

Coordinated Prevention Grant Basics

Ecology NW Regional Office

June 28, 2011

Purpose of CPG

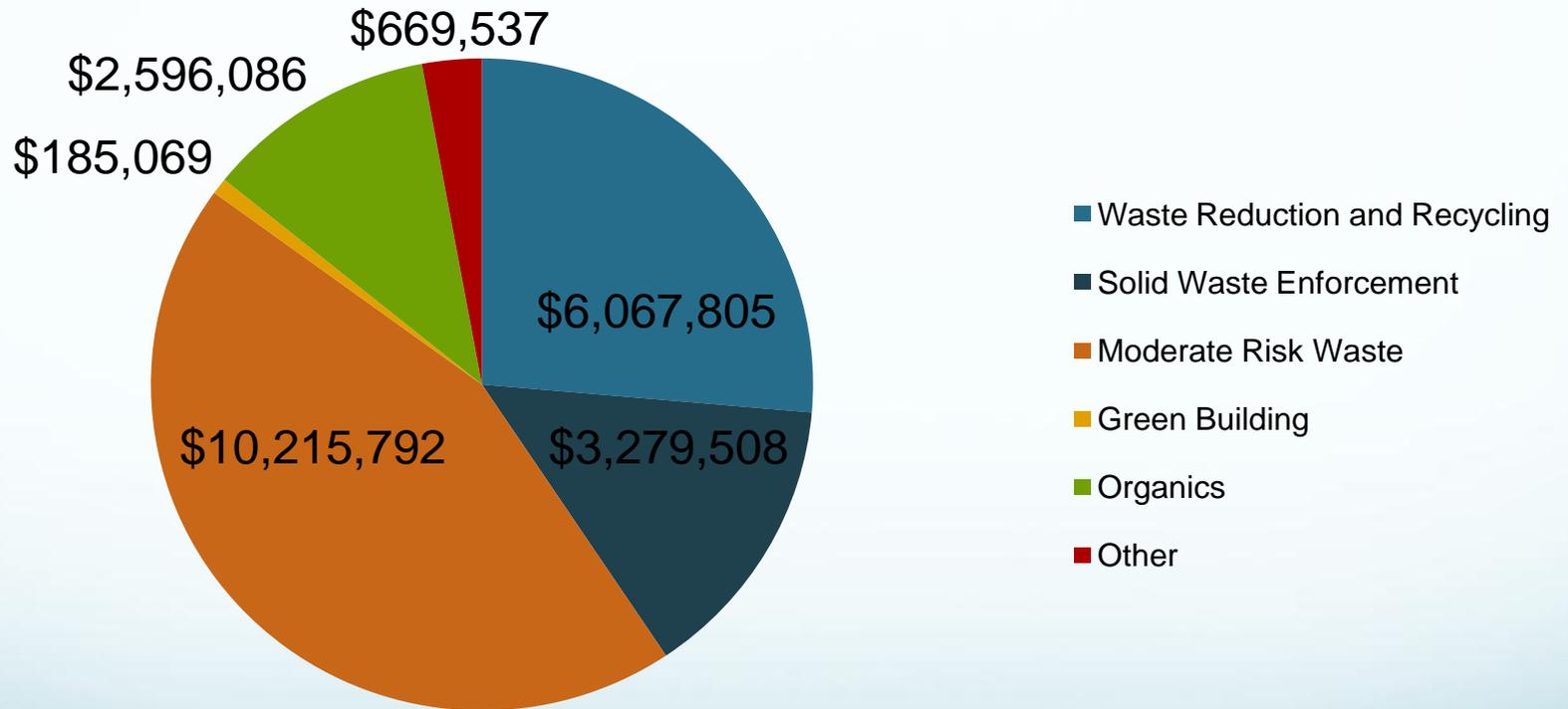
- Grants to local governments for
 - Writing and implementation of Solid and Hazardous Waste Management Plans **“Planning and Implementation Grants”**
 - Solid waste enforcement **“Solid Waste Enforcement Grants”**
- Intergovernmental sharing. *Note:* Counties required to coordinate with signatories to their SW/HW plans.
- Carry out Beyond Waste at the local level
- Good return on investment, with accountability.

