG application forms and instructions for the regular cycle are available on-line at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

The Excel application forms have been updated based on comments provided by users, a few internal policy changes, and the desire to align the application forms with the grant agreement. Two separate forms were created for the regular cycle. Each form is tailored to suit either a Planning and Implementation grant or a Solid Waste Enforcement grant.

The Solid Waste Enforcement (SWE) form includes a pilot feature to “renew” existing grant projects. Often the tasks in a SWE grant carry forward from grant to grant. This form is structurally different than the Planning and Implementation form and includes standardized language. The applicant is able to edit the language to fit its specific needs.

Your regional grant officer can answer questions and help you complete the updated CPG forms.

## Pre-application

The pre-application conference is recommended as a first step in applying for a Coordinated Prevention Grant. First time and repeat applicants are encouraged to take advantage of this opportunity to facilitate the application process. It may also begin the grant negotiation process.

Your regional grant officer can arrange and facilitate the pre-application conference with appropriate local government staff. They can offer an overview of the CPG program, including any changes, and provide technical assistance in task development and meeting CPG program requirements.

## Application coordination requirements

A coordinated grant application means that the county, the health department or district and any other grant eligible entities within the same county applying for a planning and implementation grant, have reached agreement regarding the requested tasks and funding allocations. Coordination includes confirmation by the local planning authority that each task is included in the Ecology approved local solid and or hazardous waste plans. The local planning authority is responsible to ensure coordination requirements are met and to provide verification to the regional grant officer.

## Documentation of coordination

The planning authority must submit to the regional grant officer by the application due date, documentation that shows:

- The planning authority within a reasonable time, notified all plan participants in a local solid waste management plan about available grant funds.
- Plan participants and other jurisdictions had an opportunity to request their tasks be included in the county's CPG application.

Examples of documentation that satisfy this requirement include copies of written correspondence such as letters, newspaper ads, meeting notes, and e-mails.

Documentation must identify the date sent and to whom it was sent, or date published.

The planning authority must also:

- Verify each task in an application is included in the local Ecology approved solid or hazardous waste management plan.
- Prior to the application due date provide to the Ecology grant officer in writing, the name(s) of the local government(s) and the amount(s) of the county allocation they are allowed to apply for.

## Solid waste planning task coordination

Local governments that are authorized in chapter [70.95](#) RCW to adopt or update an Ecology approved local solid waste plan may apply directly with Ecology. Eligible applicants that are not required by chapter 70.95 RCW to adopt or update local solid waste plans may apply directly with Ecology, but *must* get permission from the local planning authority to apply for a portion of their county's funding allocation in the regular cycle. The local planning authority is not obligated to comply with the request.

## Hazardous waste planning task coordination

Local governments that are required by chapter [70.105](#) RCW to adopt or update local hazardous waste plans may apply directly with Ecology, but *must* get permission from the local planning authority to apply for a portion of their county's funding allocation in the regular cycle. The local planning authority is not obligated to comply with the local government's request.

## Solid waste and hazardous waste implementation task coordination

Local governments that are not the local planning authority may apply directly with Ecology, but *must* get permission from the local planning authority to apply for a portion of their county's funding allocation in the regular cycle. The local planning authority is not obligated to comply with the local government's request.

## Solid Waste Enforcement Grants

Jurisdictional health departments/districts applying for Solid Waste Enforcement grants are exempt from coordination requirements.

# Application organization, structure

A category is an overarching term used to label a group of tasks that deal with similar wastes or functions. There are six CPG 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)

A category can include multiple tasks. A task is a specific project that is made up of activities to achieve a stated outcome. *Task* is a term used by the CPG program and is interchangeable with projects. Grant recipients report by task on the Information Clearinghouse. An activity is one or several steps taken to help reach the stated outcome. The work plan should identify most activities needed to accomplish a task.

Sometimes it makes sense to bundle two or more tasks under one task title, especially when all tasks fit under the same category. Tasks should not be bundled when they do not deal with similar wastes or functions.

The CPG application should be completed using this organizational structure. Chapter 4, [Task Development](#) should help plan and structure projects and determine eligible costs for reimbursement. It also explains what information is needed to complete the Task Details portion of the CPG application form.

## Confirm application is complete

Refer to the following checklist to confirm an application is ready to submit:

- Application coordination accomplished and verification documents sent to grant officer.
- Identify location of task in local solid or hazardous waste plan.
- Complete all sections and applicable tabs in the application form.
- Scope of work for each task is clearly written. This includes the following for each task as defined in Chapter 4, Task Development:
  - Task description
  - Need statement
  - Target audience
  - Goal statement
  - Expected outcome(s) statement

- Third-party assistance
- Work plan, deliverables and timeline
- Budget
- Method of evaluation
- Special Task

## Submit application

The application period opens February 27, 2013 for regular cycle funds. An electronic copy of your application must be received by Ecology no later than 5:00 p.m. March 29, 2013. *Ecology requires a hard copy of the signature page only, with an original signature in blue ink.* Print the authorization page, sign, date and mail to Ecology. (This page must be signed by the due date but may arrive after the due date).

The application must be submitted by an eligible applicant as identified in these guidelines to qualify for 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 signing the application, the applicant thereby agrees to this commitment.

# Chapter 4 Task Development

## Technical assistance

Recipients are encouraged to take advantage of the technical assistance opportunities available. Ecology regional grant officers and other Ecology staff are available to discuss ideas and help 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. A CPG agreement is generally budgeted by task. Each task's scope of work must reflect the costs CPG is expected to reimburse over the grant period. Failure to include a cost in the scope of work may make that cost ineligible for reimbursement without executing a formal amendment to the grant.

## Planning and implementation grants

### **Task description**

The applicant should summarize key elements of the task. Additional details are not necessary and may be negotiated during the drafting of the grant agreement. The summary should include answers to these questions: 1) what work will be performed; 2) who will perform the work; and 3) what anticipated costs are expected to be reimbursed by the grant? Consider using the first one or two sentences to capture the gist of the task in a manner that legislators would read and appreciate.

### **Need statement**

The applicant should identify the problem, concern or issue that the task will help address and or resolve. Answering this question helps Ecology understand the applicant's reason for directing grant funds to this effort.

### **Target audience**

Identify the targeted audience for the task as best you can. A targeted audience can range from county-wide, small businesses, city residents, or be none if for example your task is a solid waste plan update. Your regional grant officer may ask for clarification.

### **Goal statement**

The applicant should describe in one or two sentences the objective of pursuing the task. The objective should be related to solid or hazardous waste management.

### **Expected outcome(s) statement**

The applicant should provide a general statement that reflects overall outcome(s) expected throughout the grant period. In order to accurately credit the CPG program for these outcomes, the applicant is asked to estimate only the outcomes resulting from the CPG task budget.

As appropriate to the task, the applicant should breakout the estimated outcomes in the boxes identified in the application.

If there are other outcomes that are not reflected in the general statement or the breakout boxes, the applicant may identify them in the "Other Outcomes" section of the

application. It is important for reporting purposes that outcomes are not double counted in this section.

