



DEPARTMENT OF
ECOLOGY
State of Washington

Program Guidelines

Public Participation Grants

2019-2021

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For more information about the Public Participation Grants Program, please visit <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Public-participation-grants>

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Program Guidelines Public Participation Grants

2019-2021

Solid Waste Management
Washington State Department of Ecology
Olympia, Washington

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[Appendix A. Chapter 173-321 WAC](#)

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Public Participation Grants – Executive Summary

The Washington State Department of Ecology's (Ecology) Public Participation Grant (PPG) program is a competitive grant program that provides up to \$60,000 per year to qualified individuals and not-for-profit public interest organizations. The purpose of these grants is to facilitate public participation in the investigation and remediation of contaminated sites, and to facilitate implementation of the state's solid and hazardous waste management priorities.

Eligibility Requirements

The PPG program will award funding to either of the following groups:

- Individuals who may be adversely affected by a release or threatened release of a hazardous substance, or
- Not-for-profit public interest organizations based in the State of Washington.

Program Priorities

Priority consideration for PPG will be given to applicants who meet any of the following criteria:

- Facilitate public participation in hazardous substance release sites.
- Facilitate public participation in highly impacted or low-income communities.
- Have not received PPG funding since before July 1, 2017.

Project Categories

PPG will fund two basic types of projects:

- [Contaminated site projects](#) - These projects encourage public involvement in the investigation and cleanup of contaminated sites.
- [Waste management projects](#) - These projects facilitate implementation of the state's solid and hazardous waste priorities.

For more information on developing a grant project see [Part III - Grant project development](#).

Submitting Your Application

To apply for a grant, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL) online grant management system. Make sure you read and understand all of the application instructions. A copy of the instructions will be included with the application in EAGL. The PPG Program will accept applications from March 5, 2019 through April 4, 2019 at 5:00 PM. Find information on EAGL here:

<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>. See Appendix B - PPG Application instructions.

Application Screening and Evaluation

Ecology uses a screening checklist to determine whether your application meets eligibility criteria. Your application must be successfully submitted in EAGL by the deadline in order to be evaluated. Late applications are not eligible.

All eligible applications will be [evaluated](#) against the following criteria:

- Whether the applicant meets one or more of the priority considerations.
- The extent to which the individual applicant, or the community served by the not-for-profit organization, is impacted by the hazardous substance release or the waste management issue addressed by the project.
- The extent to which the applicant has demonstrated the ability to manage grant funds.
- Past performance under a public participation grant.
- The extent to which the applicant has demonstrated the ability to measure the project's outcomes.
- The degree to which the public participation activity will promote or implement the state solid and hazardous waste management priorities.

The applications will receive a numerical score based on the evaluation results. Ecology will develop a ranked list of all applications. Grants will be awarded to the highest-ranking applications within the established program funding. After selecting grants for funding, Ecology will contact all applicants. See [Appendix C - PPG Application Screening and Evaluation Matrix](#).

Grant Management

After an award offer, Ecology and the recipient negotiate the scope of work, performance schedule, budget, and any agreement-specific or special terms and conditions of the agreement. Ecology drafts the agreement and forwards it to the recipient for review and signature.

Review the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#). This document establishes the administrative requirements for all grants and loans administered by Ecology in EAGL. The PPG guidelines may be more stringent than the administrative requirements found in EAGL. If you do not find answers to your questions in either of these documents, contact your grant's financial manager for assistance. See [Appendix D - General Terms and Conditions](#).

Payment reimbursement overview

- The grant is not a cash award. You will be reimbursed for eligible expenses.
- PPG grants do not require matching funds. These grants can pay 100 percent of the grant eligible costs of the project.
- You must submit a complete payment request at least once per quarter, but no more often than once per month.
- You must register as a statewide vendor in order to receive payment reimbursement. Washington State's Department of Enterprise Services (DES) issues all payments. You can complete the registration process online at <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

Progress reports

You must submit a progress report as part of each payment request. Your grant's financial manager cannot process a payment request without a progress report.

Grant Renewal

PPG agreement renewals are a requirement in order to receive the second year of funding. Ecology will monitor your performance to determine whether your grant will be renewed after the first year. Your grant's financial manager monitors performance through your payment requests and progress reports.

Part I: Introduction

A. Purpose

The Washington State Department of Ecology's (Ecology) Public Participation Grant (PPG) program is a competitive grant program that provides up to \$60,000 per year to eligible individuals and not-for-profit public interest organizations. The purpose of these grants is to facilitate public participation in the investigation and remediation of contaminated sites, and to facilitate implementation of the state's solid and hazardous waste management priorities.

The authority and method of funding for the PPG program is in chapter 70.105D RCW, Model Toxics Control Act (MTCA). MTCA requires that one percent of the revenue from the Hazardous Substance Control tax fund these grants. The state currently plans to allocate approximately \$2.5 million to the PPG program for the 2019-21 biennium.

These guidelines provide information about Public Participation Grants (PPGs) including eligibility requirements, application procedure, and the criteria Ecology uses to evaluate and award grants. They also provide information to help you manage your grant, if awarded. All grant applicants should read and understand these guidelines along with the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#) before entering into a grant agreement with Ecology.

B. Program updates

Ecology adopted changes to [Chapter 173-321 WAC, Public Participation Grants](#) on June 28, 2017. The updated rule resulted in the following changes:

- Individuals can apply for a grant. Previously only three or more unrelated individuals could apply.
- Priority considerations for grants. Facilitating public participation in highly impacted or low-income communities is now a priority consideration.
- Tribal not-for-profit organizations can apply for grants.
- Application evaluation criteria were revised and clarified.
- Purchases of tools up to \$5,000 are allowed if Ecology determines them necessary to implement the project.
- An annual grant renewal process based on performance was incorporated.

There are no new updates for the 2019-21 cycle.

C. Eligibility requirements

The PPG program will award funding to either of the following:

- Individuals who may be adversely affected by a release or threatened release of a hazardous substance; or,
- Not-for-profit public interest organizations based in the State of Washington.

Individuals who consider applying should consult with a financial advisor since their funding may be subject to federal and/or state taxation.

The following individuals and organizations will *not* be eligible for PPG funding:

- Any person potentially liable for a release of a hazardous substance, as defined by [MTCA](#) (see [RCW 70.105D.040](#)).
- Local governments, including any political subdivision, regional governmental unit, district, municipal, or public corporation, including cities, towns, and counties. This includes any department within a city, town, special purpose district, or county.
- Federal and state governments or agencies.
- Federally recognized Indian tribes, as a governing body with the following exceptions:
 - Individual tribal members who may be affected by the release or threatened release of a hazardous substance; and,
 - Not-for-profit tribal organizations.
- Public and private universities.
- Any organization located outside of Washington State.

Multiple applications and fiscal sponsors

Organizations may submit more than one Public Participation Grant (PPG) application for two reasons:

1. They may have more than one project they want to implement, or
2. They are acting as a “fiscal sponsor” for another organization.

Some organizations may be capable of implementing a project but may not have the resources to administer a grant. In these cases, another organization may act as a fiscal sponsor of the implementing organization. Fiscal sponsors submit the application and sign the grant agreement. Fiscal sponsors may also submit payment requests and progress reports on the sponsored organization’s behalf. This is usually the extent of their involvement in the project.

The PPG application asks both organization and project related questions. The organization questions will be, for the most part, concerning the fiscal sponsor. The implementing organization should be identified in the project and task descriptions. The implementing organization may also be listed as an additional signatory on the Recipient Contacts form.

Ecology may limit the number of grants given to one applicant if total requests received exceed the biennial budget. This limit will apply to the organization implementing the projects. This will not apply to fiscal sponsors unless they sponsor multiple projects for one organization.

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

D. Program priorities

Priority consideration for PPG will be given to applicants who meet any of the following criteria:

- Facilitate public participation in hazardous substance release sites.
- Facilitate public participation in highly impacted or low-income communities.

- Have not received PPG funding since before July 1, 2017.

Applicants may qualify for any or all of these priorities and will receive additional points in the application evaluation process.

E. Project categories

PPG will fund two basic types of projects:

- Contaminated site projects
- Waste management projects

Contaminated site projects

These projects encourage public involvement in the investigation and cleanup of contaminated sites. To receive priority consideration as a hazardous substance release site, a project must fall into at least one of these three categories:

- Involve a site on Ecology's Hazardous Sites List or Confirmed and Suspected Contaminated Sites List. You will find the lists here:
[Hazardous Sites List](#)
[Confirmed and Suspected Contaminated Sites List](#)
- Involve a hazardous waste facility undergoing remedial action under the Resource Conservation and Recovery Act. For a list of these sites, see [Dangerous Waste Cleanup Sites](#).
- Involve a site on the U.S. Environmental Protection Agency's (EPA) National Priorities List (Superfund). To view Washington state sites on the EPA's National Priorities List online, see [National Priorities List-WA](#).

The following activities are typical for cleanup oversight projects:

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

Waste management projects

The PPG program funds projects that implement the state's solid and hazardous waste priorities. Your project must clearly identify a waste problem. The project must have measurable goals that offer practical ways to prevent, solve, or reduce the problem. The project must measure the outcome of those goals.

The waste management priorities related to both solid and hazardous waste are, in descending order:

Hazardous waste:

1. Waste reduction.
2. Waste recycling.
3. Physical, chemical, and biological treatment.
4. Incineration.
5. Solidification/stabilization treatment.
6. Landfill.

Solid waste:

1. Waste reduction.
2. Recycling, with source separation of recyclable materials as the preferred method.
3. Energy recovery, incineration, or landfill of separated waste.
4. Energy recovery, incineration, or landfill of mixed municipal solid wastes.

As the state's highest priority, waste reduction projects will receive extra points in the evaluation process. The following are examples of waste reduction projects for both solid and hazardous waste:

- Reducing single use plastic products.
- Reducing toxics in products and processes.
- Food waste prevention.
- Green chemistry.
-

Please see Ecology's [The State Solid and Hazardous Waste Plan: Moving Washington Beyond Waste and Toxics](#) for more examples of waste management projects.

Part II: Definitions

Agreement means the formal, written contractual document that details the terms and conditions, scope of work, budget, and schedule of the grant that is signed by the authorized signatories of the recipient and Ecology.

Agreement effective date means the earliest date on which eligible costs can be incurred.

Agreement expiration date means the latest date on which eligible costs can be incurred.

Agreement signature date means the date the agreement is signed by the Ecology authorized signatory.

Amendment means an agreement that details the changes or revisions to the terms and conditions of the grant that is signed by the authorized signatories of Ecology and the recipient.

Application means an EAGL document used by the applicant to request funding assistance from a funding program.

Authorized signatory means a person designated by the recipient or by Ecology to sign a grant agreement and amendments.

Backup documentation means documents to support all expenditures reported on a payment request.

Benefits means the cost of employment fees/taxes required by law and paid by the employer, such as social security, Medicare, pension/retirement, health insurance, state industrial insurance, and unemployment insurance. Benefits are part of the recipient salary and benefit cost when calculating the indirect charge for a project.

Bid means a written offer to provide materials, supplies, services, and/or equipment in reply to a formal solicitation, such as an Invitation for Bid or Request for Bid.

Biennium means a 24-month fiscal period, starting July 1 of an odd-numbered year and ending June 30 of the following odd-number year.

Budget means planned expenditures by task for a project.

Cash expenditures means any cash expended by the recipient, regardless of the source of the funds, for project-related costs, including:

- Direct costs of goods and/or services.
- Salaries and benefits of recipient employees.
- Indirect costs.
- Payments made to contractors.