Foundation/Fund Source

- Statute: RCW 70.105D and RCW 70.95.130
- Rule: WAC 173.312
- find RCW and WAC here:
<http://www.leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx>
- Local Toxics Control Account (part of Model Toxics Account)

Local Programs

Allocation



Environmental Outcomes



Jefferson County, School Composting/ Gardening



Cowlitz County, MRW Collection



Whatcom County Envirostars



King County Recycled Paving Pilot Project

Brief History

- Consolidated Grant Programs (1991). Operated from Headquarters.
- Regionalization (1997)
- Joint Legislative Audit and Review Committee (JLARC) (2001)
 - Outcome based funding
 - Minimum Threshold Scoring
- Supplemental/Offset cycle (2005)
 - Competitive cycle to use unrequested/unspent funds and proviso funds
- Special provisos with competitive funds
- Managing grant information on the Information Clearinghouse

What do CPG's "clients" want?

- Washington Citizens and Legislature
 - A good return on investment.
 - Environmental outcomes.
 - The program follows state's ethics, contracting and fiscal requirements.

Funding Allocation: Regular Cycle

- The Regular Cycle appropriation provides \$19.1M.
- Agreement effective dates: January 1, 2012 to June 30, 2013 (18 month period).
 - 20% → Solid Waste Enforcement
 - 80% → Solid & Hazardous Waste Implementation

CPG 2012-13 Regular Cycle County Distribution Figures

COUNTY	2010 POPULATION	SOLID WASTE IMPLEMENTATION			SOLID WASTE ENFORCEMENT	CURRENT TOTAL ALLOCATION
		BASE AMOUNT	PER CAPITA AMOUNT (\$1,6794)	TOTAL IMPLEMENTATION		
ADAMS	18,300	\$100,000	\$30,734	\$130,734	\$104,164	\$234,898
ASOTIN	21,700	\$100,000	\$36,444	\$136,444	\$104,164	\$240,608
BENTON	172,900	\$100,000	\$290,373	\$390,373	\$78,125	\$468,498
CHELAN	73,300	\$100,000	\$123,102	\$223,102	\$78,125	\$301,227
CLALLAM	70,100	\$100,000	\$117,728	\$217,728	\$104,164	\$321,892
CLARK	435,600	\$100,000	\$731,558	\$831,558	\$104,164	\$935,722
COLUMBIA	4,150	\$100,000	\$6,970	\$106,970	\$104,164	\$211,134
COWLITZ	100,000	\$100,000	\$167,943	\$267,943	\$104,164	\$372,107
DOUGLAS	38,500	\$100,000	\$64,658	\$164,658	\$78,125	\$242,783
FERRY	7,850	\$100,000	\$13,183	\$113,183	\$52,084	\$165,267
FRANKLIN	75,500	\$100,000	\$126,797	\$226,797	\$78,125	\$304,922
GARFIELD	2,300	\$100,000	\$3,723	\$103,723	\$104,164	\$208,027
GRANT	87,700	\$100,000	\$14,286	\$114,286	\$104,164	\$318,450
GRAYS HARBOR	71,600	\$100,000	\$120,247	\$220,247	\$104,164	\$324,411
ISLAND	81,100	\$100,000	\$136,202	\$236,202	\$104,164	\$340,366
JEFFERSON	9,100	\$100,000	\$49,207	\$149,207	\$52,084	\$251,291
KING	1,937,000	\$100,000	\$3,247,004	\$4,177,004	\$104,164	\$3,451,168
KITKUM	248,000	\$100,000	\$41,162	\$141,162	\$104,164	\$245,326
KOOS	40,500	\$100,000	\$8,017	\$108,017	\$104,164	\$212,181
LEWIS & CLATSOP	21,000	\$100,000	\$4,428	\$104,428	\$104,164	\$208,592
LEWIS	77,000	\$100,000	\$126,965	\$226,965	\$104,164	\$331,129
LINCOLN	10,000	\$100,000	\$17,634	\$117,634	\$104,164	\$221,798
MASCO	57,100	\$100,000	\$95,895	\$195,895	\$104,164	\$300,059
OKANOGA	40,900	\$100,000	\$68,689	\$168,689	\$104,164	\$272,853
PACIFIC	22,100	\$100,000	\$37,115	\$137,115	\$104,164	\$241,279
PEND OREILLE	13,100	\$100,000	\$22,000	\$122,000	\$52,084	\$174,084
PIERCE	814,600	\$100,000	\$1,368,061	\$1,468,061	\$104,164	\$1,572,225
SAN JUAN	16,500	\$100,000	\$27,711	\$127,711	\$104,164	\$231,875
SKAGIT	119,300	\$100,000	\$200,356	\$300,356	\$104,164	\$404,520
SKAMANIA	10,900	\$100,000	\$18,306	\$118,306	\$104,164	\$222,470
SNOHOMISH	711,100	\$100,000	\$1,194,240	\$1,294,240	\$104,164	\$1,398,404
SPOKANE	470,300	\$100,000	\$789,834	\$889,834	\$104,164	\$993,998
STEVENS	44,300	\$100,000	\$74,399	\$174,399	\$52,084	\$226,483