### **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 scope of work. It is Ecology's intent to minimize administrative burdens upon grant recipients to the extent practical, while ensuring that grant funds are properly administered. Applicants should note that reimbursement for grant-related contracts or third-party costs is contingent upon the following:

- The contracting process must be consistent with state or local requirements, whichever is more stringent. Ecology may require any grant recipient at any time to specify their contracting process and/or provide documentation that it was followed.
- Grant recipients may consult with their grant officer prior to entering into any contract to identify and address any issues regarding eligibility and potential reimbursement. Consultation will typically include review of the proposed scope of work, RFP, draft contract or related documents. This will ensure the period of performance, details of compensation, and expected work product (a deliverable or time and materials) will allow reimbursement through the grant. This consultation is particularly encouraged for new contracts. The grant recipient assumes any risks associated with the failure to consult with their grant officer.
- Ecology reserves the right to require prior review and approval of all a grant recipients' grant-related contracts. This will generally apply if, during the current or preceding grant cycle, either the grant officer has noted grant-related contract management deficiencies, or if the grant recipient's overall contract management practices have resulted in an audit finding.
- The grant recipient should submit a copy of the final (executed) contract to the grant officer to be placed in the grant file. Submission may accompany the following routine reimbursement request.

### **Work plan, deliverables and timeline**

The applicant should identify by quarter, the work expected to occur over the grant period. The work plan will be negotiated and included in the grant agreement. Changes to the plan throughout the grant period may be negotiated directly with the grant officer without requiring a formal amendment, provided changes do not affect eligible expenses. Any agreed upon changes will be documented in the file.

### **Budget**

The work plan includes a place to enter estimated costs by quarter and should equal the desired budget requested for that task. The estimate by quarter will be used as a baseline by the grant officer to monitor grant spending throughout the grant period. The estimate by quarter auto-fills the total budget request in the grant application for that task.

## **Method of Evaluation**

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

## **Solid Waste Enforcement grants**

Solid Waste Enforcement (SWE) grants commonly include two types of tasks: solid waste handling facility and site compliance; and solid waste investigation, assistance and enforcement. To minimize administrative burdens upon grant applicants, recipients and Ecology staff to the extent practical, the CPG program writes the agreement as one task with one task budget. The two tasks are then identified as Activity 1 and 2 in the grant agreement. Occasionally a SWE grant applicant wants to perform work that does not fall under the typical work performed in Activity 1 or 2 as defined above. The CPG program refers to this work as a special task. Special tasks are subject to the same application and reporting requirements as an implementation task. A special task is written as a separate task and budget in the grant agreement.

### **Activity 1 – Solid waste handling facility and 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. Monitoring is prescribed by the applicable solid waste regulation(s) including but not limited to inspections and oversight, review of groundwater data, and annual review of financial assurance. Standard language is provided 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. A more frequent inspection schedule may be identified.

#### *Work plan*

The expected work plan for this activity is to develop a prospective annual inspection schedule and follow it; provide oversight; monitor for compliance; provide follow-up as required or needed; and comply with any 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.

## **Activity 2 – 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. At the grant recipient’s discretion, 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, including how to comply and addresses proper handling and disposal methods.

### *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 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, and report progress quarterly.

## **Activity 3 – Special task**

The SWE application includes one “Activity 3” tab. This tab is intended to capture information about a special task. An example of a special task in a SWE grant is an inventory of closed and abandoned landfills. Typical activity under this task may include conducting research of closed and abandoned landfills in the county, identifying the location of each by GPS, recording or GIS mapping locations, assessing the current state of the site, and 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. An applicant may leave the information requested in this tab blank when no special tasks are requested in the application.

### *Budget*

The work plan includes a place to enter estimated costs by quarter and should equal the desired budget requested for that task. The estimate by quarter will be used as a baseline by the grant officer to monitor grant spending throughout the grant period. The estimate by quarter auto-fills the total budget request in the grant application for that task.

## Examples of eligible work and costs by category type

This section is provided to 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; and solid waste enforcement. For additional ideas go to: <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

### Waste reduction and recycling (WRR) category

Waste reduction and recycling implementation activities established by the Ecology approved local solid waste management plan can 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 (eligibility will be decided on a case-by-case basis).
- 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 (eligibility will be decided on a case-by-case basis).

#### **Public Education and Involvement**

Can include activities such as:

- Presentations and workshops.
- Training.
- School programs and award programs.
- Resource centers and recycling hotlines.
- Development and distribution of educational and informational materials.
- Technical assistance or on-site visits to businesses and individuals.
- Teacher training and related costs.
- Incentives that meet specific criteria (consult your regional grant officer to confirm eligibility).

#### **Environmentally Preferable Purchasing (EPP)**

- EPP policy development.
- Education of residents and businesses about EPP.

## **Developing/Enhancing a WRR Program**

Can include activities such as:

- Administrative aspects of designing and 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.
- Sustainable energy/fuel sources.

## **Special Collection Events**

With the exception of solid waste disposal costs, items covered under the E-Cycle Washington program, and costs covered under the LightRecycle Washington program (once implemented), all costs associated with collection of recyclable items at special events are eligible. If moderate risk wastes are to be collected 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 latex paint or uncontaminated motor oil at a landfill or MRW from an SQG).

Costs associated with the collection of electronic waste for recycling is limited to:

- Computer peripherals such as keyboards, mice, and printers are eligible because they are not included in the E-Cycle Washington program.
- Technical assistance, coordination, collaboration (staff time), and public education about opportunities for recycling through the E-Cycle Washington program are also eligible costs.

The limitations of costs associated with the collection of mercury containing lights for recycling has not yet been determined. The implementation of the LightRecycle Washington program and how it affects the CPG program will be announced at a later date.

## **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, but are not limited to:

- 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. Equipment purchases are considered on a case-by-case basis but could include:

- Balers and compactors.
- Forklifts.
- Drop boxes and containers.
- Mixed Use Equipment (Municipal Solid Waste and Recyclables).
- Scales to weigh wastes are eligible only if they are used primarily for weighing recyclables.
- Collection and storage receptacles.
- Collection trucks are grant eligible 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. Education on safer alternatives is encouraged as part of this effort. Small quantity generator (SQG) wastes are addressed 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 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 of hazardous substances from households are eligible. Events can be held 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 among those attending. Education on safer alternatives is encouraged 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 (once implemented), costs associated with collection of recyclable items at special events are eligible. If moderate risk wastes are to be collected 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 SQG).

Costs associated with the collection of electronic waste for recycling is limited to:

- Computer peripherals such as keyboards, mice, and printers are eligible because they are not included in the E-Cycle Washington program.
- Technical assistance, coordination, collaboration (staff time), and public education about opportunities for recycling through the E-Cycle Washington program are also eligible costs.

The limitations of costs associated with the collection of mercury containing lights for recycling has not yet been determined. The implementation of the LightRecycle Washington program and how it affects the CPG program will be announced at a later date.

## **Fixed Facilities**

Generally, all costs associated with operating a MRW facility are considered to be eligible as 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 grant officer to confirm eligibility.

## **Contaminated Used Oil**

Disposal costs of 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, capital costs associated with household hazardous waste collection and disposal projects are eligible. Additional capital needed for the collection of SQG waste is eligible as long as it is done in conjunction with the collection of household hazardous waste.