Closeout means the process by which all administrative matters relative to a grant are reconciled in order to close the file.

Closeout report means a data form that collects information about the accomplishments of a closing grant from Ecology's perspective. Some of the data is collected at the task level and some is collected at the agreement level.

Competitive solicitation means a documented process of soliciting bids or proposals from a sufficient number of bidders to assure equal and open competition according to state laws or an entity's procurement policies, and resulting in an award selection based on predetermined criteria.

Contract means a written and legally binding agreement that has the principal purpose of procuring, by purchase or lease, goods or services for the direct benefit of the project.

Contractor means any entity whose payment comes directly from the recipient for goods or services received under a contract.

Cost means a charge made to a project (cash expenditures). PPG does not allow in-kind contributions.

Data Universal Numbering System (DUNS) means a system developed and regulated by Dun and Bradstreet that assigns a unique numeric identifier to a single business entity.

Deliverable means an item or activity identified in an agreement that requires completion by the recipient before Ecology approves reimbursement or completion.

Eligible cost means a cost that meets all eligibility criteria established in the terms of the agreement and funding program guidelines.

Emergency means an occurrence warranting public participation that occurs after the deadline for grant applications such as:

- An unforeseen release of a hazardous substance at an existing site or a newly discovered site.
- An unanticipated decision by Ecology concerning remedial action at a site or publication of a remedial investigation/feasibility study or risk assessment.
- Discovery of a technical assistance need that was not foreseeable before the grant application period.

Emergency grant means a public participation grant in the hazardous substance category for an emergency as defined in this guideline.

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

Expenditure means a payment made by the recipient for project related costs. Expenditures are categorized by type of cost.

Federally recognized Indian tribal government means the governing body or governmental agency of any Native American Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

Financial manager means the person responsible for the financial, administrative, and project management aspects of an agreement.

Funding opportunity means funding that is available to applicants.

Funding program means a financial assistance program with a distinct set of requirements that provides grant or loan funding to eligible applicants.

Grant means an award of financial assistance given to a recipient to carry out work for a public purpose or public good authorized by law, and including certain requirements.

Grant amount means the maximum dollar amount of financial assistance for reimbursement to the recipient. The terms of the agreement clarify what is eligible for reimbursement.

Lobbying means attempting to influence the passage or defeat of any legislation by the legislature or the adoption or rejection of any rule, standard, rate, or other legislative enactment of any state agency under the state Administrative Procedure Act, chapter 34.05 RCW. Lobbying does not include an organization's act of communicating with the members of that organization, unless the communication's purpose is to influence legislation.

Local government means a county, municipality, city, town, township, municipal corporation, quasi-municipal corporation, local public authority, conservation district, school district, special

district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

Outcome means the environmental result, effect, or consequence that will occur from carrying out a program or activity related to the goal or objective of a grant or loan.

Output means an environmental activity or effort and associated work products related to the goal or objective completed by a specified date.

Overhead costs means a term often used interchangeably with Indirect Costs. Costs that benefit more than one activity or cost objective of the recipient (including grant project), that cannot be easily or readily directly assigned to an objective of the project.

Overtime means employee hours in excess of the Fair Labor Standards Act.

Payment request/progress report (PRPR) means a data entry form used to report agreement expenditures and/or progress by task.

Personal property means property of any kind except real property. It includes tangible (having physical existence) or intangible (such as patents, inventions, and copyrights).

Prior authorization means written documentation authorizing the recipient to incur eligible project costs before the execution of the agreement.

Program manager means the manager of Ecology's Solid Waste Management program.

Project means a specific, connected set of activities that are eligible for funding and have explicit objectives and a predetermined cost. One or more grants or loans may fund a project.

Recipient means an entity approved to receive a grant from one or more funding programs.

Recipient billing contact means the person designated by the recipient to be the main contact for billing issues related to the grant or loan.

Recipient project manager means the person designated by the recipient to be the main contact for project management issues related to the grant or loan program.

Scope of work means the objectives, tasks, and deliverables to be accomplished under an agreement.

Statewide vendor number means a number issued by the Department of Enterprise Services Statewide Payee Desk. A statewide vendor number is required for recipients to receive a disbursement.

Supplies means all tangible personal property other than tools or equipment necessary to carry out a scope of work with a useful life of less than one year and an acquisition cost of less than one thousand dollars.

Suspension means the temporary withdrawal of the authority to obligate previously awarded project funds pending either corrective action or agreement termination.

Task means an activity that needs to be accomplished within a defined period of time or by a deadline.

Task goal means a description of why the task is necessary. It further defines successful completion with a task outcome.

Task outcome means the environmental result, effect, or consequence that will occur from carrying out the task.

Technical advisor means responsible for one or more of the following: technical review of a proposed agreement; technical evaluation of applications; review and approval of interim and final technical deliverables when needed and at the request of the project manager.

Termination means the action of ending an active agreement between parties and the permanent withdrawal of the authority to obligate previously awarded project funds before the agreement expiration date.

Terms of agreement means all requirements of the grant or loan, whether in statute, regulations, administrative requirements, program requirements, or the agreement document.

- **Agreement - specific terms and conditions** means terms and conditions that apply only to a specific agreement.
- **General terms and conditions** means terms and conditions that apply to all Ecology grants and loans. See [Appendix D - General Terms and Conditions](#).
- **Special terms and conditions** means terms and conditions that apply only to agreements under a specific funding program.

Third party means an entity that is not part of the grant agreement.

Tools means tangible (having physical existence), personal property with a useful life of more than one year and an acquisition cost of less than \$5,000 per functional unit.

Total cost means the total cost of the project. Some costs may not be eligible under the agreement.

Total eligible cost means the total cost of the project that is eligible under the agreement.

Part III: Grant Project Development

These guidelines will help you plan, describe, and complete a successful PPG project. Not every suggestion below is relevant to both contaminated site and waste management projects.

A. PPG Project Elements

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

- Focus on a specific, manageable waste problem or contaminated site.
- Have clearly defined goals and measurable outcomes that demonstrate public benefit.
- Use educational materials and activities that match their audiences. This could include translation of materials into other languages.
- Promote awareness and motivate action.
- Involve the whole community.

PPG projects should:

- Identify the causes, sources, and effects of pollution on all members of a community, regardless of ethnicity or socio-economic status.
- Help citizens provide informed feedback during public comment periods on site cleanup documents.
- Teach citizens to become aware of how their activities affect the environment.
- Encourage citizens to adopt responsible practices in their homes, schools, and businesses to prevent, reduce, or clean up pollution.

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

Identify the problem or issue

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

Identify possible solutions

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

- Do you have adequate skills, knowledge, and capacity?
- Are you collaborating with other individuals or groups?
- Can you complete the project between July 1, 2019 and June 30, 2021?
- Does your solution address the problem?

Implement the project

Tasks

Part of an effective environmental education and outreach project is a list of tasks. Tasks are specific activities you complete to move toward your project goals.

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

Project description

- Show quantifiable measures that support the project goals.
- Describe how you will document and measure behavior change.
- Clearly describe the benefit to the environment and the public.
- Show a direct return on the investment of public funds.
- Show how you can accomplish tasks within project timelines.

B. Measuring Results

Ecology wants each PPG project to achieve the best possible measurable results for the time, money, and effort invested. Projects may include both outputs and outcomes.

Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. All applicants must clearly identify their outputs in the scope of work. Grant recipients are required to submit quarterly status reports about their progress towards achieving outputs throughout the project.

Examples of outputs include:

- Pounds of hazardous materials reduced through pollution prevention or source reduction.
- Number of individuals reached with an education and outreach campaign.
- Number of oil spill prevention kits distributed to small businesses.

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related, or programmatic, should be quantitative, and may not necessarily be achievable during the project period.

A PPG project should include at least one short-term outcome including, but not limited to: increased learning, knowledge, skills, attitudes, and motivation, and should be achievable during the project. Examples of short-term outcomes are:

- Increased resources to benefit highly impacted communities.
- Increased access to information and tools that increase understanding of an issue.
- Decreased use of pesticides.

C. Project Budget

Every grant agreement has a predetermined budget detailing how the funds will be spent. Ecology and the recipient negotiate the predetermined budget before signing the agreement. The budget will outline individual costs by task.

Project Administration is a required task that covers the recipient's costs of administering the project. This task is developed by Ecology. The recipient develops all other tasks in the application. Each task description should outline how the task funds will be used. Will they cover staff salaries, travel, supplies, or other costs?

In your application, estimate the cost per task of the following:

- Coordinating and supervising project staff. An hourly salary rate for each task is necessary. Salary and benefits should not exceed \$50 per hour. Staff time is limited to 40 hours per week unless prior approval by Ecology is given. This does *not* apply to contracted work such as technical experts.
- Renting space and audio-visual equipment for any grant-sponsored event.
- Compiling and printing materials, or adapting and copying materials.
- Mailing, delivering, and distributing material.
- Advertising.
- Bookkeeping, reporting, and evaluating.
- Contracting for technical assistance.
- Travel.
- Any other anticipated expenses.

Project Cost Categories

Project costs occur under three categories described below:

- *Eligible costs* may be allowed for a project funded through Ecology.
- *Conditionally eligible costs* are allowable only under certain conditions.
- *Ineligible costs* are not reimbursable.

Grant funds may be used only to reimburse eligible cash expenditures. Eligible cash expenditures are reimbursable, in whole or in part, with grant funds. The recipient cannot receive reimbursement in excess of actual cash expenditures. Grant funds may not be used for a financial gain to the recipient.

To be eligible, a cost must be:

- Necessary and reasonable for efficient completion of the project. Necessary costs are determined by the nature and scope of the project as detailed in the agreement terms.
- Authorized or not prohibited under federal, state, or local laws and regulations.
- Conformed to the project budget and any other financial limitations in the agreement terms.
- Incurred on or after the effective date of the agreement and on or before the expiration date.
- Adequately documented and supported by invoices, time sheets, or other required documentation.
- Consistent with standard business practices.
- Billed to one project only. Costs split between projects are acceptable, but the billing cannot have the same cost billed to two separate projects.

Eligible Costs

In general, the following costs are eligible:

Accounting - establishing and maintaining accounting and other information systems required to manage the project.

Advertising - advertising media includes newspapers, magazines, radio, television programs, direct mail, exhibits, trade papers, etc.

Only the following advertising purposes are eligible:

- Recruiting personnel needed for the project.
- Soliciting bids to procure project-related goods and services.
- Advising the public about a project activity.
- For other purposes specifically provided for in the agreement.

Communications - project-related costs incurred for paper and electronic communications, including, but not limited to local telephone systems and service, mobile phone service, voicemail, long distance, toll-free, facsimile (fax), private branch exchange (PBX), website design and maintenance, web communication interfaces (for example Skype and WebEx), internet access, postage, messenger service, and other similar expenses. Websites must be solely dedicated to the project. Recipients may not use websites to solicit organizational donations.

Compensation for services - wages, salaries, and benefits - paid currently or accrued - for services rendered under the agreement, including compensation for the recipient's employees, for consultants, or other necessary services. Such compensation is eligible if it is:

- Is reasonable for the services rendered and consistent with compensation paid for similar work in the recipient's labor market.
- Complies with local, state, or federal laws or rules governing procurement.
- For services rendered that are not compensated by any other governmental entity, recipient, or sub-recipient.

Education and outreach - Activity generally associated with education or outreach can include, but is not limited to, presentations, workshops, tours (of sites or facilities), demonstrations, exhibits, and displays. Education and outreach includes associated materials such as brochures, flyers, CDs, and other marketing materials (see Advertising).