This is your "State Share" or 75% of expenses.

Funding Allocation: ATB

- The Alternatives to Burning (ATB) proviso dedicates up to \$2M for grants to local governments to provide alternatives to backyard burning of organic materials.
- Cities can apply for these funds competitively and separately from the 12-13 Regular Cycle.
- Agreement effective dates: January 1, 2012 to June 30, 2013 (18 month period).

Funding Allocation: Offset Cycle

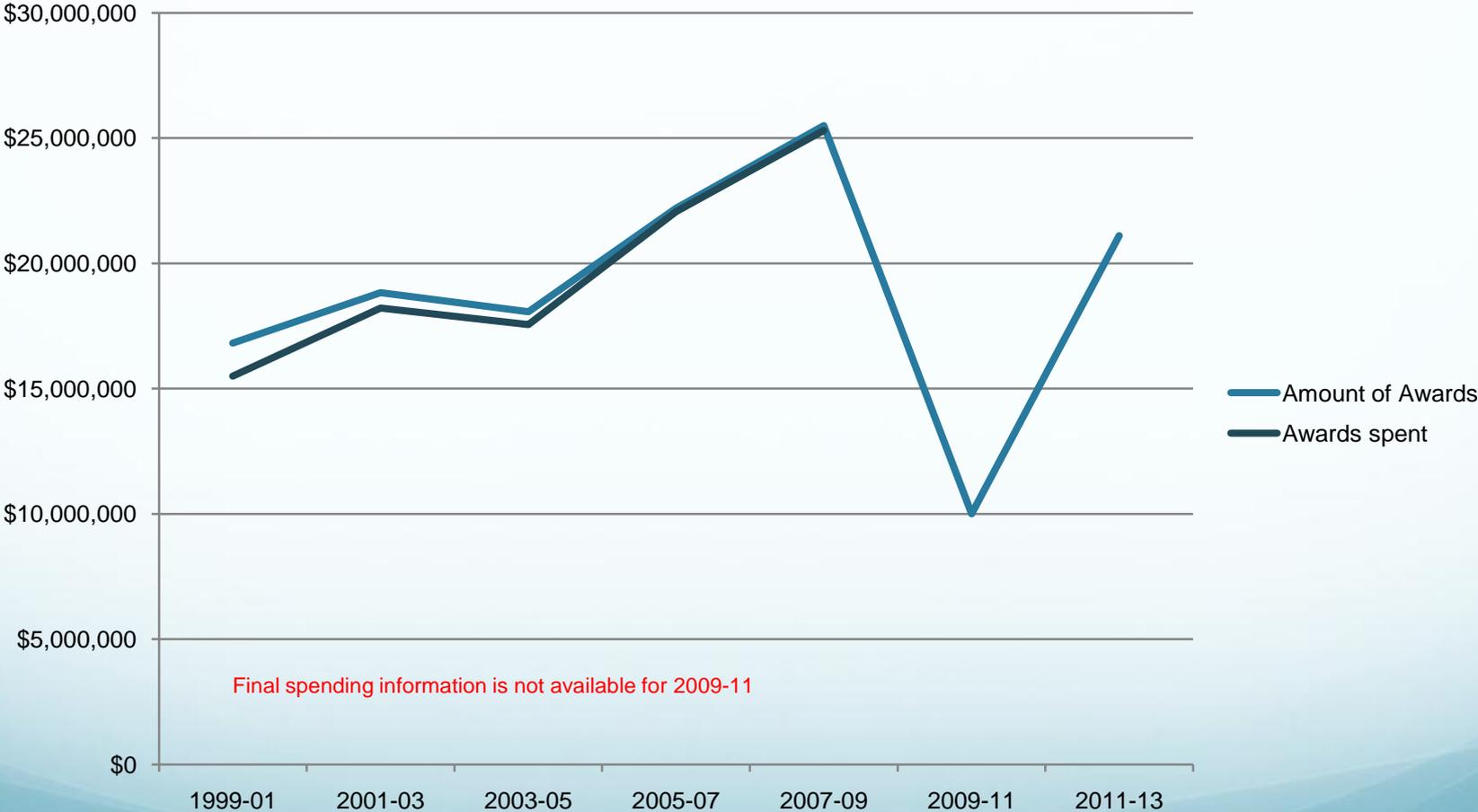
- Ecology will award Offset Cycle grants using a competitive process. Funds will come from unrequested and unspent funds from the regular cycle and ATB cycle.