### **Persistent Bioaccumulative Toxins (PBT) Projects**

All costs associated with reduction or removal of PBT threats are 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.”

### **Small Quantity Generator Implementation (SQG)**

Disposal costs for SQG wastes are not 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.
- Award/incentive programs to promote better business practices.
- 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**

Construction costs are eligible when the purpose of the facility is to store, sort, or process moderate risk waste. Eligible construction costs specific to a MRW facility could include:

- Planning and feasibility studies (eligibility will be decided 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, or upgrading such as floor sealants, sumps, wiring.
- Equipment, tools (eligibility will be decided on a case-by-case basis).

### **Equipment**

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

- Mobile unit for special collection.
- Trucks especially for MRW transportation.
- Gas monitoring equipment.

### **Demonstration Projects**

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

### **Pharmaceutical Waste**

Under strict criteria, some costs are eligible. Contact your regional grant officer for an eligibility determination.

## **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**

Construction costs are eligible when the purpose of the facility is to compost or otherwise recycle organics. Eligible construction costs specific to an organics processing facility could include:

- Planning and feasibility studies (eligibility will be decided 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 (eligibility will be decided on a case-by-case basis).

### **Equipment**

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

- Chippers, tub grinders compost turner, tractor and forklifts.
- Residential compost bins.
- Trucks are grant eligible on a prorated basis.

### **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 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 with others 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 (GB) Category

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

- Resource centers and hotlines.
- Publicity.
- Printed and audio-visual materials.
- Product labeling.
- Developing and implementing ordinances, codes, and regulations.
- Sustainable energy and building material alternatives.
- EPP – safer product alternatives.

### **Education and Outreach Materials for Residents**

Activities that inform and teach residents in support of the green building goals in the solid waste management plan include, but are not limited to projects such as:

- Residential green building education programs.
- Green remodeling toolkits.
- Organize tours of green built and/or remodeled homes and/or facilities.
- Materials and events aimed at promoting green building and remodeling.
- Case studies demonstrating the integration and value to consumers of green building features.
- Construction of demonstration sites that utilize green technologies and features.

### **Education and Promotion Materials for Businesses**

Activities that inform and educate businesses in support of the green building goals in the solid waste management plan include, but are not limited to projects such as:

- Training materials for building professionals.
- Promoting local reused building materials outlets.
- Marketing programs for reuse and recycling of construction and demolition (C&D) waste.
- C&D sites that utilize green technologies and features.
- Curriculum on green building to be given at the technical, 2-year, and 4-year college levels.
- EPP materials promoting sustainable building materials.

### **Policy, Partnership, and Infrastructure Development**

Activities that encourage adoption of policy, establishment of strong partnerships, and expansion of infrastructure in support of the green building goals in the solid waste management plan include, but are not limited to projects such as:

- Work with others to increase infrastructure for recycling and reuse of building materials.
- Encourage local agencies and departments to adopt green building standards consistent with Chapter 39.35D RCW.

- Develop, identify, and promote incentives to incorporate green building into policy, practice, and purchasing.
- Establish a deconstruction and salvaged building material processing facility.
- Establish a recognition program to reward businesses/agencies/departments for integrating green building and green maintenance, and construction material salvage and recycling into their standard operation procedures.

### **Demonstration Projects**

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

## **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.

Local governments are required 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 if any plan revisions are necessary. Plans will include funding mechanisms for systems contained in the plan, including alternatives for grant supported systems.

Ecology may limit reimbursement of grant funds 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.

Plan updates are not required for 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.
- Biosolids applications (if delegation accepted).
- 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 equipment may be set up 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 grant officer.

## **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 biomedical waste education is deemed 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 to analyze 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*).

Vouchers for collection and recycling of junk vehicles are considered to be eligible under certain circumstances, but are 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.

Contact the CPG coordinator to find out about existing grant money, other than CPG, available for managing waste tires.

# Chapter 5 CPG Agreement

## Negotiations and formal offer

### Grant officer responsibilities

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

Once the draft agreement is complete, the grant officer will take the appropriate internal steps to ready the draft as a formal offer.

### Regular cycle agreement

The start date of a new CPG regular cycle agreement will be the first day of each new state biennium and will be effective for 24 months, expiring on the last day of the state's biennium. The grant officer will make every effort to send a formal offer to the grant recipient by May 15. A formal offer consists of a cover letter and final grant agreement.

### Offset cycle agreement

When an offset cycle is offered, the start date of a new CPG offset agreement will be January 1, six months after the start of each new state biennium, expiring on the last day of the state's biennium. The grant officer will make every effort to send a formal offer to the offset recipient by December 15. A formal offer consists of a cover letter and final grant agreement.

### Grant recipient responsibilities

The CPG recipient will have two copies of the grant agreement signed in blue ink by a person with signature authority to bind the recipient with Ecology in a formal agreement.

- Return two copies of the signed agreement to the regional grant officer within 45 days of the offer date.

Contact the grant officer to address any timing issues, such as the schedule for your approval body (or authorized signatory authority).

## Managing a CPG agreement

This section provides basic information about grant management practices common to all CPG agreements. It also includes the specific administrative requirements for grant management, reimbursement, reporting, records retention, progress monitoring, and closing grants.

All required grant administration forms are available electronically from the CPG website at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.

### Tips for successful grant management

- Review the most recent version of the [\*Administrative Requirements for Recipients of Ecology Grants and Loans\*](#) (the *Yellow Book*), Publication No. 91-18. 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 *Yellow Book* and will take precedence in CPG related decisions.
- Review the entire grant agreement, including special and general terms and conditions.
- Communicate with the regional grant officer when deviating from a task's scope of work or budget, or if it appears you will not spend the entire grant amount.
- Review the corresponding instructions for each form before submitting a payment request.
- Keep an electronic 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. Inform contractors that they are subject to the same terms and conditions as the recipient including backup documentation requirements. Recipients who contract to buy goods and services are required to follow procurement procedures and ensure contractors follow the same terms and conditions as the recipient. Complete details about contracting for goods and services under an Ecology grant can be found in [\*Administrative Requirements for Recipients of Ecology Grants and Loans\*](#) (the *Yellow Book*), Publication No. 91-18 (rev. 9/05) starting on page 55.
- Attend and participate in trainings for managing agreements and preparing, processing, and receiving payments.
- Maintain a grant file (for at least three years after the grant agreement is closed by Ecology).

### Creating a grant file and records retention

Below is a list of required grant file contents. You may store the majority of these records electronically. Ecology requires grant recipients maintain a file of all grant-related information for at least three (3) years after the grant agreement is closed by Ecology. If you have questions about grant file management, contact your regional grant officer.

Hard copies of:

- Signed grant application.
- Signed grant agreement and all signed amendments.
- Signed interlocal agreements and contracts.

Electronic option for:

- Any RFPs and contract award documents (originals must be produced upon request during an audit).
- Back up documentation such as invoices, receipts and any task income records (originals must be produced upon request during an audit).
- Property/equipment documents such as Ecology purchase approval, and inventory control system (originals must be produced upon request during an audit).
- Payment requests you submitted to Ecology (Forms A19, B2 or B1, and C2 or C1), including backup documentation that supports itemized costs.
- Outputs/deliverables such as advertisements, brochures, fact sheets, surveys and reports.
- Grant correspondence.
- Progress reports.
- Final Performance Analyses.