Equipment rental - rental charge, if the total project cost does not exceed the fair market value of the equipment, and the costs are consistent with rental rates in the recipient's market.

Printing and reproduction - materials such as forms, reports, manuals, publications, peer reviewed journals, or informational literature relating to the project.

Supplies - purchased items necessary to complete the project. Purchases charged to the project have to be at their actual cost after deducting all cash discounts, trade discounts, rebates, and allowances received by the recipient.

Taxes (or payments in lieu of taxes) - taxes related to the project.

Transportation of goods - shipping and handling freight, express, postage, and other transportation costs relating to goods purchased or moved.

Travel expenses - In-state transportation, lodging, subsistence, and related travel cost items incurred by recipient's employees while in travel status on official business necessary for the project. Ecology must approve out of state travel in writing.

Entering into an Ecology grant agreement means the recipient agrees to follow state travel requirements. Travel reimbursements cannot exceed state rates. For state travel regulations, see [Chapter 43.03 Revised Code of Washington \(RCW\)](#); and [Chapter 10 of the State Administrative & Accounting Manual \(SAAM\)](#) from the Office of Financial Management.

Travel costs are either on an actual basis or according to state per diem and mileage rates. The charged method used applies to an entire trip and charges must be consistent with the recipient's policies and procedures.

Contractor travel costs are reimbursed at the current state rates.

Conditionally eligible costs

Conditionally eligible cost reimbursements require prior written approval by Ecology, unless identified as eligible in the agreement. Requests for conditionally eligible costs must be approved in writing.

In general, the following categories of costs may be conditionally eligible:

Advisory councils - advisory councils or committees established according to federal or state requirements to carry out the project.

Childcare - childcare expenses if needed for community events or meetings. This is for the public only and not for the recipient's childcare needs.

Conferences and meetings - facility or meeting room rental, registration fees, supplies, speaker costs, contracts with facilitators, etc., when the primary purpose of the conference and meeting is necessary for the project.

Computers and other electronic devices - hardware, software, and/or licenses directly related to the project. Includes laptop computers, cameras, tablets, recorders, projectors, and other electronic devices. Includes rental costs, use allowances, or the acquisition cost.

Expedite/rush charges - special (urgent, overnight, next day) shipping charges or other services directly related to the project that were necessary for performance of the project.

Light refreshments - light refreshments served at a conference, seminar, or meeting, when specifically provided for an event that relates to the project. Light refreshments include nonalcoholic beverage and edible items commonly served between meals, such as tea, coffee, soft drinks, juice, doughnuts, cookies, sweet rolls, pieces of fruit or cheese, but not when served as a substitute for meals.

Overtime compensation - straight salaries and benefits for employee hours in excess of 40 per week. Overtime will only be reimbursed when there is written prior approval by Ecology.

Overtime differential - overtime may be eligible only when 100 percent of an employee's time is spent on tasks specific to the project.

Rental of office space - privately or publicly owned buildings, if the costs do not exceed the rental costs of similar facilities in the same area.

Training and education - Recipients' training for employee development that directly benefits the project.

Stipends - Stipends paid to participants in focus groups for the purpose of gathering information related to the project.

Ineligible Cost Categories

The following costs are ineligible:

Alcohol - See "light refreshments" under eligible expenses.

Bad debts - any losses arising from uncollectible accounts and other claims and related costs.

Contributions to a contingency reserve - any funds set aside by the recipient to reimburse unanticipated expenses.

Depreciation - of facilities or equipment.

Entertainment - amusements, social activities, and any related incidental costs, including meals, beverages, lodging, rentals, transportation, and gratuities.

Fines and penalties - costs resulting from violations of, or failure to comply with, federal, state, or local laws.

Illegal costs - costs incurred as a result of procurement practices not in compliance with state or federal procurement laws may be ineligible and not reimbursed at the sole discretion of Ecology.

Interest and other financial costs - interest on debt, bond discounts, cost of financing and refinancing operations, and legal and professional fees except when authorized by federal or state legislation.

Late / past due fees - incurred by failing to pay vendor invoices, permit fees, or to return items in a timely manner.

Legal expenses - related to claims against Ecology.

Legislative expenses - salaries and other expenses of members of the state Legislature or similar local governmental bodies (for example, county boards), if incurred in the members' official capacity.

Lobbying - expenses related to lobbying activities.

Maintenance equipment purchases - equipment purchased for maintenance or upkeep of project land or a building site (for example lawnmowers, snow removal equipment, shovels, and brooms).

Maintenance and repair - maintenance and repair work that adds to the permanent value of the property or appreciably extends its designed life.

Meals - See "light refreshments" under eligible expenses.

Other project costs –Costs that are determined to be ineligible for one project may not be charged to another project.

Personal injury compensation - or damages arising out of the project, whether determined by adjudication, arbitration, negotiation, or otherwise.

Types of costs- direct and indirect

Direct costs

Direct costs are costs identified specifically with a particular objective of the project, such as:

- Compensation of employees for the time worked on the project.
- Cost of materials, equipment, and supplies purchased for the project.
- Cost of services specifically used for the project.
- Cost of approved capital expenditures used specifically for the project.
- Costs of services furnished for the project by other entities.
- Costs identified as eligible or approved conditionally eligible.

The recipient must compute the direct charges in the same way they calculate costs related to any other recipient activity. For instance, if the recipient's motor pool normally bills vehicle mileage back to individual jobs, then the same method will apply to mileage related to the project. Otherwise, the cost must be included in indirect cost.

Indirect costs

Indirect costs, sometimes called overhead costs, are business or operational costs incurred for a common purpose. They are not directly connected with a specific project. Indirect costs include costs incurred by the recipient, and may include costs incurred by others who supply goods, services, or facilities to the recipient, such as:

- Utilities for a facility used for both project-related and non-project-related recipient activities.

- Maintaining a department that provides services to a project, as well as other recipient activities (for example, a warehouse or mailroom).
- Supervisory staff or management who oversee project activities and other, non-project related recipient activities.

There is no universal rule for classifying certain costs as either direct or indirect. A cost may be indirect with respect to some of the recipient's functions, but be considered direct with respect to a particular project. It is important that each cost item continues throughout the project either as a direct or indirect cost.

Examples:

Communication is included in the indirect rate, and the intention is to cover the basic telephone and cell phone charges associated with maintaining contact with the recipient. However, long distance calls associated directly with the project may be direct billed.

Insurance is included in the indirect cost (for example, the project portion of the recipient's regular fire and liability insurance). Insurance policies for a specific project may be directly billed.

Recipients may charge a maximum indirect rate of 30 percent of salaries and benefits for the recipient's employees for time worked specifically on the project, subject to Ecology approval.

Costs normally included in the indirect rate

The following costs may be included in the indirect rate:

- **Communication** - includes line charges for telephone, cell phone, pagers, and fax machines; internet service; and postage charges.
- **Fuel consumed** - to generate power or provide heat.
- **Insurance** - fire, casualty, theft, bonds, liability, etc.
- **Internal interfund services** - costs to other recipient departments for services rendered jointly to the project and other recipient activities.
- **Office furnishings and operating supplies** - office furnishings, stationery/supplies, forms, cleaning supplies, etc.
- **Operating rentals and leases** - rental costs for facilities or equipment that are shared by the project and other recipient activities (for example, buildings or copy machines).
- **Utility services** - water, electric, gas.

Part IV: Application and evaluation process

A. Submitting your application

To apply for a grant, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL) online grant management system. Make sure you read and understand all of the application instructions. A copy of the instructions will be

included with the application in EAGL. The PPG Program will accept applications from 8:00 a.m., March 5, 2019 through 5:00 p.m., April 4, 2021 at 5:00 p.m. You may find more information on EAGL here: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>.

Your Ecology PPG grant officer's title is Financial Manager in EAGL.

Financial managers:

- Negotiate with the recipient to develop the grant budget, scope of work, and performance schedule.
- Act as the central agency contact for the recipient.
- Review costs for eligibility, monitor project progress, and approve payment requests.
- Respond to budget deviation and determine appropriate action.
- Provide technical assistance and coordinate the review and approval of recipient work products.

Once PPG financial managers have reviewed applications for eligibility, they may request additional or clarifying information about items mentioned in your application.

You may submit applications for multiple projects. However, Ecology may limit recipients to one grant if total amount of funding requested by all applicants exceeds the biennial budget. Ecology may also fund only a portion of the amount requested in an application.

See Appendix B - PPG Application Instructions for an example of the PPG application.

B. Application screening and evaluation

Screening checklist

Ecology uses a [screening checklist](#) to determine whether your application meets eligibility criteria. Applications must be successfully submitted in EAGL by the deadline in order to be evaluated. Late applications are not eligible.

The applicant must be an individual who is adversely affected by a release or threatened release of a hazardous substance or a not-for-profit public interest organization. Individuals applying will be required to provide three letters of support and/or three references with their application. Ecology employees cannot be references or provide letters of support. Not-for-profit organizations must provide documentation of registration with the Secretary of State.

Finally, the project must facilitate public participation in either:

- The investigation and remediation of a release or threatened release of a hazardous substance, or
- The implementation of the state's solid and hazardous waste management priorities.

If you fail to meet any of these conditions, you will not be eligible for funding. All eligible applications will be evaluated.

Application evaluation

All eligible applications will be evaluated against the following criteria:

- Whether the applicant meets one or more of the priority considerations. Meeting any or all of the priority considerations will result in additional points in the application scoring process.
- The extent to which the individual applicant, or the community served by the not-for-profit organization, is impacted by the hazardous substance release or waste management issue addressed by the project.
- The extent to which the applicant has demonstrated the ability to manage grant funds.
- Past performance under a public participation grant. For the 2019-21 cycle, only PPG recipients from the 2017-19 cycle will be evaluated on this criterion. Recipients will be scored on timeliness of payment requests and rate of spending funds.
- The extent to which the applicant has demonstrated the ability to measure the project's outcomes.
- The degree to which the public participation activity will promote or implement the state solid and hazardous waste management priorities.

See [Appendix C](#) for a copy of the screening checklist and evaluation scorecard.

Priority considerations will be evaluated as follows:


Hazardous substance release sites

Contaminated site grants evaluation occurs under the following criteria:

- State cleanup sites (MTCA or RCRA) will receive points based on the site's ranking using the Washington Ranking Method (WARM). You can find a site's ranking on the [Hazardous Sites List](#) or the [Confirmed and Suspected Contaminated Sites List](#). Sites are ranked from one through five with one being the highest risk. Sites that have not been ranked will be considered "fives".
- Sites on the National Priority List (Superfund) will receive points based on the site score. A NPL site score can be found on the [National Priorities List-WA](#).

Highly impacted and low-income communities

Ecology will use Department of Health's (DOH) Washington Tracking Network (WTN) Environmental Health Disparities (EHD) index to determine which communities are considered to be highly impacted communities. This will be used for projects that are centered in a specific geographic location. For the purposes of screening and evaluating PPG applications for 2019-21 funding, communities that receive a ranking of at least eight on the WTN EHD index will be considered highly impacted.

For more information on WTN go to <https://fortress.wa.gov/doh/wtn/WTNIBL/>. Select "Environmental Health Disparities" to load a statewide map. Then select the "locate yourself" icon  and enter the zip code where your project is located. Find the EHD index rank for your location on the legend on the right.

If your project is not located in a specific geographic location, you may still qualify for additional points if your project is focused on low-income and/or limited English speaking populations. Low-income means households where the household income is less than or equal to twice the federal poverty level.

Applicants must provide information that shows their project meets either one of these criteria in order to qualify for this priority consideration. You do not need to qualify for both.