Tentative Timeline for 2012-2013 CPG Offset Cycle

Feb 2012	Guidelines and application forms available
Feb-April 2012	Pre applications due (strongly encouraged)
April 2012	Final grant applications due
May 2012	Ecology makes funding decision; notifies applicants
July 1, 2012	Grant starting date
June 30, 2013	Grant expiration date
August 14, 2013	Final payment request and progress report due, along with the Final Performance Analysis.

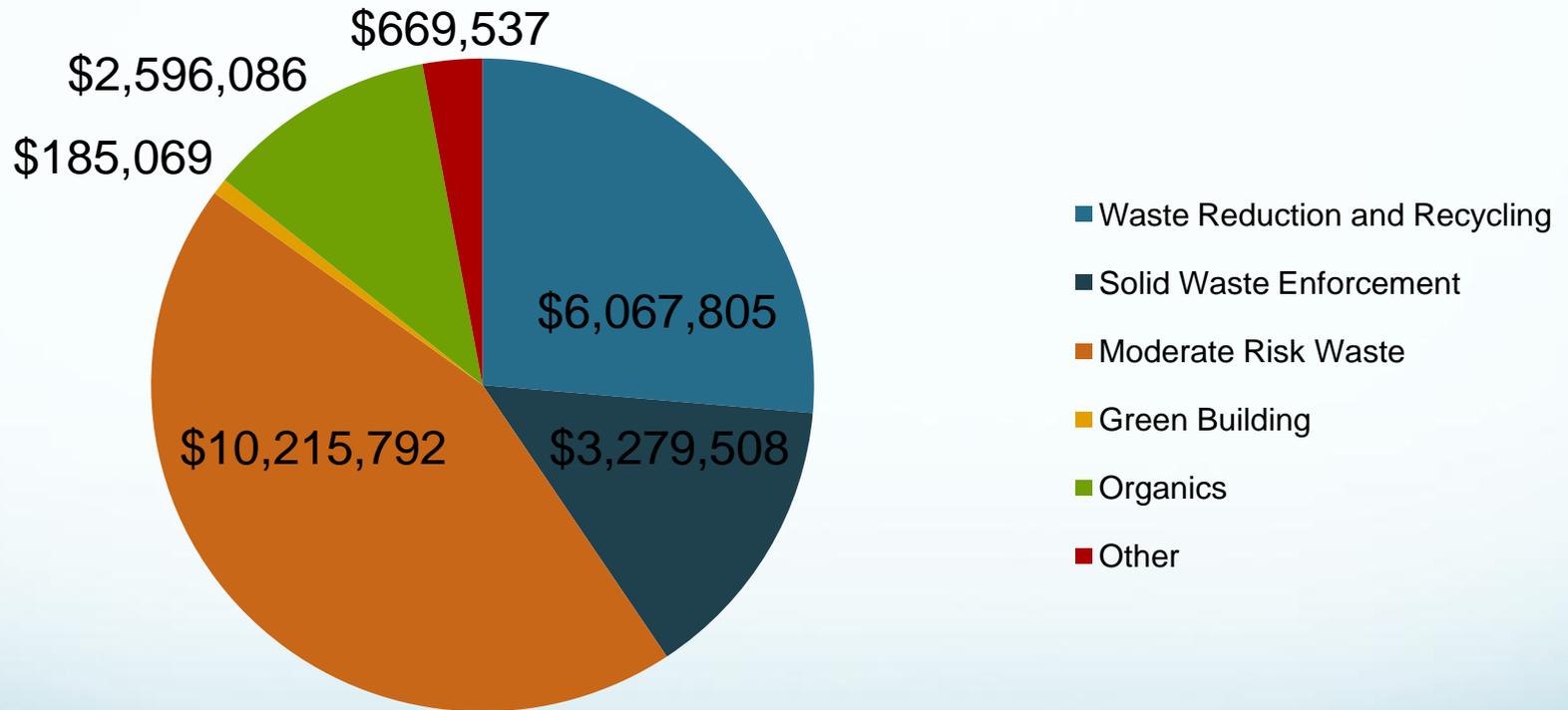
Allocation and Spending

CPG Historical Allocation and Spending

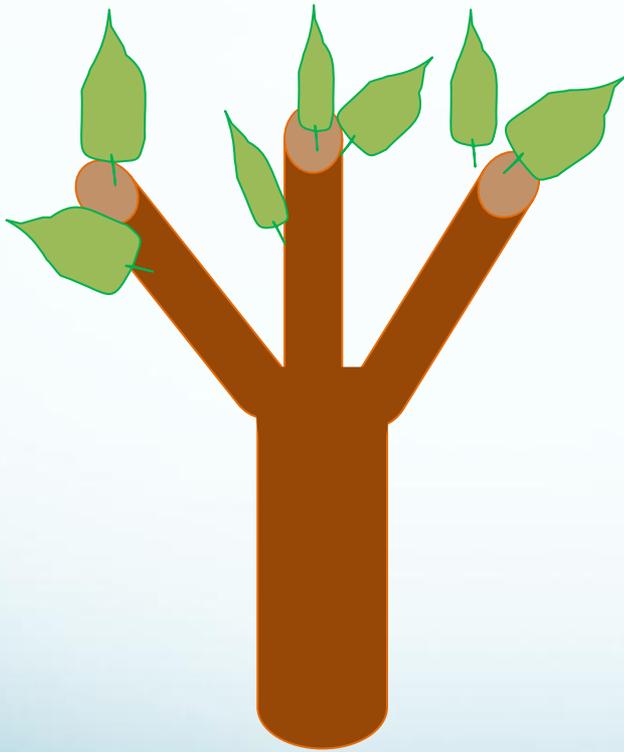


Local Programs

Allocation by Category



Jargon- Category/Task/Activity



One tree represents one
Category-
“Organics”

One branch represents one
Task- (a.k.a. “Project”)
“Backyard Composting”

One leaf represents one
Activity-
“Compost Bin Sales”

Project Details

Title: Backyard Composting Program

New or Ongoing: New Project Ongoing

Recipient/Organization: Cowlitz County Public Works - Kelso

CPG Grant #: G0800387

Start Date: 1/1/2008

Category: Organics

Sub-Categories: On-site Composting

Project Description: The RECIPIENT purchased 300 "Seattle Compost Bins" in 2009 and is in the process of selling them at a reduced rate (\$10 each) to residents of Cowlitz County. Availability of bins will be by communication at WSU Master Gardener compost workshops, through advertising in local garden events and flyer distribution at disposal sites.