## Payment request

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

- A truck was ordered on March 15<sup>th</sup>; the cost incurred date is the date that truck is delivered and in your possession - NOT the date it was ordered or the date you paid for it.
- You get a bill for renewing participation in the 2good2toss.com program for one year; the date of cost incurred is the 1<sup>st</sup> 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 have a payable invoice in possession.

To receive payment, you must submit a complete package. Contents of a complete payment request package include:

### **Submitted through the Information Clearinghouse**

Progress report for each task

- Submit the progress report before or with your payment request. If have no costs incurred in a quarter and are not submitting a request for reimbursement, you are still required to submit a quarterly progress report. In this case, the report would simply state, “No work this period”

Final performance analysis (submitted with the final payment request only)

### **Submitted by hard copy to the regional grant officer**

Form A19-1A invoice voucher, **with original signature in blue ink**

### **Submitted electronically to the regional grant officer (hard copy is acceptable)**

For a grant with cash expenditures as match: Form B2-ECY 060-7 and Form C2, ECY 060-9

- For a grant with interlocal costs as match: Form B1-ECY 060-3 Form C1, ECY 060-8
- Documentation to support costs itemized on the C2 (or C1):
  - Copies of cash receipts.
  - Copies of vendor invoices.
  - Time accounting such as timesheets, payroll records or Form E must **include**:
    - Hours worked on the CPG task broken out by task, date, and person.
    - Person’s name.
    - Person’s regular rate of pay, including benefit rate (CPG does not pay an overtime rate).

Payment requests are due 30 days after the last day of each quarter as shown in the following table and including the final request.

**Table 3: Payment request deadlines**

Quarter	1 <sup>st</sup> & 5 <sup>th</sup> Quarter	2 <sup>nd</sup> & 6 <sup>th</sup> Quarter	3 <sup>rd</sup> & 7 <sup>th</sup> Quarter	4 <sup>th</sup> & 8 <sup>th</sup> Quarter
Months	Jul – Sep	Oct – Dec	Jan – Mar	Apr – Jun
Payment Request Due Date	October 30 <sup>th</sup>	January 30 <sup>th</sup>	April 30 <sup>th</sup>	July 30 <sup>th</sup>

### Task progress reporting

Reporting progress is a required element of the CPG program. Progress reports and the Final Performance Analysis must be submitted using the Solid Waste Information Clearinghouse through the grants detail page. See the [Solid Waste Information Clearinghouse and accessing report forms](#) section for instructions on how to access the grants detail page.

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). Tracking data is identified in each task’s method of evaluation section in the grant agreement. Grant officers will use the report to crosscheck the expenses itemized in the payment request and monitor progress based on a task’s scope of work as outlined in the grant agreement.

When a recipient does not submit a quarterly payment request, the recipient is still required to submit a progress report for that quarter. If there was no activity for that period, the progress reported may state, “No activity this period.”

### Standardized reporting units

Ecology has identified standard reporting units for use by the CPG program. It is anticipated that standard reporting units will help illustrate a consistent statewide story. Grant recipients will track the outcomes and outputs identified in the grant agreement and report progress through the Solid Waste Information Clearinghouse. Standard measurements and conversions to assist in reporting outcomes are available in the [CPG outcome conversion sheet](https://fortress.wa.gov/ecy/publications/publications/1107016.pdf) located at <https://fortress.wa.gov/ecy/publications/publications/1107016.pdf>.

Not all outcomes are captured using the following units, but should still be reported as appropriate.

### **Implementation tasks**

- Moderate risk waste (MRW) tons diverted.
- Recycling/Reuse (non MRW) tons diverted.
- Organics tons diverted.
- Residential contacts.
- Residential participants.
- Business contacts.
- Business participants.

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 contact would listen to a brief introduction to vermicomposting and walk away with a brochure and a DVD for building your own specialized bin at home.
- A *participant* typically describes a person(s) committed and engaged in a planned activity for a specified period to achieve a known result. For example, a participant registers to attend and then is present at the half-day workshop to learn about vermicomposting and constructs a specialized bin to take home.

### **Planning and implementation grant progress report**

From the grant details page, the grant recipient will click on “Add Task Progress Report” and then select the appropriate task title from the drop down box to complete a progress report for that task. Each task requires a report. If there was no activity in a task, the progress stated may be, “No activity this period.”

### **Solid waste enforcement tasks**

Solid Waste Handling Facility and Site Compliance includes number 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 number 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**

From the grant details page, the grant recipient will click on the “Add SWE Progress Report” to report regular solid waste enforcement work through a series of required data fields. On-line reporting creates a connection to Ecology’s Solid Waste Facilities Database for updating facility specific information. The Solid Waste Information Clearinghouse will tally quarterly progress

reports into a final solid waste enforcement report totaling the outcomes for the entire grant cycle. Regular solid waste enforcement tasks do not require additional annual reporting or a Final Performance Analysis (FPA).

Enforcement grants may contain a special task such as inventory closed and abandoned landfills. Progress reports for these tasks are different than the “data” form used for regular solid waste enforcement work. If the grant includes a special task, the recipient will click on the “Add Task Progress Report” and then select the appropriate task title from the drop down box to complete a progress report for that task. Consult with your regional grant officer for assistance.

### **Final performance analysis (FPA) report**

The purpose of the FPA is to show comprehensive results for each task within a grant agreement and provide a link to resources created with CPG funds. The FPA outlines and compares expected outcomes to actual outcomes, lessons learned, and costs. The information derived from FPAs are compiled and used by Ecology in various reports.

The FPA is initiated when the regional grant officer creates the on-line grant agreement. The grant officer copies the task description from the grant agreement (present tense) as a placeholder for the task description in the on-line form. When the task is complete, the recipient will update the task description to reflect what actually occurred during the grant period (past tense).

If the recipient reports total task costs, care should be taken in identifying the percent of costs reimbursed by CPG. It is important that the CPG program only take credit for supporting its portion of the total costs. This is also true for outcomes; however, the reporting format does not currently allow the recipient to identify the percent of outcomes supported by CPG funds. The recipient may report total task outcomes or only the numbers representative of CPG support, whichever is easiest for the recipient. Either way, the recipient must identify its choice and include that information in the “other outcomes” section.

Accurate outcomes supported by the CPG program are critical when Ecology is writing accountability reports to the state’s legislature. Please be careful not to double count outcomes between tasks and or grants. For example, a county public works department may have a grant with an MRW collection program and the county public health department has a grant to provide MRW education and outreach. Both grants should not report the same tons collected through the MRW program.

The recipient will complete and submit a FPA for each qualifying task within 30 days after the expiration date of the agreement or the task is complete, whichever comes first. The following list identifies tasks that qualify for an FPA:

- All tasks in a planning and implementation agreement.
- Special tasks in a solid waste enforcement agreement.
- Consult with the regional grant officer to confirm if a task qualifies for a FPA.