No PPG funding for the last two biennia

There were no PPGs during the 2015-17 biennium therefore, for the 2019-21 application, this will benefit any individual or organization that has not received PPG funding since before July 1, 2017.

An application meeting any or all of these priorities will receive additional points in the evaluation process. Points will be awarded for each priority met. See [Appendix C - PPG Application Screening and Evaluation Matrix](#) for screening and evaluation matrices.

Application Scoring and Ranking

The applications will receive a numerical score based on the evaluation results. Ecology will develop a ranked list of all applications. In the case of a tie score, the applications will be ranked according to the priority considerations in the following order:

1. Projects in highly impacted or low income communities.
2. Hazardous waste sites.
3. New applicants.

Grants will be awarded to the highest-ranking applications within the established program funding.

The maximum grant award will be \$60,000 per year for a maximum of \$120,000 for the two-year cycle. Funding for the second year will be contingent upon the successful completion of the first year's activities.

C. Selection announcement

After selecting grants for funding, Ecology will contact all applicants. Unsuccessful applicants will have the opportunity to schedule a one-hour post-selection assessment. During this time, applicants may review their scores and ask questions to strengthen future applications.

Ecology will publish a list of all applicants, a description of the proposed projects, and the amount awarded to each recipient.

Part V: Grant Management

This section provides basic information about grant management common to all PPG agreements. It will help you comply with certain administrative requirements for reimbursement, reporting, records retention, and progress monitoring, and closing grants.

A. Writing the agreement

An agreement is a formal, written, contractual document, between Ecology and the recipient that details all of the agreement terms and conditions. It describes the performance expectations and rights of the parties. The agreement is the primary source document for the relationship between the parties.

After an award offer, Ecology and the recipient negotiate the scope of work, performance schedule, budget, and any agreement-specific or special terms and conditions of the agreement. Ecology drafts the agreement and forwards it to the recipient for review and signature. The recipient should ensure the information is correct before signing the agreement.

The agreement contains the following sections:

Title section

- **Agreement number:** EAGL assigns an agreement number, which appears at the top of the agreement. This number must be included on all grant or loan correspondence.
- **Agreement title and introductory paragraph:** This section identifies the funding program (PPG) and the parties to the agreement.

General information

Provides the project title, cost information, share amounts, effective date, expiration date, project type, short and long project descriptions, and the overall goal.

- **Effective date:** The earliest date on which eligible costs begin, unless the agreement allows otherwise. Cost reimbursement does not begin until all parties sign the agreement. The agreement may have an effective date before the signature date. Any costs incurred after the effective date but before the signature date are at the recipient's risk.
- **Expiration date:** The last date on which eligible costs can be incurred.

Recipient information

Identifies the recipient individual or organization and contact information from EAGL.

Ecology information

Identifies Ecology contacts for the agreement.

Authorizing signatures page

The recipient must sign this page and return two signed originals of the complete agreement to Ecology. Upon signature by Ecology, the agreement becomes a binding agreement. Signatures must be by the authorized representatives of all parties to the agreement. The signature page does not need to be notarized.

Scope of work

Contains a performance schedule with tasks and deliverables related to project objectives and outcomes and required reporting dates used to monitor progress.

Budget

Includes the project budget, fund source, the amount for each task, match or in-kind amounts, and loan terms, if applicable. The negotiated agreement is based on a budget that includes at least two tasks. Project Administration is a required task that covers the recipient's costs of administering the project. Total maximum budget cannot be exceeded, unless an amended agreement is in place.

Agreement-specific Terms and Conditions (if applicable)

Describes any unique terms or conditions that apply to a particular agreement. These terms and conditions may add to or change other Terms and Conditions of the agreement.

Special Terms and Conditions

Detailed requirements, restrictions, or conditions specific to PPG agreements. These terms and conditions may add to or change other Terms and Conditions of the agreement.

General Terms and Conditions

General requirements, approved by the State Office of the Attorney General, that are contained in all Ecology grant agreements. See [Appendix D - General Terms and Conditions](#).

B. Managing your agreement

You should communicate on a regular basis with your grant's financial manager. The financial manager may call or e-mail you periodically to check in, or may make an onsite visit.

Regular contact between you and your grant's financial manager allows the financial manager to respond to grant related questions and issues. For example, if a recipient has encountered difficulty carrying out the scope of work described in the grant agreement, the financial manager and recipient can work together to make adjustments.

Regular communication with your grant's financial manager results in sharing valuable information. Effective communication also assists financial managers in managing PPG funds throughout the state.

Review the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#). This document establishes the administrative requirements for all grants and loans administered by Ecology in EAGL. The PPG guidelines may be more stringent than the administrative requirements found in EAGL. If you do not find answers to your questions in either of these documents, contact your grant's financial manager for assistance.

Material review and approval

Prior to production and distribution of any document or material, you must submit a copy of the draft to your grant's financial manager for their review and approval. Ecology approves materials based on the accuracy of technical information and the materials' compliance with the grant agreement. Ecology has up to ten days to complete the review; however, the review is typically complete in one or two days.

C. Payment Requests and Progress Reports (PRPR)

Payment reimbursement overview

- The grant is not a cash award. Once you perform a task and you have paid or received a bill or invoice for the related costs, you can request reimbursement or payment. You may request reimbursement or payment as often as once a month while the project is underway. A progress report submission must happen at least quarterly, *regardless of whether a payment request accompanies it or not.*
- PPG grants do not require matching funds. These grants can pay 100 percent of the grant eligible costs of the project.
- Costs eligible for reimbursement or payment must meet the following conditions:
 1. They fall within the program guidelines.
 2. They move the PPG project toward the goal defined in the grant agreement.
 3. They are backed up with appropriate documentation such as copies of receipts, vendor invoices, timesheets, and payroll records.
 4. They appear specifically in the grant agreement.
 5. They have prior approval from the financial manager for compliance with the grant agreement.

Progress reports

You must submit a corresponding progress report as part of each payment request. Your grant's financial manager cannot process a payment request without a progress report.

Progress reports allow financial managers to:

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

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

Submitting payment requests and progress reports (PRPR)

Ecology requires that all grant recipients participate in training on submitting PRPRs in the EAGL system before the grant cycle begins. Your grant's financial manager will contact you with the details.

You need the following supporting documents for all PRPRs:

- Copies of receipts.
- Invoices.
- Timesheets (Form E, ECY 060-12) and payroll records.

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

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

You must register as a statewide vendor in order to receive payment reimbursement.

Washington State's Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington State agency use to process vendor payments.

You can complete the registration process online at

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. This registration process also allows you to sign up for direct deposit payments, also known as electronic fund transfers (EFT).

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

D. Maintaining your grant file

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

Required grant file contents:

- Copy of your grant agreement, all amendments, and any other modifications.
- Budget information regarding the award.
- Backup documents- expenditure information such as:
 - Cash receipts.
 - Invoices.
 - Timesheets (Form E, ECY 060-12 or a similar form).
 - Payroll records.

- Copies of any accounting records such as applicable journal vouchers for payments, refunds, transfers, and adjustments, including backup documentation. These are often the best source of information for tracking grant accounting problems and how the problems are resolved.
 - Copies of any federal reporting forms such as taxes.
- If your project earns income, documentation showing how you recorded the income in the accounting records and how you applied it toward the grant projects.
 - Copies of all products produced through the grant, including but not limited to:
 - Advertisements.
 - Brochures.
 - Fact sheets.
 - Posters.
- Copies of grant-related documents, notes, and information pertaining to the grant agreement, including correspondence.
- Phone numbers and addresses for contacting personnel pertaining to the grant agreement.

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

Audits

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

E. Amendments

After your grant's financial manager establishes the grant budget, you may consider an amendment to change the scope of work of the agreement or to increase or decrease the budget. However, Ecology does not promise or guarantee such amendments.

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

F. Grant renewal

PPG agreement renewals are a requirement in order to receive the second year of funding. Performance monitoring is Ecology's ongoing review process of your performance to ensure accountability and to determine whether your grant will be renewed after the first year. Your grant's financial manager monitors performance through your PRPRs.

Ecology will evaluate the recipient's performance using the information submitted with their PR/PR including:

- Timeliness of submittals.
- Completion and accuracy of payment requests.

- Communication with your financial manager.
- Progress in project completion.

Your performance will be evaluated quarterly even if you are submitting PRPRs monthly.

G. Termination and suspension

The general terms and conditions of the agreement provide a complete description for when termination and suspension conditions apply. An agreement may be terminated or suspended in whole or in part if:

- The recipient does not start the project within four months after the effective date of the agreement, or by the date mutually agreed upon in writing.
- The recipient fails to comply with a term or condition of the agreement, whether stated in statute, regulation, plan, application, program guidelines, or award.
- Funding from state, federal, or other sources is withdrawn, reduced, or limited in any way for the grant or loan program. In such cases, Ecology may decide to renegotiate if funding becomes unavailable, or cancel the agreement.
- The recipient's authority to commit funds to the project is withdrawn. In such cases, Ecology may request repayment of all or part of the funds already disbursed, or take other remedies that may be legally available.
- The parties agree to termination or suspension for the convenience of the parties.

If there is a material compliance failure, Ecology will take one or more of these actions:

- Temporarily withhold cash payments, pending correction of the deficiency.
- Disallow all or part of the cost of the noncompliant activity or action.
- Request repayment of all or part of the funds already disbursed to the recipient.
- Withhold further awards.
- Take other legally available remedies.

In taking any of these actions, Ecology will provide an opportunity for hearing, appeal, or other administrative proceeding that the recipient is entitled to under the agreement.

H. Closing out a PPG agreement

Within 30 days of the expiration of your agreement, you must fill out the Recipient Closeout Report and final payment request in EAGL. Your grant's financial manager will then take steps to close your agreement. The financial manager:

- May conduct a final on-site visit or evaluation of work accomplished.
- Will complete an Ecology Closeout Report. This officially closes the grant.

Final project report

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

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

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

Appendices

Appendix A. Chapter 173-321 WAC

Chapter 173-321 WAC

Last Update: 6/28/17

PUBLIC PARTICIPATION GRANTS

WAC Sections

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

173-321-010

Purpose and authority.

(1) The department is directed by chapter [70.105D](#) RCW, Hazardous waste cleanup—Model Toxics Control Act to provide grants up to sixty thousand dollars to persons who may be adversely affected by a release or threatened release of a hazardous substance and to not-for-profit public interest groups. The purpose of these grants is to facilitate public participation in the investigation and remedying of a release or threatened release of a hazardous substance and to facilitate implementation of the state's solid and hazardous waste management priorities.

(2) The department will give priority consideration for public participation grant funding to applicants who meet any of the following criteria:

- (a) Facilitate public participation in hazardous substance release sites;
- (b) Facilitate public participation in highly impacted or low-income communities;
- (c) Have not received funding in the last two biennia.

(3) The purpose of this chapter is to provide eligibility criteria and funding requirements for grant projects.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070](#)(8). WSR 17-14-045 (Order 16-13), § 173-321-010, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-010, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-010, filed 10/17/89, effective 11/17/89.]

173-321-020

Definitions.

As used in this chapter:

- (1) "Department" means the department of ecology.