Partners: Department of Ecology (financial)
WSU Master Gardeners (communicating availability of bins)

- The six CPG Categories:
- Waste Reduction and Recycling (WRR)
 - Moderate Risk Waste (MRW)
 - Organics (ORG)
 - Green Building (GB)
 - Solid Waste Enforcement (SWE)
 - Other

Project Contact

Name: Don Olson

Title: Solid Waste Manager

Organization: Cowlitz County Public Works - Kelso

Address: 207 Fourth Ave N Kelso WA 98626

Email: olsond.@co.cowlitz.wa.us

Phone: 360 577-3125

Funding

Estimated Funding Actual Funding

Funding Sources: CPG Local Non-Govt

Project Cost: \$24,183.00

Percent CPG funded: 75.00

Other Funding: n/a

Task Eligibility

- It updates or implements an Ecology-approved solid waste or hazardous waste management plan.
- It meets the CPG Program eligibility requirements as outlined in the guidelines.
- It meets “Yellow Book” *Administrative Requirements for Recipients of Ecology Grants and Loans* (the *Yellow Book*), Publication No. 91-18 (rev. 9/05), eligibility requirements.
- Talk with your Grant Officer 😊
- *Note: Increasing organics volumes might not be eligible due to local conditions*

“Scoping” a task

- A “Scope of Work” consists of:
 - Task description
 - Goal statement.
 - Outcome statement.
 - Method of evaluation.
 - Work plan.
 - Budget (a.k.a. “Spending Plan”).

Task Description

- Tell us what you intend to do with the funds.
 - What work /deliverables will be accomplished under this agreement?
 - Who will do the work?
 - Where will the work take place?
 - When will the work be accomplished?
 - Will there be a purchase of any single item costing \$5,000 or greater under this agreement?
 - Will you use a sub-recipient for performance of grant-funded activities?

Goal Statement

- A goal statement explains the problem and how you intend to solve it. It should include the:
 - why
 - who (performs the action)
 - what
 - target audience
- “Our County wishes to divert usable food from disposal to human use, as such use of the food is a higher priority on EPA’s pyramid. Our educators will set up a system to divert usable food from select grocers to the local food bank.”

Outcome Statement

- An outcome statement is measurable. The outcome statement should relate to your Goal Statement and be measured by your Evaluation Method.

“Over the 18-month grant period, Our County estimates it will divert 2 tons of usable food.”

Method of Evaluation

- The evaluation method describes how you will measure success: the tool used to verify your actual outcome.
- Use your grant dollars for evaluation, too! (up to 10%)

“To measure the tons of reusable food diverted, grocers will weigh each pallet that is picked up by the food bank and report the weight to County educators each month.”

Outcome & Evaluation

- The number of brochures distributed is an example of an output, not an outcome. While this may be a necessary activity in your task, it is not what you achieved. What you achieved is something that happens once someone reads the brochure.
- Convert percentages to tons. For example, if you say your recycling rate will increase by 8 percent, convert that to the number of tons diverted.
- CPG has standard conversions that should be used where possible. The complete list of conversions can be accessed at <http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>.
- Often there is more than one outcome for each task. Limit the statement to one or two that describes the biggest impact of your task.

Work Plan

Work Plan and Activities Timeline: A quarter is defined by calendar year and begins with the first three months of the grant period.