## Solid Waste Information Clearinghouse and accessing report forms

The Washington State Solid Waste Information Clearinghouse (Information Clearinghouse) is a web-based database designed to facilitate local government professionals sharing experiences, information, and resources about solid waste programs and activities with colleagues around the state. Ecology uses the Information Clearinghouse to generate data that are used to write various reports. Regional grant officers use the Information Clearinghouse to assist with general grant management. A grant recipient must follow the steps to gain access to this web-based database by registering to become a user.

### How do I become a registered user?

1. If you do not have an account: visit <https://secureaccess.wa.gov> and click on "Create one."
2. Follow the prompts to create an account.
3. After receiving a confirmation e-mail that your account is created, return to the site and  .
4. Find the tab that says "Add a New Service" and click it.
5. Click on the link for "Department of Ecology."
6. Scroll down until you find "Solid Waste Information Clearinghouse" and click Apply.
7. The system will ask you to provide additional info. Indicate the jurisdiction that employs you and whether you represent Solid Waste or Health, then click "Register."
8. You will receive an e-mail approving access.

Note: Your account may be cancelled after several months of inactivity. If this occurs, you must re-register. Additionally, you will be prompted to change your password every 120 days (this is state government protocol and beyond the control of the CPG program).

### How do I login to the Information Clearinghouse as a registered user?

1. Visit <https://secureaccess.wa.gov/>.
2. Enter your User ID and Password, then click .
3. Once logged in, click the "My Services" tab.
4. Select **Solid Waste Information Clearinghouse** from your services.
5. You should now be on the Information Clearinghouse at your "Registered User Access Page".



## How do I view grant details?

1. From the “Registered User Access Page”, scroll down to the heading “Submit/Update Project Information.”
2. Select the hyperlinked grant number to take you to that “Grant Details” page. Here you will find:
  - a. **Tasks:** This area identifies the task(s) and project costs, not necessarily in the same order as identified in the grant agreement. Regional grant officers are the only users able to add tasks.
  - b. **Documents:** This area provides a feature to upload a copy of the grant application, agreement, any amendments, and addendums.
  - c. **Progress Reports:** This area allows you to add a progress report and view previously submitted progress reports. Notice that there are two options for adding a progress report: “Add Progress Report” is for planning and implementation, and special tasks in a solid waste enforcement agreement: “Add SWE Progress Report” is for tasks in a solid waste enforcement grant (not including a special task).
  - d. **Grant Spending:** The regional grant officer completes this section at grant close-out.

## What else can I do on the grant details page?

Click on “Tutorial” for a step by step visual on how to submit progress reports and Final Performance Analysis forms.



## Closing an agreement

### Grant recipient

A complete final payment request is due not later than 30 days after the expiration of the grant agreement or the task is complete, whichever comes first, and will include:

- Forms A-19 (hard copy, original signature), B2 or B1, C2 or C1 to include the remainder of costs charged to the grant not already reimbursed in a previous request (electronically okay).
- Documentation to support costs itemized on the C2 or C1 (electronically okay).
- Progress Report for each task in the agreement (corresponds with the period of the final payment request).

- Final Performance Analysis for all tasks in a planning and implementation grant, and special tasks in a solid waste enforcement grant.
- Any other reports, documents, or deliverables as agreed to in the grant agreement.

### Regional grant officer

Upon review and approval of the final payment request package, the regional grant officer forwards the final request internally. Ecology releases the final payment. The regional grant officer performs the final steps necessary to officially close the grant agreement. These steps include but are not limited to:

- May conduct a final, on-site inspection or evaluation of work accomplished.
- Will complete a Final Performance Evaluation (FPE) and instruct Ecology to close the agreement.
- Will send a copy of the FPE to the recipient. The FPE will include information related to the required disposition of items purchased under the agreement meeting the definition of a capital expenditure.

# Appendix A. Frequently Asked Questions (FAQs)

Grant officers get many questions throughout a grant cycle, usually related to administration or eligibility. The most commonly asked questions and answers are provided here to help maintain statewide consistency. The applicant is encouraged to review these FAQs as they may help answer application and or specific task questions. The FAQs are organized under the headings of application; local match; grant management; reporting; eligible expenses; publications, brochures, resources; other; and solid waste enforcement.

## Application

### **Q. Is there a minimum amount a jurisdiction must apply for?**

A. No. However there is a maximum amount a jurisdiction is able to request in a cycle. Refer to the [allocation table](#) for this information.

### **Q. If all of my tasks fall under the Organics category, why can't I lump them together as one task?**

A. Ecology limits grouping tasks under one general program. Solid waste enforcement tasks are one exception. The purpose for keeping most tasks separate is to show the targeted approaches, outcomes, and lessons learned. This is valuable information to share with other jurisdictions, and Ecology uses the information in legislative reports and perpetual budget requests for the CPG program. Contact the regional grant officer for assistance identifying which tasks may be grouped.

### **Q. When do I submit an application for the offset cycle?**

A. Starting in the 2013-15 cycle, applications for offset are accepted starting October 4, 2013.

### **Q. Can I apply for regular and offset funds in the same application?**

A. No. Regular cycle tasks and offset cycle tasks cannot be applied for in the same application. When applying for funds, the applicant must use the regular cycle or offset cycle application provided.

### **Q. How do I develop or convert an outcome?**

A. Consulting with the regional grant officer for help developing an outcome is encouraged. Ecology has developed and is managing a working document that includes standard conversions: "[CPG Conversion Sheet](#)". This document contains information for converting outcomes into tons diverted and other helpful assumptions. If you still have questions, contact your regional grant officer for assistance.

**Q. How do I measure an outcome?**

A. An outcome is an effect or result that is measurable with a reasonable amount of effort. Examples of outcome measurement tools include:

- Pre-testing/post-testing.
- Random surveys.
- Collecting quantitative data (waste generation, weight, volume, sales data, etc.).
- Participation in a behavior relating to your outcome (curbside composting or recycling, recycling drop-off, events).
- Counting the number of responses or actions.

If you have no data or baseline information for comparison purposes, you may need to choose another type of measure. Ecology encourages the applicant to consult with the regional grant officer for technical assistance.

**Q. Why should I measure my task outcomes?**

A. Ecology uses this information for legislative requests, biennial reports, and sharing on the Information Clearinghouse.

**How can I pay for the evaluation?**

Ecology allows up to 10 percent of your task budget to pay for evaluation.

## Local match

**Q. How do I calculate match?**

A. Local match is 25% of the maximum eligible cost of a task. The maximum eligible cost of a task is the state share (75%) plus the local match contribution (25%).

If B is the maximum eligible cost and C is the local match and A is the state share amount requested for a task, use the following formula to calculate the local match for a task:

$$A \div .75 = B \times .25 = C$$

**Q. Can I use rent money as match for my CPG grant?**

A. Maybe. Contact your grant officer to discuss the details that will determine if you can use rental income toward cash match. Historically, this option was used for *Alternatives to Burning* type tasks funded by a special legislative provision. This option, if available, must be specified in the agreement and the revenue itemized on your C2 form as a credit to your grant.