- (2) "Director" means the director of the department of ecology or designee.
- (3) "Emergency" means an occurrence warranting public participation that occurs after the deadline for grant applications and before the opening of a new grant application period, such as:
- (a) An unforeseen release of a hazardous substance at an existing site or a newly discovered site;
 - (b) An unanticipated decision by the department concerning remedial action at a site or publication of a remedial investigation/feasibility study or risk assessment; or
 - (c) Discovery of a technical assistance need that could not have been foreseen before the grant application deadline.
- (4) "Emergency grant" means a public participation grant in the hazardous substance release category for an emergency as defined in this section.
- (5) "Equipment" means tangible, personal property having a useful life of more than one year and an acquisition cost of more than five thousand dollars per functional unit.
- (6) "Facility" means:
- (a) Any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, waste pile, pond, lagoon, impoundment, ditch, landfill, tank, storage container, motor vehicle, rolling stock, vessel, or aircraft; or
 - (b) Any site or area where a hazardous substance, other than a consumer product in consumer use, has been deposited, stored, disposed of, or placed, or otherwise come to be located.
- (7) "Grant applicant" means any individual or organization requesting a public participation grant.
- (8) "Hazardous substance" means any hazardous substance as defined in chapter [70.105 RCW](#).
- (9) "Hazardous waste management priorities" as defined in chapter [70.105 RCW](#) are in descending order:
- (a) Waste reduction;
 - (b) Waste recycling;
 - (c) Physical, chemical, and biological treatment;
 - (d) Incineration;
 - (e) Solidification/stabilization treatment;
 - (f) Landfill.
- (10) "Highly impacted community" means a community that the department of health has determined is likely to bear a disproportionate burden of public health and economic risks from environmental pollution.
- (11) "Individual" means a natural person.
- (12) "Lobbying" means attempting to influence the passage or defeat of any legislation by the legislature or the adoption or rejection of any rule, standard, rate, or other legislative enactment of any state agency under the state Administrative Procedure Act, chapter [34.05 RCW](#). Lobbying does not include an organization's act of communicating with the members of that organization unless the communication is for the purpose of influencing legislation.
- (13) "Low-income" means households where the household income is less than or equal to twice the federal poverty level.
- (14) "Low-income community" means a community where the proportion of an area's low-income population is greater than the comparison area (for example, city, county, state).
- (15) "Not-for-profit public interest organization" means any corporation, trust, association, cooperative, or other organization that:
- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
 - (b) Is not organized primarily for profit; and
 - (c) Uses its net proceeds to maintain, improve, and/or expand its operations.
- (16) "Owner/operator" means any person defined as an owner or operator under [RCW 70.105D.020\(12\)](#).
- (17) "Personal property" means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence), such as patents, inventions, and copyrights.
- (18) "Potentially liable person" means any person the department finds, based on credible evidence, to be liable under [RCW 70.105D.040](#).
- (19) "Real property" means land, improvements, structures, and additional pieces associated to them.
- (20) "Release" means any intentional or unintentional entry of any hazardous substance into the environment, including but not limited to the abandonment or disposal of containers of hazardous substances.

(21) "Remedy or remedial action" means any action or expenditure consistent with the purposes of this chapter to identify, eliminate, or minimize any threat or potential threat posed by hazardous substances to human health or the environment including any investigative and monitoring activities of any release or threatened release of a hazardous substance and any health assessments or health effects studies conducted in order to determine the risk or potential risk to human health.

(22) "Solid waste management priorities" as defined in chapter [70.95](#) RCW are in order of descending priority:

- (a) Waste reduction;
- (b) Recycling with source separation of recyclable materials as the preferred method;
- (c) Energy recovery, incineration, or landfill of separated waste;
- (d) Energy recovery, incineration, or landfill of mixed waste.

(23) "Supplies" means all tangible personal property other than tools or equipment necessary to carry out a scope of work with a useful life of less than one year and an acquisition cost of less than one thousand dollars.

(24) "Tools" means tangible, personal property having a useful life of more than one year and an acquisition cost of less than five thousand dollars per functional unit.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070](#)(8). WSR 17-14-045 (Order 16-13), § 173-321-020, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-020, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-020, filed 10/17/89, effective 11/17/89.]

173-321-030

Relationship to other legislation and administrative rules.

(1) The individuals or organizations receiving a grant must comply fully with all applicable federal, state, and local laws, orders, regulations, and permits.

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

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

(4) The department will prepare guidelines to facilitate compliance with these regulations. Guidelines will be updated each biennium.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070](#)(8). WSR 17-14-045 (Order 16-13), § 173-321-030, filed 6/28/17, effective 7/29/17. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-030, filed 10/17/89, effective 11/17/89.]

173-321-040

Applicant eligibility.

(1) Public participation grants are awarded only to individuals who may be adversely affected by a release or threatened release of a hazardous substance and to not-for-profit public interest organizations.

(2) The following individuals or organizations are ineligible for grant funding:

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

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

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

(d) Federally recognized Indian tribes, as a governing body with the following exceptions:

(i) Individual tribe members who may be adversely affected by the release or threatened release of a hazardous substance; and

- (ii) Not-for-profit tribal organizations.
- (e) Public and private universities; and
- (f) Any organization located outside of Washington state boundaries.
- (g) Any individual or organization that does not meet the eligibility requirements of subsection (1) of this section.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070\(8\)](#). WSR 17-14-045 (Order 16-13), § 173-321-040, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-040, filed 2/12/01, effective 3/15/01. Statutory Authority: RCW [43.21A.080](#) and chapter [70.105D](#) RCW. WSR 90-18-065 (Order 90-20), § 173-321-040, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-040, filed 10/17/89, effective 11/17/89.]

173-321-050

Application evaluation criteria.

- (1) The department will provide public notice of the application period, deadlines, and guidelines. The department will provide multi-lingual and culturally appropriate outreach to potential grant applicants.
- (2) Applications will only be accepted through the department's online application system.
- (3) Grant applications will be evaluated by the department. To be funded, applications must include all required elements as outlined in the guidelines.
- (4) Except for emergency grants, grant applications must be received by the application deadline in order to be considered.
- (5) Applications will be ranked by the numerical value calculated using evaluation criteria set out in the guidelines provided to potential grant applicants.
- (6) Grants will be awarded, within the limits of available funds, to the highest ranking applications. The department may fund all or portions of eligible grant applications.
- (7) The department will not fund applications failing to meet the grant eligibility criteria and may reopen the application period for additional applications.
- (8) The evaluation criteria will include at a minimum:
 - (a) Whether the applicant meets one or more of the priority considerations outlined in WAC [173-321-010\(2\)](#);
 - (b) The extent to which the individual applicant or the community served by the not-for-profit organization applicant is impacted by the hazardous substance release or the waste management issue addressed by the project;
 - (c) The extent to which the applicant has demonstrated the ability to manage grant funds in compliance with applicable requirements and in a cost-effective manner;
 - (d) The extent to which the applicant has demonstrated the ability to measure the project's outcomes;
 - (e) The applicant's past performance under a public participation grant, including whether the applicant appropriately managed grant funds, complied with grant requirements, and was able to demonstrate achievement of project goals. Only past grant recipients will be evaluated under this criterion.
- (9) The department's announcement of the grants awarded will include:
 - (a) The public notice used to announce the application period;
 - (b) A ranked list of all applicants and a description of their proposed projects;
 - (c) How the applications were evaluated; and
 - (d) The amount awarded to each recipient.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070\(8\)](#). WSR 17-14-045 (Order 16-13), § 173-321-050, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-050, filed 2/12/01, effective 3/15/01. Statutory Authority: RCW [43.21A.080](#) and chapter [70.105D](#) RCW. WSR 90-18-065 (Order 90-20), § 173-321-050, filed 9/4/90, effective 10/5/90. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-050, filed 10/17/89, effective 11/17/89.]

173-321-060

Eligible project costs.

- (1) Eligible project costs include costs associated with:
 - (a) Hiring technical assistants to review and interpret documents;
 - (b) Public involvement and public education activities;
 - (c) Reviewing specific plans for environmental testing and analysis, reviewing reports summarizing the results of such plans and making recommendations for modifications to such plans;
 - (d) Assisting in developing and implementing programs that promote or improve state or local solid or hazardous waste management plans;
 - (e) Assisting in developing programs or activities that promote and are consistent with the state solid or hazardous waste management priorities;
 - (f) Other activities as determined by the department on a case-by-case basis;
 - (g) Supplies and tools necessary to the foregoing activities. All costs must be in compliance with the department's *"Administrative Requirements for Recipients of Ecology Grants and Loans"* and the funding program guidelines.

- (2) Ineligible projects and grant costs include but are not limited to:
 - (a) Independently collecting or analyzing samples at a facility;
 - (b) Hiring attorneys for legal actions against potentially liable persons, facility owners, or the department. Applicants must notify the department if legal action is intended or taken on the subject of the grant project;
 - (c) Lobbying;
 - (d) Real property;
 - (e) Equipment.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070](#)(8). WSR 17-14-045 (Order 16-13), § 173-321-060, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-060, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-060, filed 10/17/89, effective 11/17/89.]

173-321-070

Grant funding.

- (1) The department will determine the amount of funding available for public participation grants and establish an application and funding cycle on a biennial basis.
- (2) The maximum grant allowance is sixty thousand dollars per year.
- (3) Public participation grants may be renewed annually. Grant renewal criteria will be outlined in the program guidelines.
- (4) If the total amount of funding requested by all applicants exceeds the biennial budget, the department may limit the number of grants awarded to individual persons or organizations, regardless of ranking.
- (5) Grant funds that are not used by a recipient will be offered to other grant recipients or applicants based on the original application ranking. However, additional funding cannot result in a grant that exceeds sixty thousand dollars per year.
- (6) The department will produce a report at the close of the biennium outlining the grant program performance. The report will include, at minimum, the type and location of grant projects and the outcomes achieved.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070](#)(8). WSR 17-14-045 (Order 16-13), § 173-321-070, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-070, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-070, filed 10/17/89, effective 11/17/89.]

173-321-080

Grant administration.

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

(2) The department is not responsible for payment of salaries, consultant fees, or other costs related to a contract of the grantee.

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

(4) All grants under this chapter must be consistent with the department's *"Administrative Requirements for Recipients of Ecology Grants and Loans"* and the funding program guidelines.

[Statutory Authority: Chapter [70.105D](#) RCW, RCW [70.105D.070](#) and [70.105D.070](#)(8). WSR 17-14-045 (Order 16-13), § 173-321-080, filed 6/28/17, effective 7/29/17. Statutory Authority: Chapter [70.105D](#) RCW. WSR 01-05-024 (Order 97-09A), § 173-321-080, filed 2/12/01, effective 3/15/01. Statutory Authority: 1989 c 2. WSR 89-21-072 (Order 89-26), § 173-321-080, filed 10/17/89, effective 11/17/89.]

Appendix B. PPG Application Instructions

PUBLIC PARTICIPATION GRANTS EAGL APPLICATION INSTRUCTIONS 2019-21

The following are instructions on how to fill out your PPG application in EAGL. To gain access to the EAGL system, you must first register through Secure Access Washington (SAW). You can find step-by-step instructions for registering here: [SAW Instructions](#).

These instructions are meant to be used along with the EAGL External User's Manual. The External User's Manual can be located under the My Training Materials link in EAGL.

The following screen shots are directly from the PPG application you will find in EAGL. Notations and directions in **green** are added. Fields with an ***** are required to be filled out.

The EAGL text boxes do not accept formatted text. For the longer text boxes, it's recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then "cut and paste" it into the EAGL text box. The text boxes have a character limit shown at the bottom.

EAGL does not have a log out feature. If you are interrupted or need to leave in the middle of filling out an application hit the SAVE button located at the top of the application form. You can then just close your browser.

You will be allowed to submit up to three separate applications.

If you have questions or need assistance, contact:

Lynn Gooding, PPG Financial Manager, at lynn.gooding@ecy.wa.gov, (360) 407-6062

Login to EAGL

SCREEN: My Home



Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Please take note! This is every Monday.