Quarter	Activity
<u>Phase One</u>	
Q1	Arrange date and site and vendors for event, begin publicity (flyer development/print/mail),
Q2	Submit progress report only for Q1. Hold Recycling Collection Event, recycle materials
Q3	Prepare and submit progress report and payment request for grant reimbursement for Q2 activities. Arrange date and site and vendors for next <u>event</u> , begin publicity (flyer development/print/mail)
Q4	Submit progress report only for Q3. Hold Recycling Collection Event, recycle materials

Spending Plan Quarter Costs/Totals for 18 Month Grant Cycle

Expenditure Type		Q1	Q2	Q3	Q4	Q5	Q6		
1	Salaries	\$500	\$500	\$500	\$500	\$500	\$500		
2	Overhead	\$125	\$125	\$125	\$125	\$125	\$125		
3	Travel	\$0	\$0	\$0	\$0	\$0	\$0		
4	Contract Services	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000		
5	Purchases	\$5,001	\$0	\$0	\$3,000	\$0	\$0		
Spending Plan Totals		\$10,626	\$5,625	\$5,625	\$8,625	\$5,625	\$10,625		

Spending Plan Quarter Costs/Totals for 18 Month Grant Cycle - CONTINUED

Total Eligible Cost By Expenditure		
1	Salaries	\$3,000
2	Overhead	\$750
3	Travel	\$0
4	Contract Services	\$35,000
5	Purchases	\$8,001
Total Eligible Cost		\$46,751
State Grant Share		\$35,063

6. Itemized Purchases (purchases of at least \$5K/unit value)

Purchase Type: Equipment

Item Description: ATALT-53-4 Refuse Trailer

Item Identification #: VIN: 5RESZ04809S092006

Intended Use: Collect recyclables

Budget
(a.k.a.
Spending
Plan)

Bundling Tasks

- Less tasks in a grant make it easier to manage. It is OK to spend your money on one large task! No brownie points for “doing it all”!
- Bundle Activities that fall under the same Category and work towards the same Outcome into one Task.
- Talk with your Grant Officer, consult the Guidelines, or examine the subcategories in the Information Clearinghouse for more detail.
 - (But don’t sweat it; in the end, your Grant Officer will divide tasks as needed)

Task ideas

- Solid Waste Information Clearinghouse
- Beyond Waste
- Your own!

Grant Management Tips

- Review:
 - The CPG Guidelines
 - The “Yellow Book”
 - Your CPG Agreement
- Maintain a grant file
- Meet reporting and payment deadlines
- Consider managing fewer tasks
- Communicate with your grant officer

CPG Reporting Schedule

Quarter 1 Quarter 5	Quarter 2 Quarter 6	Quarter 3	Quarter 4
(Jan – Mar)	(Apr – Jun)	(Jul – Sep)	(Oct – Dec)
Due: April 30	Due: July 30	Due: Oct 30	Due: Jan 30

Performance Criteria

- Timeliness of Quarterly Reporting
- Accuracy of Budget Planning
- Meets Grant Program Requirements for Payment Requests.
- Meets Scope of Work Expectations
- Meets Grant Program Requirements for Attending Training

Past performance criteria may be factored into the scoring process of any competitive cycles.

Payment Requests

- Required to submit with each payment request:
 - Forms C-2, B-2, and A-19 (signed hard copy)
 - Backup documentation
 - Progress report/s on the Information Clearinghouse
- Download payment request forms at:
<http://www.ecy.wa.gov/programs/swfa/grants/cpg.html>
- Access the Information Clearinghouse as a registered user at: <http://secureaccess.wa.gov/>

Backup Documentation

- Required with each payment request.
- Must be organized by task in the order it was placed on the C2 (or C1).
- Documents must be clear, legible, and support all expenses listed on the C forms.
- Copies of cash receipts, vendor invoices, timesheets, and payroll records.

- Time accounting documents must show each staff person (including contractors or subcontractors billed for goods and services), hourly rate, and number of hours worked per day by task.
- Date of cost incurred = the date that the work was performed, or date of delivery in regard to purchases.

Dates to Remember

- July 11: CPG Guidelines posted to Internet
- July 28: Statewide CPG Webinar meeting 10:00-12:00
- August 30: Deadline for CPG applications (due by 5:00 p.m.)
- For your current grant.....
 - August 15 deadline for payment request for any costs before June 30.