**Q. Can I use the value of labor provided by the State Department of Health as match for my project?**

A. It depends. Employee services donated by a governmental entity such as the State Department of Health are considered interlocal, in-kind contributions under certain conditions. Work with your grant officer anytime you are considering a third party donation as match. Your grant

officer can also help identify other eligible scenarios as you develop your tasks. **Interlocal costs** may be used 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 grant officer has reviewed the written interlocal agreement between the recipient and the other contributing entity.
- The costs are reported as interlocal costs on Form C1, and documented in the same way as costs incurred by the recipient.
- The contributing entity and the specific interlocal costs are identified in the terms of the agreement.

## Grant management

### **Q. What if I want to change my grant agreement?**

**A.** Contact your grant officer to request an amendment. The process to amend an offset cycle agreement requires special approval because those tasks compete for funds. As for regular cycle amendments, the type of amendment is determined by the changes you want to make. A formal amendment request form may be required. Completing this form helps provide necessary information for your grant officer to write an amendment.

### **Q. What if I want to move money between tasks in my grant agreement?**

**A.** Funds do not transfer between tasks in an offset cycle agreement without prior special approval by the CPG administrators. Tasks in this cycle are prioritized on a funding list based on the results of their competitiveness. If a recipient is not able to use the funds awarded for an offset cycle task, it may be de-obligated from the grant agreement and offered to the next task on the funding list. Transferring funds between tasks in a regular cycle agreement may be allowed. Contact your grant officer for guidance and assistance.

### **Q. If I hire a contractor, do they have to keep track of their time spent on the task?**

**A.** Maybe. It depends on the terms of the contract. If the terms are for time and materials, then yes. Contractor hours by day can be reported on Form E or by providing copies of timesheets. You are highly encouraged to consult with your grant officer about expectations regarding CPG funded activities performed by a third-party. The General Terms and Conditions in a CPG grant agreement states that the recipient must ensure subgrantee's and contractor's comply with the terms and conditions of the agreement.

**Q. Do I need to notify my grant officer when I'm using a third-party (non-recipient employee) for performance of CPG grant funded activities?**

**A.** Yes. The Special Terms and Conditions of a CPG grant agreement specifically state this expectation. When contracts exist prior to the execution of the grant agreement, the recipient will submit a copy of the contract to their grant officer who will identify eligible costs and reporting expectations for the grant recipient. When the grant recipient expects to enter into a new contract for third-party services, it will submit a copy of the proposed draft contract to their grant officer who will identify for the grant recipient, eligible costs and reporting expectations based on language in the draft contract. Technical assistance at this stage should alert the grant recipient to the need for certain language in the contract, in order to meet CPG eligibility requirements for reimbursement of costs associated with third-party services.

**Q. Can I keep an electronic grant file?**

**A.** Yes. The majority of the grant file contents may be stored electronically. Hard copy contents you must keep are documents with original signatures such as the signed application, agreements and amendments. Financial back up documentation such as invoices and receipts may be stored electronically as long as the originals can be produced for an audit. Progress reports, processed payment requests, correspondence and outputs/deliverables may all be stored in an electronic file and on the Information Clearinghouse. The grant file must be accessible for three years after the grant agreement is officially closed by Ecology.

**Q. What backup documentation should I submit with a payment request to support staff salary/benefits charged to a task in a CPG agreement?**

**A.** Completing Ecology's Form E for each staff is the easiest way to support staff costs charged to the grant. However, Ecology may accept another format as long as it includes at a minimum, the name and rate of pay for the employee, and the dates and hours worked broken out by grant task (if the employee works on more than one grant task). You should consult with your regional grant officer who may request additional backup.

## Reporting

**Q. If I am late reporting the progress of my CPG task will it affect future CPG grants for me?**

**A.** Yes. CPG grant officers will include spending history and reporting performance as criterion for scoring grant applications for any competitive cycles outside of the regular cycle. Make sure you are in contact with your grant officer about anticipated delays in reporting.

**Q. Do I need to submit all back-up documentation when requesting reimbursement?**

**A.** Yes. An invoice to support each cost itemized on the C1 or C2 is required with each reimbursement request. Ecology prefers this information submitted electronically and requires it presented in the order it is listed on the C1 or C2.

**Q. What does Ecology do with my final performance analysis (FPA) reports? Why are they important?**

A. Your grant officer must approve your report as a first step to formally close-out your grant agreement. In collaboration with local government partners, Ecology developed an on-line reporting system called the Solid Waste Information Clearinghouse (Information Clearinghouse). FPAs must be submitted on-line through this system. The information is shared with other jurisdictions so they may benefit from the lessons you learned. Ecology also uses the information when reporting to the legislature in support of the CPG program.

**Q. What resources do I post on the Information Clearinghouse?**

A. You should post CPG funded outputs/deliverables such as outreach documents, reports, presentations, advertisements and videos that might be useful to other counties and cities.

## Eligible expenses

**Q. Can CPG pay for disposal of latex paint?**

A. No, disposal costs are not eligible. Costs including staff time to collect for recycling and promote reuse are eligible expenses.

**Q. What is considered a gift of public funds?**

A. The state constitution prohibits the use of public funds for private gain. The CPG program may not reimburse elements or activities of a task that will unduly benefit a certain individual or business. Contact your grant officer for technical assistance.

**Q. What is included in overhead? How is it calculated?**

A. Overhead costs are incurred by the recipient, and may include costs incurred by others who supply goods, services or facilities to the recipient such as cost of utilities, maintenance and supervisory personnel who oversee project activities. Included in the overhead rate are office furniture and supplies, which are generally not direct billed. Overhead is calculated by multiplying 25% of salaries and benefits of staff for actual time worked on a CPG funded task.

**Q. Can CPG pay for a substitute teacher's time or teacher clock hours as an incentive to attend a CPG program funded training or workshop?**

A. Yes and No. The CPG program may reimburse up to the teacher's rate of pay for the number of actual hours to attend a CPG funded activity. A Memorandum of Understanding between the recipient and the school district must exist. The CPG program cannot pay for teacher clock hours; this is a personal benefit to the teacher and is not task related.

**Q. Can I spend CPG money on prizes and giveaways?**

A. Items that are considered entertainment are not eligible for reimbursement such as gift cards and movie tickets. The CPG program may allow awards and outreach material as long as it meets the following criteria:

1. Must be pre-approved by your grant officer.
2. Must be relevant to the task and support the task's message.
3. Must promote an environmental action.
4. Must be received by a "participant" in the CPG funded program or task.
5. Must be minimal in cost.

**Q. I buy pizza and pop to encourage attendance at our local SWAC meetings. Can I charge these costs to the grant?**

A. No. The CPG program may only pay for light refreshments, not meals. You must get prior approval from your grant officer if you want to charge light refreshments to your grant.

**Q. Will the CPG program reimburse dues or fees associated with a membership to an environmental organization such as Washington State Recycling Coordinators Association?**

A. The cost of dues, subscriptions, memberships, and registration are identified as "miscellaneous" costs in the Yellow Book and classified as generally eligible to the extent they are covered in the overhead rate. This means if you charge the 25% overhead rate to the grant, reimbursement for these dues are satisfied under this charge. The CPG program may reimburse costs related to participation in an environmental organization as a direct line item when a recipient does not itemize overhead on the C2, provided these costs directly relate to project work, benefit the project and are specifically identified in the task scope of work in your grant agreement.