The system will undergo maintenance on Mondays from 2:00-3:00 PM. Please save your work and exit the system prior to this time in order to avoid losing data. Thanks for your patience.

Public Disclosure Notice

Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

Hello Lynn, please choose an option below.

View Available Opportunities

You have **10** opportunities available. Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Select VIEW OPPORTUNITIES.

My Inbox

You have **17** new messages. Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks

You have **3** new tasks. You have **0** tasks that are critical. Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

SCREEN: My Opportunities

From this point on, do not hit the "Back" button in EAGL or your browser! The back button is a feature of the original program but does not work well in the EAGL version. Using it may result in lost information. These instructions will show you how to navigate safely through the application.



Do not hit the "Back" button in EAGL or your browser!

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

Type in "public participation" then select FILTER.

FILTER

Solid Waste Management Public Participation Grants for Department of Ecology - SWM

Offered By:

Department of Ecology

Application Availability Dates:

03/05/2019-04/04/2019

Application Period:

03/05/2019-04/04/2019

Application Due Date:

04/04/2019 5:00 pm

Description:

Grants up to \$120,000 to individuals and non-profit organizations to increase public understanding and involvement in cleaning up sites and improving recycling and waste management.

After you select the Apply Now button, an application will be generated and an application number will be assigned. Make note of this application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

APPLY NOW

NOT INTERESTED

Select APPLY NOW under Solid Waste Management Public Participation Grants.

Please note it is easy to accidentally create multiple applications. You should only select the APPLY NOW button once for each project. EAGL limits you to only three applications.

SCREEN: Application Menu



Application Menu

Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

This is your application number.
Please write this down so you
can easily search for it later.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	01/17/2019 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

[VIEW MANAGEMENT TOOLS](#)

Select **VIEW MANAGEMENT TOOLS**

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

SCREEN: Application Menu – Management Tools



[Back](#)

Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [W2RPPG-1719-RTO-00016](#)

[Details](#)

Management Tools

[CREATE FULL PRINT VERSION](#)

Select the link above to create a printable version of the document.

[CREATE FULL BLANK PRINT VERSION](#)

Select the link above to create a blank printable version of the document.

[ADD/EDIT PEOPLE](#)

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

[STATUS HISTORY](#)

Select the link above to view the status history of this document.

[CHECK FOR ERRORS](#)

Select the link above to check the entire document for errors.

You can print a pdf of either a blank application or a completed application here. This will be helpful for creating your responses in either Word or Notepad.

Return to the application by selecting this link from any page of the application.

Document Information: [SWMP PG-1921-EcySWM-00007](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	01/17/2019 - N/A N/A

SCREEN: Application Menu



Application Menu

Document Information: [SWMPPG-1921-EcyS](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	01/17/2019 - N/A N/A



My Training Materials

Click on the link(s) to open, view or print training materials

My Training Materials

[User Manual](#)

[Map Instructions \(Recipient\)](#)

You can access the EAGL User's Manual and Map Instructions under My Training Materials.

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Select VIEW FORMS to begin filling out the application.

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

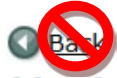
[VIEW RELATED ITEMS](#)

HOW TO SEARCH FOR YOUR APPLICATION

You probably will not complete the application in one session. You will need to search for the application when you return to EAGL. Make sure you have written down your application number! Select “My Applications” and follow the instructions below.

SCREEN: MY APPLICATIONS

The screenshot shows the top navigation bar of the Ecology's Administration of Grants & Loans (EAGL) website. On the left is the Department of Ecology logo. The main header text reads "Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT". Below this is a dark blue navigation bar with links for "My Home", "My Applications" (highlighted), and "My Reports & Payment Requests". To the right of this bar are links for "My Training Materials", "My Organization(s)", and "My Profile". A "SHOW HELP" button is located in the bottom right corner of the navigation bar.



My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types Solid Waste Management Public Participation Grants: 1921

Application Name SWMPPG-1921-EcySWM-00007

Person

Status

Organization

Year

Ecology Program

Include Tooltip No

You should be able to simply select **SEARCH** to have your application show up in the Search Results.

If it doesn't you can locate your application by doing the following:

Under Application Types, select Solid Waste Management Public Participation Grant: 1921.

Enter your application number in Application Name field.

Select **SEARCH**. Your result will appear below.

Search Results

Export Results to Screen **Sort By** -- SELECT -- ASC

Number of Results 1

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>		Department of Ecology - SWM	SWMPPG-1921-EcySWM-00007	Application In Process	1921

Select this link to return to the Application Menu for your application.

SCREEN: Application Menu - Forms



[Back](#)

Application Menu - Forms

Please complete all required forms below.

Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

You can return to the Application Menu from any screen by selecting this link.

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	1921 Public Participation Grant Guidelines			
	1921 Public Participation Grant Application Instructions			
Application Forms				
	General Information			
	Project Characterization			
	Mapping Information		Lynn Gooding 2/26/2019 3:53:32 PM	
	Recipient Contacts			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization and Project Information			
	Public Participation Spending Plan			
	Uploads			

Here are the PPG Guidelines and application instructions. They will open up in another window.

These are the application forms that you need to complete. Select the General Information form to begin.

Save your work as you go. If the form is not completed when you select SAVE, you may receive a Page Error message like this:

Page Error(s)
Expiration Date is required
Expiration Date cannot be before the Effective Date

Don't worry, EAGL will still save your work and allow you to finish the form later.

FORM: GENERAL INFORMATION



Document Information: [SWMPPG-1921-EcySWM-00007](#)
Details
You are here: > [Application Menu](#) > [Forms Menu](#)

SAVE OFTEN!

GENERAL INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

Write a descriptive Project Title. The title should capture the main purpose of the project.

Project Title *

Project Short Description **Write a brief description (500 characters or less) of your project's objective. Cut and paste from Plain Text.**
 0 of 500

Project Long Description **Provide a complete description (See instructions on the following page) of your contaminated site or waste management project following the guidelines on the next page. Cut and paste from Plain Text.**

Total Cost * Total Eligible Cost *

Effective Date * Expiration Date *

Ecology Program

Project Category* Contaminated Site
 Waste Management

Will Environmental Monitoring Data be collected?

NOTE! This is a mandatory field even though there isn't an *.

Hover your cursor over the + symbol for instructions on these fields.

Overall Goal **Describe (1,000 characters or less) the goals, outcomes, and methods of measuring the success of the project and how this will contribute toward solving the identified problem. (Cut and paste from Plain Text).**

FORM: GENERAL INFORMATION - Project Long Description Instructions (use only one)

If you have a CONTAMINATED SITE project:

Define the problem: Describe the release or threatened release, and the real or potential effects on the community. Specify the hazardous substance(s) and the geographic area involved. Include information about how the release or threatened release will affect the community.

Public participation in the cleanup and investigation: Describe how your project will result in public participation in the environmental investigation or cleanup process. Identify your intended audience. Explain how you will conduct outreach to highly impacted, low-income, and non-English speaking populations to encourage their participation if applicable.

Technical information: Explain how you would effectively deliver technical information to the public.

If you have a WASTE MANAGEMENT project:

Environmental issue: Tell us how your project will promote environmental education and protect the environment.

Public Involvement: Describe who your intended audience is and how your project will involve and benefit the public. Explain how you will conduct outreach to highly impacted, low-income, and non-English speaking populations to encourage their participation if applicable.

Waste Priorities: Explain briefly how your project will result in public participation in promoting or carrying out the state's solid or hazardous waste priorities.

Disseminating technical information to the public: If your project requires delivering complex technical or scientific information to the public explain how you will effectively deliver it.

FORM: PROJECT CHARACTERIZATION



[Back](#)

Document Information: [SWMPGG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROJECT CHARACTERIZATION

Instructions:

Required fields are marked with an *.
Select a Primary Theme, click the **SAVE** button
Select a Secondary Theme, and save the form a second time.

Project Themes

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme

Secondary Theme(s)

Select your themes based on your project category (see below).

Project Website

If your project has a website, please enter the web address below.
After entering a website and saving, another blank row will appear. Up to three websites may be provided.

Website Title/Name

Web Address

Contaminated Site Themes:

Project Themes

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme

Secondary Theme(s)

Waste Management Themes:

Project Themes

Select a primary and secondary theme that best describes the work to be achieved during this project.

Primary Theme

Secondary Theme(s)

FORM: MAPPING INFORMATION



[Back](#)

Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

No location data currently exists for this project. To add location data, please click the map button below.

Add/Modify Location(s)

Select Add/Modify Location(s).

DEPARTMENT OF
ECOLOGY
State of Washington

EAGL Project Map

[Return to EAGL](#)

Legend Edit Zoom To

Unnamed Project ?

Project area options

Define project area by city

Add

Define project area by county

Add

Define using Washington State boundary

Select the county where your project will be conducted. Select Add.

Add additional counties if your project covers multiple counties. Select Next.

FORM: MAPPING INFORMATION

[Return to EAGL](#)

Legend Edit Zoom To

Layers

Unnamed Project

Project area options

Define project area by city

Add

Define project area by county

Add

Define using Washington State boundary

Define project area by drawing or importing boundary



Exit tools

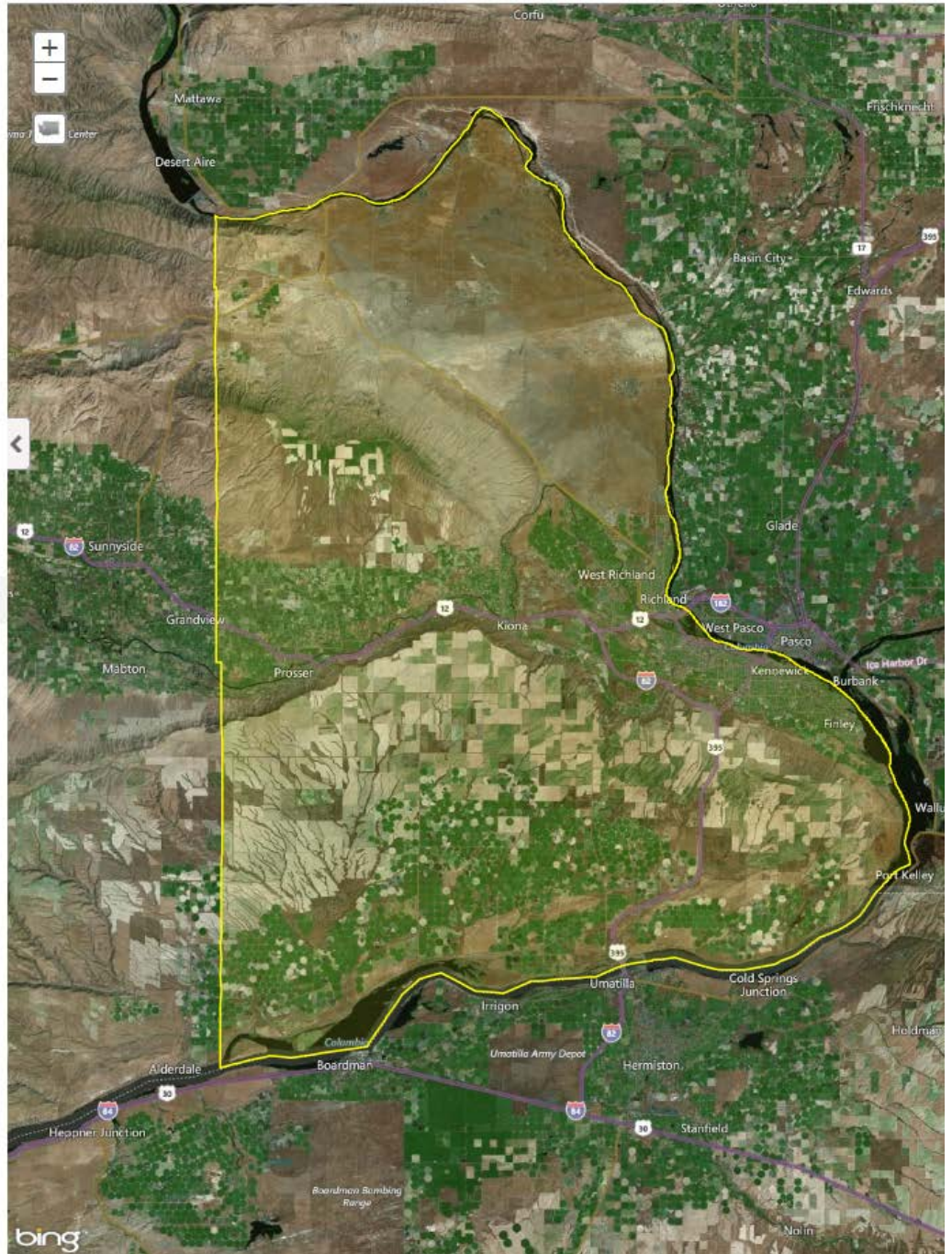
Project Areas



[Return to](#)

[Next](#)

Select Next



FORM: MAPPING INFORMATION

Check the mapping information for accuracy and select Save.