**Q. What supplies are eligible to purchase under my education/outreach task?**

A. Ideally a conversation occurred between the regional grant officer and grant recipient about anticipated costs specific to your education and outreach plans at the time of drafting the scope of work. Depending on the details identified in the scope of work, eligibility for supplies will vary. Consult with the regional grant officer for an eligibility determination and prior approval of supplies.

## Property or equipment purchases

### **Q. If I buy equipment or property with CPG funds, does Ecology own it?**

**A.** Yes. If the equipment or property has a life of over one year and a value of over \$5,000, Ecology owns 75% of it. The terms of ownership and disposition are identified in your grant agreement. This equipment or property must be added to the recipient's inventory tracking sheet.

### **Q. Can I transfer equipment or property purchased with CPG money to another jurisdiction?**

**A.** Contact your regional grant officer for a determination and written authorization to do so.

### **Q. What should happen with equipment or property purchased with CPG money after the expiration of the grant agreement?**

**A.** Ideally the program for which the equipment or property was purchased will continue after the expiration of the grant agreement. If your task will end, contact your grant officer for a determination about the disposition of the equipment or property. It could be that another jurisdiction can use the equipment. If your task will continue, your grant officer will provide you detailed instructions about the disposition of the equipment or property for the duration of its useful life.

### **Q. I want to buy a chipper to handle the material from yard debris collection events. When I'm not using it, can I rent it out for use?**

**A.** Yes. As long as the recipient meets the terms of the grant agreement and the CPG program, the equipment can be used for other purposes when not used for its primary intended purpose. It may be necessary to report income from rental fees on the C1 or C2 form during the grant period. After the grant period, income from rental fees should be used to sustain the program. Contact your grant officer for confirmation.

## Publications, brochures, resources

### **Q. Do I have to include Ecology's logo on all material I print if it is paid for with CPG money?**

**A.** No. Ecology's logo should not be used unless the task is developed in conjunction with or for Ecology, or if Ecology has agreed to co-distribute the material. However, the Washington State Department of Ecology must be acknowledged for providing funding in all published material and oral presentations that result from agreements. This increases the visibility of Ecology and helps citizens and decision makers see the value of the CPG program.

### **Q. Does my grant officer want to see my recycling brochure before it is mass produced?**

**A.** No, unless otherwise noted in your grant agreement. Typically, a copy of all promotional and educational materials developed as part of an agreement must be submitted to your grant officer **concurrent** with public distribution or with the next progress report.

### **Q. If we produce something with CPG funds, can Ecology authorize another local government to use it?**

A. Yes. When the recipient creates any copyrightable material or invents any patentable property, the recipient may copyright or patent the same but Ecology retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes.

## Other

### **Q. What if I need an emergency grant?**

A. The CPG program is not available for emergency grants.

### **Q. What is EPP?**

A. Environmentally Preferable Purchasing (EPP), also known as green or responsible purchasing, is the procurement of goods and services that cause less harm to humans and the environment than competing goods and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

### **Q. Am I required to follow EPP standards when procuring goods and services funded by my CPG?**

A. The requirement is limited to “whenever possible”. The following language is included in the grant agreement requiring recipients to use duplex printing whenever possible: “In a joint effort to save costs, produce energy savings and prevent waste, the recipient agrees to use both sides of paper sheets for copying and printing. The recipient also agrees to purchase paper products with a high level of post consumer recycled content whenever it is comparable in quality, availability and price.”

### **Q. Will Ecology track EPP activity in the CPG program?**

A. Yes. An EPP area has been added to the Outcomes section of the Final Performance Analysis (FPA) report located on the Solid Waste Information Clearinghouse. This area is where you will describe any EPP efforts accomplished throughout the grant cycle. Visit Ecology’s EPP website <http://www.ecy.wa.gov/programs/swfa/epp/> for examples and resources on how to incorporate EPP into task development, evaluation and reporting.

**Q. What is past performance criteria and how will it affect me?**

A. Grant officers will use performance criteria from past grant recipients in the scoring process for the offset cycle. Performance criteria may include the following:

- Efficiency and Effectiveness of Program
  - Does the recipient continuously evaluate the best use of grant dollars.
- Timeliness of Grant Administration
  - Has the recipient submitted payment requests and progress reports as required by the agreement?
- Accuracy of Budget Planning
  - Monitor expected spending compared to actual spending. Is a discrepancy based on poor project scoping or another factor?
- Meets Grant Program Requirements for Payment Requests
  - Are recipients submitting paperwork with errors and/or not submitting the adequate backup documentation?
- Meets Scope of Work Expectations
  - Are tasks performed in accordance with the grant agreement? Did the recipient communicate variations with the grant officer prior to implementation in a timely manner?
- Meets Grant Program Requirements for Attending Training
  - Did the recipient attend a scheduled CPG training or receive a one-on-one conference at least once for each grant cycle?

**Q. Is there anything special I need to do to track capital purchases?**

A. The CPG recipient must follow procurement procedures outlined in the Administrative Requirements for Recipients of Ecology Grants and Loans (the Yellow Book), Publication No. 91-18 (rev. 9/05) starting on page 55. All purchases with a single unit value of at least \$5,000 require written approval from Ecology prior to purchase. Ideally, this purchase should be identified in the task's scope of work; if it is not, a formal amendment to the grant agreement will be required.

The recipient is required to develop an inventory control system, including physical inventory to document the ongoing use and location of equipment or property purchased with CPG funds. The recipient should perpetuate this system for as long as it receives CPG funds. The regional grant officer will request a copy of the recipient's inventory documentation at least once per grant cycle, and may schedule an inspection of inventory at any time. The recipient must submit a written request to Ecology if it intends to change the use of the equipment or property from the original agreement.

**Q. What happens if I no longer need equipment or property I purchased with CPG funds that is considered a capital purchase?**

A. Ecology must approve the disposition of the equipment or property in writing. Ideally, this information was included in the grant agreement; however, if it was not, the grant officer will identify disposition in the final performance evaluation (FPE) prepared by the regional grant officer when closing out the agreement. The regional grant officer will provide a copy of the FPE to the grant recipient at grant close out. Disposition options may include but are not limited to:

- Retaining title of the equipment or property purchased under the agreement and reimbursing Ecology 75 percent of fair market value.
- Selling the equipment or property purchased under the agreement and reimbursing Ecology 75 percent of the sale price.
- Selling the equipment or property purchased under the agreement for fair market value and directing the proceeds back into a CPG grant eligible task.
- Retain, sell or otherwise dispose of the equipment or property without any further compensation to Ecology.

## Solid waste enforcement grants

**Q. What activities and costs can CPG reimburse in a SWE grant?**

A. Solid Waste Enforcement (SWE) grants are exclusively for inspections and administrative expenses necessary to enforce applicable state and local solid waste regulations pursuant to Chapter 70.95 RCW. If you have a specific activity or cost in mind, consult with your regional grant officer for an eligibility determination.

**Q. How does CPG decide the dollar amount available for SWE work in each jurisdiction?**

A. Twenty percent (20%) of the total CPG allocation is for solid waste enforcement tasks. Ecology divides the total available dollars evenly between health jurisdictions (usually jurisdictional health departments and districts), except when health jurisdictions represent two or more counties. Jurisdictions representing two or more counties receive fifty percent (50%) more funding than single-county health jurisdictions.

**Q. Who can apply for SWE money?**

A. Local health jurisdictions can apply directly to Ecology. A local health jurisdiction is required by Chapter 70.95 RCW to enforce the rules and local regulations adopted under that chapter.

**Q. Do eligible applicants applying for SWE money have to follow the application coordination requirements for CPG?**

A. No. Local health jurisdictions applying for a solid waste enforcement grant are not required to coordinate applications with the local planning authority.

**Q. How do I report a special project on the Information Clearinghouse? The regular SWE progress report form is not formatted to take my information.**

**A.** There are two options under Progress Reports on the Information Clearinghouse for SWE agreements: progress report for regular, ongoing SWE and progress report for special tasks. Select the appropriate type of progress report for each task identified on your grant details page. If you need assistance, contact your regional grant officer.

# Appendix B. Definitions & Acronyms

## Definitions

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

**Agreement** means the formal written contractual document that details the terms of the grant.

**Allowable Costs** are costs directly related to a grant task that meet all other eligibility requirements and that are not expressly prohibited by the CPG program.

**Amendment** means a written document that details the changes or revisions to the original terms of the grant.

**Applicant** is an entity submitting an application to Ecology for CPG funds.

**Authorized Official** is a person designated by the recipient to sign a grant agreement and formal amendments, and who is also authorized to dedicate the necessary resources for the recipient to carry out the agreement.

**Back-up Documentation** is typically expenditure information such as copies of cash receipts, vendor invoices, monthly time sheets, and payroll records.

**Beyond Waste** is the name of the State’s Solid and Hazardous Waste Management Plan.

**Cash Expenditure** means any cash outlay by the recipient for direct costs of goods and services, salaries and benefits of recipient employees, overhead costs, and payments made to contractors.

**Capital Expenditure** means 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.

**Close-out** is the process by which all administrative matters relative to a grant are reconciled in order to close the agreement and file.

**Complete Payment Request** includes one original signed Form A-19, one B1 or B2, one C1 or C2 for each task in the agreement, and all backup documentation in the order it is itemized on each C2; and one progress report submitted on-line through the Solid Waste Information Clearinghouse for each task in the agreement. For a final payment request, the recipient must also include a Final Performance Analysis (FPA) for each qualifying task submitted on the Solid Waste Information Clearinghouse.

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

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

**Ecology** means the Department of Ecology or its authorized representatives.

**Effective Date** (of an agreement) means the earliest date on which eligible task costs may be incurred. Unless otherwise stated in the agreement, the effective date is July 1<sup>st</sup> of the first year of a new state biennium.

**Eligible Costs** are costs that meet all eligibility criteria established in the terms of the grant agreement, the CPG Program Guidelines, and the Yellow Book. They are the sum of both state and local funds.

**Equipment** means 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 you will measure success. It is the tool used to verify your actual outcome.

**Final Performance Analysis** is a required Ecology form that grant recipients must complete on-line through the Solid Waste Information Clearinghouse with a final payment request.

**Formal Amendment** is an amendment that proposes to change the budget in an agreement and a task's scope of work which then requires a recipient's signature.

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

**Grant** means that portion of eligible task costs reimbursed by Ecology. The CPG program reimburses 75% of the maximum eligible costs.

**Grant Officer** means the Ecology staff person assigned to negotiate the terms of any agreement with the recipient and to manage the grant.

**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 in (the) five broad areas (of): sustainable site planning; conservation of materials and resources; energy efficiency and renewable energy; safeguarding water and water efficiency; and indoor air quality."

**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).

**Information Clearinghouse** is the Solid Waste Information Clearinghouse, <https://fortress.wa.gov/ecy/swicpublic/>, a website where CPG recipients must submit progress reports and Final Performance Analysis (FPA) reports and may submit resources created with CPG funds. It allows information-sharing and reporting of environmental outcomes achieved with CPG funds.

**In-Kind Contributions** are property or services that benefit a task and are contributed to the recipient (or any contractor under the grant agreement) by a third party, without direct monetary compensation. Interlocal costs are the only eligible in-kind contributions allowed under the CPG program. See definition of interlocal costs below.

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

**Inter-local Costs** are in-kind contributions made to a task by another local government pursuant to a valid written agreement (such as an inter-local agreement) between the recipient and the contributing entity that details the work to be accomplished, the goods and services to be provided, and the value thereof. This is the only form of in-kind contribution allowed under the CPG program.

**Jurisdiction** means a city, a county, a city-county joint entity, or a public health district/department.

**Lead Implementation Agency** means 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.

**Letter Amendment** is a request generated by the recipient to move money between tasks in a regular cycle agreement. This simple amendment may not require recipient signature.

**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 Government** means any political subdivision, regional governmental unit, district, or 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.

**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** means 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.

**Match** means that portion of the cash expenditures provided by the recipient for the task, and the value of the eligible interlocal, in-kind contribution applied to the task.

**Maximum Eligible Cost** means the total amount equal to state share and local match.

**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** means 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)** means 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 either un-requested or un-spent 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** means 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.

**Personal Property** means property of any kind except real property (see definition of real property). It may be tangible (having physical existence) or intangible (such as patents, inventions and copyrights).

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

**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.

**Progress Reports** are reports required quarterly and with each payment request. Progress reports are submitted through the Solid Waste Information Clearinghouse and will provide enough detail to support costs incurred as identified on the C1 or C2 of the corresponding payment request for each task in the grant agreement.

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

**Recyclable Materials** means 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** means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

**Real Property** means land, including crops and mineral rights, land improvements, structures, and appurtenances (accessories) to them, excluding movable machinery and equipment.

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

**Responsible Official** means a grant recipient employee primarily responsible for working with Ecology on the grant task (e.g., public works director, public health director, recycling coordinator, solid waste planner).

**Scope of Work** is the division of work to be performed under an agreement. Each task must include a scope of work based on the expected total cost of the task over the two-year grant period. Any element in a scope of work that is not CPG eligible for reimbursement will be identified in the grant agreement.

**Small Quantity Generator** means a commercial generator of a waste that exhibits any of the properties of hazardous waste, but is exempt from regulation under Chapter 70.105 RCW solely because the waste is generated or stored in quantities below the threshold for regulation.

**Solid Waste** means 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** means 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 (Beyond Waste)** is a 30 year plan with 5 year milestones to address the state's priorities in solid waste management.

**Supplies** mean all tangible personal property other than tools or equipment.

**Task** is a summary of activities working toward an expected outcome. Also known as "Project".

**Task Income** means 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.

**Tools** are tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per functional unit.

**Total Task Cost** means the sum of *all* costs related to the task.

**Vermicomposting** means 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.

**Yellow Book** is a term used when referring to Ecology's Publication No. 91-18, *Administration Requirements for Recipients of Ecology Grants and Loans*.

## 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
FPA	Final Performance Analysis
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)
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
Yellow Book	Publication No. 91-18: Administrative Requirements for Recipients of Ecology Grants and Loans