[Return to EAGL](#)



Ecology Region:	Area %	Congressional District:	Area %
CRO	100%	District 4	100%
County:	Area %	WRIA:	Area %
Benton County	100%	31 (Rock - Glade)	46.60%
		37 (Lower Yakima)	39.22%
Legislative District:	Area %	40 (Alkali - Squilchuck)	14.18%
District 8	27.61%		
District 16	72.39%		

[Return to map](#)

[Save](#)

[Ecology home](#) | [EAGL home](#) | [Disclaimer](#) | [Privacy notice](#) | [Accessibility](#) | [Contact admin](#)

EAGL Map Version: 1.0.0.0

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FORM: MAPPING INFORMATION

DEPARTMENT OF ECOLOGY State of Washington Ecology's Administration of Grants & Loans (EAGL) TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests | My Training Materials | My Organization(s) | My Profile

SAVE ADD NOTE CHECK GLOBAL ERRORS

[Back](#)

Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

MAPPING INFORMATION

1. Click "Add/Modify Location(s)"
2. You will be directed to the Map
For more detailed instructions click "My Training Materials" in the top navigation
3. When you return from the Map, save this form to check it back in (allow others to modify the Map)

Location Type	Location Value	Location Percent
Ecology Region	CRO	100%
County	Benton	100%
Congressional District	4	100%
Legislative District	8	27%
Legislative District	16	72%
Water Resource Inventory Area (WRIA)	31	46%
Water Resource Inventory Area (WRIA)	37	39%
Water Resource Inventory Area (WRIA)	40	14%

Checked Out By: Lynn Gooding
Date Checked Out: 2019-02-27

[Add/Modify Location\(s\)](#)

You will find Navigation Links at the bottom of each form. This allows you to move between forms easier. Remember to SAVE your work before you do!

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Project Characterization		Gooding, Lynn 2/27/2019 10:24:47 AM	Gooding, Lynn 2/27/2019 10:26:34 AM
	Mapping Information		Gooding, Lynn 2/26/2019 3:53:32 PM	
	Recipient Contacts			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Organization and Project Information			
	Public Participation Spending Plan			
	Uploads			

FORM: RECIPIENT CONTACTS

Back
 Document Information: [SWMP PG-1921-EcySWM-00007](#)
 Details

You are here: > Application Menu > Forms Menu

Each of these contacts will have to be registered in EAGL. You may identify the same person for multiple roles.

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type. Required fields are marked with an *. When done, click the SAVE button.

Project Manager *

Authorized Signatory *

Billing Contact *

The Authorized Signatory must be registered in SAW and EAGL. You will then be able to select their name from the drop down field.

The Authorized Signatory is the individual from your organization who will sign the final grant.

This is not the same as Authorized Official although, in your organization, they may be the same individual.

If you will have more than one signatory, you may add them here. These individuals do not have to be registered in SAW or EAGL. Most PPGs will only have one signatory.

Other recipient signatures on printed agreement

To Add a Row

Enter a name and title
 When done, click the **SAVE** button
 After SAVE, a new row will appear

To Delete

If you want to delete, remove the information in the Name and Title textboxes
 When done, click the **SAVE** button
 After SAVE, the row will be deleted

Name	Title
<input type="text"/>	<input type="text"/>

FORM: SCOPE OF WORK – TASK 1 PROJECT ADMIN

DEPARTMENT OF ECOLOGY
State of Maryland

Ecology's Administration of Grants & Loans (EAGL)
TEST ENVIRONMENT

My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profiles

SAVE CHECK GLOBAL ERROR

Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

SCOPE OF WORK – TASK 1 PROJECT ADMIN

Instructions:

Please fill in the appropriate fields.

Required fields are marked with an *

When done, click the **SAVE** button.

The Project Administration Task Description will be pre-populated. You will only need to enter the Task Cost.

Task Number 1

Task Title Project Administration Task Cost *

Task Description

A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report; submittal of required performance items; and compliance with applicable procurement and contracting requirements.

B. The RECIPIENT will, along with each request for reimbursement, prepare and submit a progress report to ECOLOGY's project manager through Ecology's Administration of Grants and Loans (EAGL) on line grant management system. The reports shall include, at a minimum, the following information:

A comparison of actual accomplishments to the objectives established for the reporting period.

1. The reasons for any delays if the project does not meet established objectives.
2. Plan and schedule of activities for the upcoming two months.
3. Analysis and explanations of any cost overruns.
4. Any additional pertinent information.

C. The RECIPIENT shall submit a Recipient Closeout Report encompassing the entire project with their last payment request. The RECIPIENT shall submit the final payment request and Recipient Closeout Report by July 30, 2021.

D. The RECIPIENT must manage and carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement Properly managed project that meets agreement and Ecology administrative requirements.

Task Expected Outcomes *Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report. *Properly maintained project documentation.

Recipient Task Coordinator

Deliverables

Deliverable #	Description	Due Date	Received?	EIM	Latitude	Long
1.1	Quarterly payment request and progress report	10/30/2019	<input type="checkbox"/>			

YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

FORM: SCOPE OF WORK – ADDITIONAL TASKS (You will add as many additional tasks as needed).



When you have entered and saved a task an ADD button will appear here. Select ADD to add additional tasks.

Destination Information: [SWMPPG-1921-EcySWM-00007](#)
 Details
 You are here: > [Application Menu](#) > [Forms Menu](#)

SCOPE OF WORK – ADDITIONAL TASKS

Instructions:

Please enter all task information
 Next enter the first deliverable
 Required fields are marked with an *
 When done, click the **SAVE** button.
 After SAVE a new row will appear
 Continue entering deliverables, clicking the SAVE button after
 To add a new task, click the Add button

Select one of the following tasks that best describes the task activities:
 Public Events/Meetings
 Environmental Education
 Training/Workshops/Technical Assistance
 Media Outreach
 Technical Review/Research/Consultation

Task Number

Task Title *

Task Cost *

Task Description

Provide a detailed description of the task. Be specific as to the number of meetings, events, workshops, tools etc. Include locations, audience, and purpose.
 Include how the task funds will be used (i.e. Salaries, travel, printing etc.)

Task Goal Statement

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Task Expected Outcomes

Provide measurable, clear outcomes. State what you will measure, how you will measure it, and when you will measure it.

Recipient Task Coordinator

Deliverables

To Add a Row
 Enter a deliverable
 When done, click the **SAVE** button
 After SAVE a new row will appear
 Repeat these steps for each deliverable

To Delete a Row
 Delete data entered in a row
 When done, click the **SAVE** button

Enter the description of an activity (i.e. "River Festival" or "public meeting") or output (i.e. factsheet). Enter the date the activity will be completed. Be as specific as possible on the date.

Deliverable #	Description	Due Date	Received	EIM Study ID	System Link	(expressed in decimals)	(
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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➡ YOU DO NOT HAVE TO FILL OUT ANY OF THESE FIELDS

FORM: SCOPE OF WORK SUMMARY



Document Information: [SWMP PG-1921-EcySWM-00002](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

SCOPE OF WORK SUMMARY

Instructions:

Review the following information.
When done, click the **SAVE** button.

Task Title	Task Cost
Project Administration	\$10,000.00
Community Outreach Events	\$35,000.00
Attending Public Meetings/Networking	\$55,000.00
<i>Task Total</i>	\$100,000.00

Total Eligible Costs (from the General Information Form)
\$100,000.00

The **SCOPE OF WORK SUMMARY** form will be automatically filled in with the information you included in the **SCOPE OF WORK** forms. You will still have to save this form.

FORM: ORGANIZATION AND PROJECT INFORMATION

The page will initially look like this and then change depending on the selections made.



Document Information: [SWMP PG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

ORGANIZATION AND PROJECT INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Public Disclosure Notice

Information you provide through use of this site is public information and subject to inspection and copying by members of the public.

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

Are you an:

- Organization
 Individual

All applicants will answer the Additional Information questions.

Additional Information

Will a Public Participation Grant award fully fund this project? Yes No

Does your project facilitate public participation in a highly impacted or low-income community? See the application instructions on how to determine these factors. Explain your determination including ranking and location information in the box below. You can find the Washington Tracking Network here: <https://fortress.wa.gov/doh/wtn/WTNIBL>.

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The "highly impacted community" criteria is for projects within specific geographic locations. You will be using the WTN Environmental Health Disparity index for these projects.

If your project is not tied to a specific geographic location, you may still qualify for additional points if your project provides outreach to low-income and/or non-English speaking populations. You may qualify for each criteria. For instance, a highly impacted community may also be a low-income community. Please see the guidance document for more information on how to determine if your project is in a highly impacted or low-income community.

This will be how the form will look for organizations:



Document Information: [SWMP PG-1921-EcySWM-00007](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

ORGANIZATION AND PROJECT INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Public Disclosure Notice

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If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

Are you an:

- Organization
- Individual

Organizations:

Check all that apply:

- Your organization is a not-for-profit public service organization. Please attach your current Articles of Incorporation from the Office of the Secretary of State, an organizational chart, and a copy of your organization's by-laws. Attach documents (required).

You will upload a copy of your files here.

- Annual budget is greater than \$500,000 per year

In the last two years have you had a formal audit, formal annual review, or board oversight by a qualified financial professional?

- Yes
- No

- Annual budget is less than \$500,000 per year

Do you have dedicated accounting staff or contract out accounting services? Explain.

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How often does your Board of Directors meet?

- Monthly
- Quarterly
- Other

Your organization's annual budget will determine which of these to select. Only choose one, either your annual budget is greater than \$500,000 or less than \$500,000.

FORM: ORGANIZATION AND PROJECT INFORMATION – Individuals

This will be for individuals (individuals should consult with a financial advisor prior to accepting and grant offer):



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[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

ORGANIZATION AND PROJECT INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Public Disclosure Notice

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If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

Are you an:

- Organization
 Individual

Individuals:

- You are an individual affected by the release or threatened release of a hazardous substance.
 Attach a minimum of three letters of support and/or references.

Attach documents (required).

<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>

You will upload a copy of your files here.

Please describe your relationship to the release and how you are affected by it.

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Have you managed grant funds or conducted similar projects in the past? Please explain.

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Will you be using accounting software or a certified financial professional? Describe.

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FORM: PUBLIC PARTICIPATION SPENDING PLAN



Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PUBLIC PARTICIPATION SPENDING PLAN

Instructions:

Please fill out all fields.
Complete one row for each task in your grant agreement.
Click the **SAVE** button to add additional rows.
When done, click the **SAVE** button.
To clear the entire form, click the **DELETE** button.

You will enter "2019" here. When you complete one row, select SAVE to create the next row. You need to enter information on each task you have. Totals will be calculated when you select SAVE.

Date Submitted: Submitted By: *

Note: Please enter the quarterly expenditures by total eligible cost. Enter 0 if there are no planned expenditures in a quarter.

The spending plan total should equal the agreement's total eligible cost (\$0).

Start Year	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	
2019*									
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Biennial Total
Task Name									
Total									Grand Total

FORM: UPLOADS



Document Information: [SWMP PG-1921-EcySWM-00007](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

UPLOADS

Public Disclosure Notice

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In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

If you have questions, contact Dawn Drake at Dawn.Drake@ecy.wa.gov.

To add an attachment

Enter a description for the file

Click the browse button and select your file

Click Save, your file will appear in the list of uploaded documents

Repeat for each file.

To delete an attachment

Remove the file's description

Select the Delete checkbox next to the file's name and click Save

You can upload letters of support or any additional information/documentation here.

Description

Attachments

	Browse...
	Browse...
	Browse...

SUBMITTING YOUR APPLICATION

SCREEN: Application Menu



Application Menu

Document Information: [SWMPGG-1921-EcySWM-00007](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Department of Ecology - SWM	Authorized Official	Application In Process	01/17/2019 - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Select **VIEW STATUS OPTIONS** under **Change the Status**.

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

SCREEN: Application Menu – Status Options



Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [SWMPPG-1921-EcySWM-00007](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

Under APPLICATION SUBMITTED, select APPLY STATUS.

APPLICATION CANCELLED

[APPLY STATUS](#)

SCREEN: Global Errors



[Back](#)

Global Errors

Document Information: [ETT-VER1-EcySWM-00022](#)

[Details](#)

If you have not completed the application correctly, you will get a Global Errors screen.

Return to each of the forms to correct them by selecting the link provided. Return to the Application Menu, select Change the Status and repeat the process.

You must complete this page.
[General Information](#)

You must complete this page.
[Project Characterization](#)

You must complete this page.
[Recipient Contacts](#)

You must complete this page.
[Scope of Work Summary](#)

If you have completed the application correctly, you will see this screen:



Agreement

Please make a selection below to continue.

The application can be submitted by anyone in your organization. Select I Agree. Congratulations, you have successfully submitted your application!

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by the Applicant to submit this application. I certify that the information provided here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this statement, please supply them below.

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I AGREE

I DO NOT AGREE

Appendix C. PPG Application Screening and Evaluation Matrix

PPG Application Screening and Evaluation - Instructions

The following forms are found in EAGL. They can only be viewed by Ecology staff but are included in the application instructions as a resource for applicants. There are two forms used to screen and evaluate the applications: Screening Checklist and Evaluation Scorecard. The Evaluation Scorecard will be divided into two parts as described below.

Screening Checklist

The screening checklist contains yes or no type questions. These are designed to ensure that the application, applicant, and project meet the minimum eligibility requirements. All applications, except for emergency grants, will be subject to the checklist.

The screening will be completed by the Financial Manager. Failure to pass any one of these questions will eliminate the application from further review.

Application - applications must be successfully submitted in EAGL by the deadline.

Applicant – the applicant must either be an “individual who is adversely affected by a release or threatened release of a hazardous substance” **or** a not-for-profit public interest organization.

“Adversely affected” means the applicant has a tangible connection to the project.

Project – projects must either facilitate public participation in the investigation of a release of a hazardous substance or facilitate implementation of the state’s solid and hazardous waste management priorities.

Screening Checklist			
Topic	Evaluation	Yes/No	Comments
Application	Was the application submitted on time?	Yes/No	
Applicant	Is the applicant either: (1) An individual who is adversely affected by a release or threatened release of a hazardous substance? OR (2) A not-for-profit public interest organization?	Yes/No	
Project	Does the project facilitate:	Yes/No	

	<p>(1) Public participation in the investigation and remedying of a release of a hazardous substance?</p> <p>OR</p> <p>(2) Implementation of the state’s solid and hazardous waste management priorities?</p>		
--	--	--	--

Evaluation Scorecard

The evaluation scorecard is broken into two parts. Sections 1-5 will be answered by the program’s financial manager. The financial manager may request assistance from the agency’s Environmental Justice coordinator on questions 1.2-1.3.

Section 6 will be evaluated by a committee of Ecology employees. These are the evaluation criteria:

Priority consideration:

Items 1.2, 1.3, and 1.4 are priorities per Chapter 173-321 WAC. There is further discussion in the guidance document on how to determine “highly impacted” and “low-income” communities.

Item 1.5 is not one of the three priority considerations outlined in the rule so it doesn’t receive as many points as the hazardous substance projects. This is here to help prioritize the waste management applications. The only waste management projects that will get added points are those that focus on waste reduction and prevention. See the guidance document for more information.

Extent of impact:

Letters of contribution are from project partners. General letters of support can be from anyone except Ecology employees.

Managing grant funds:

These are broken out into three categories based on the applicant. This acknowledges the difference between large organizations and smaller ones or individuals.

Past PPG performance:

The rule requires Ecology to include past PPG performance in the evaluation process. We are only including the 2017-19 cycle recipients here. These points are negative points.

Project budget:

These questions are designed to show that the applicants have read and understand the program rule and guidelines.

Scope of Work:

This section will be scored by a committee of Ecology employees. Evaluators will initially score each application independently. The committee will then meet to discuss their scores. Evaluators may adjust their scores as a result of the discussion.

The final, average score of all evaluators will be added to the Financial Managers score to reach the total score for each application. The applications will be ranked in order of the total score from highest to lowest. Applicants will be notified when the final ranking is completed.

Evaluation Scorecard- Financial manager				
Category	Criteria Number	Evaluation Criteria	Score	Comment
Priority consideration	1.1	<p>Facilitates public participation in a hazardous substance release site.</p> <p>State Cleanup sites: WARM Ranking- 1=10 2=7 3=5 4=3 5=1</p> <p>National Priority List (Superfund) sites: NPL site score- > 60=10 50-59=7 40-49=5 30-39=3 0-29=1</p> <p>Waste Management project = 0</p>	__/10	
		<p>Facilitates public participation in highly impacted community.</p> <p>Project focused on highly impacted community with a WTN Environmental Health Disparity index rank of 10 = 10</p> <p>Project focused on highly impacted community with a WTN Environmental Health Disparity index rank of 8-9 = 5</p>		
	<p>Project focused on areas with a WTN Environmental Health Disparity index rank 7 or below= 0</p>			

	1.3	Facilitates public participation to low-income and/or limited English speaking populations: Project includes engagement with identified low-income and/or limited English speaking populations=5 Project focused on the general public = 0	__/5	
	1.4	Has not received PPG funding in the last two biennia. 2017-19PPG Recipient? No=5 Yes=0	__/5	
	1.5	Implements state's solid and hazardous waste priorities. Project implements the number one state priority of waste reduction. Yes=5 No=0	__/5	
Extent of individual or organizational impacts	2.1	Community support Applicant provides letters of contribution for the project from the targeted community = 5 Applicant provides general letters of support for the project from the targeted community = 3 No letters provided = 0	__/5	
Managing grant funds	Annual budget >\$500K			
	3.1	3.1.1 Has the applicant had any of the following in the last year: formal audit, formal annual review, or board oversight by a qualified financial professional? Yes=4 No=0	__/4	<i>It will need to be provided</i>

		3.1.2 Does the board of directors meet at least quarterly? Yes=3 No=0	___/3	
		3.1.3 Does the applicant have a formal set of bylaws? Yes=3 No=0	___/3	<i>It will need to be provided</i>
Annual budget <\$500K				
		3.2.1 Does the applicant have dedicated accounting staff or contract out financial services? Yes=4 No=0	___/4	
	3.2	3.2.2 Does the board of directors meet at least quarterly? Yes=3 No=0	___/3	
		3.2.3 Does the applicant have a formal set of bylaws? Yes=3 No=0	___/3	<i>It will need to be provided</i>
Individual				
		3.3.1 Is the applicant requesting <\$30,000? Yes =4 No= 0	___/4	
		3.3.2 Has the applicant ever managed grant funding? Yes=3 No=0	___/3	
	3.3	3.3.3 Does the applicant have adequate accounting software or use a certified financial professional? Yes=3 No=0	___/3	
Past PPG Performance (2017-19) <i>These are negative scores</i>	4.1	Payment request timeliness. Were all payment requests submitted on time? No=(3)	___/(3)	
	4.2	Spending rate. Have 60% of the funds been expended as of 12/31/18? No=(3)	___/(3)	

Project Budget	5.1	Budget complies with WAC, program guidelines, and agency administrative requirements. Yes=5 Partial=3 No=0	__/5	
	5.2	Is it reasonable given the timeframe and budget? Yes=5 Partial=3 No=0	__/5	

Evaluation Scorecard- Evaluation committee

Scope of Work	6.1	Application clearly describes the problem, the work to be conducted, the specific target audience, and the desired outcome. 4 of 4=15 3 of 4=10 2 of 4=5 0-1 of 4=0	__/15	
	6.2	Project focuses on, and clearly describes, an unmet need. Yes=5 Partial=3 No=0	__/5	
	6.3	Application includes and clearly describes measureable outputs or outcomes. Yes=5 Partial=3 No=0	__/5	
	6.4	Application describes how this project will change environmental attitudes/behavior. Yes=5 Partial=3 No=0	__/5	
	6.5	Task deliverable information includes specific target dates. Yes=5 Partial=3 No=0	__/5	
Total			CS=90 WM=85	

Appendix D. General Terms and Conditions

GENERAL TERMS AND CONDITIONS

For Grant and Loan Agreements

With the State of Washington, Department of Ecology

Version 01/22/2018 VERSION

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. The RECIPIENT must agree to hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - For capital construction projects or land acquisitions for capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
 - For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
 - Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.
- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves ground disturbing activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff and contractors working at the project site.
 - Implement the IDP when cultural resources or human remains are found at the project site.
- c) If any archeological or historic resources are found while conducting work under this Agreement:
- Immediately stop work and notify the ECOLOGY Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement:
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

4. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

5. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

6. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State Department of Enterprise Services' Statewide Payee Desk. RECIPIENT must register as a payee by submitting a Statewide Payee Registration form and an IRS W-9 form at the website, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. For any questions about the vendor registration process contact the Statewide Payee Help Desk at (360) 407-8180 or email payeehelpdesk@watech.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.

i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this agreement. Failure to comply may result in delayed reimbursement.

7. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

8. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

9. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

10. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

11. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

12. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

13. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

14. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

15. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

16. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

17. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; and (f) the General Terms and Conditions.

18. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

19. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

20. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, 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.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

21. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

a) Be kept in a manner which provides an audit trail for all expenditures.

b) Be kept in a common file to facilitate audits and inspections.

c) Clearly indicate total receipts and expenditures related to this Agreement.

d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

22. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

23. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

24. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

25. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

26. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, and 100% post-consumer recycled paper.

For more suggestions visit ECOLOGY's web page: Green Purchasing, , <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

27. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the recipient/contractor through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the recipient/contractor. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

28. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

29. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.