



WASHINGTON STATE
DEPARTMENT OF
E C O L O G Y

Community Litter Cleanup Program Addendum Guidelines

2007-2009 Supplemental Funding

Solid Waste & Financial Assistance Program

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Abstract: This booklet details the funding, project eligibility and application process for Ecology's \$320,400 supplemental funding of the Community Litter Cleanup Program. This program aids counties with the costs of picking up litter, cleaning up illegal dumps, and providing education to prevent litter.

The Waste Reduction, Recycling, and Model Litter Control fund provides the Community Litter Cleanup Program to Washington's communities. The fund uses taxes paid by grocery and drug stores, fast food restaurants, wholesale beverage companies, and paper companies.

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This booklet is available on the Internet on the Ecology's Solid Waste & Financial Assistance Program web page: <http://www.ecy.wa.gov/programs/swfa/grants/clcp.html>

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SUPPLEMENTAL FUNDING OVERVIEW

Funds Available

Ecology developed the 2007-2009 Community Litter Cleanup Program (CLCP) Guidelines before the Legislature actually appropriated any funds. At the time, Ecology based allocations for CLCP on the best available funding projection, which was \$2,800,000. When the state budget became final, an additional **\$320,400** was available. At the request of Ecology's Solid Waste and Financial Assistance Program Management Team, we developed these guidelines to distribute the additional funds.

Please note the *maximum application request is \$100,000*.

If you receive supplemental funds, Ecology will allocate this money by a dedicated fund code and identify it as such in the budget table of your contract. The allocation will have its own identifying task within the contract, and for accounting purposes Ecology will track it as a separate fund source. **Money cannot be transferred between fund sources in your contract.**

Eligible Applicants and Recipients

County solid waste planning authorities responsible for local comprehensive solid waste management plans are eligible to apply for supplemental funds.

In addition, all CLCP recipients with a 2007-2009 interagency agreement are eligible to apply for supplemental funding. Funding for successful applications will be written into new or existing contracts through the amendment process.

NOTE: Ecology will give priority for funding to recipients who have spent at least 90 percent of contracted funds in each of the past two cycles. Please contact your project officer for information about your spending history.

Eligible Costs

Eligible and ineligible costs for supplemental projects are the same as those in the current 2007-2009 Guidelines. Please refer to Chapter 3 of the CLCP Guidelines (*Publication #00-07-042 Revised December 2006*) or contact your project officer.

Additionally, there is no cap on the percentage of funds that you can devote to litter and illegal-dump education activities in this supplemental cycle. (In the regular funding cycle, recipients may use no more than 25 percent of a total funding request for education-related projects.)

Eligible Projects

The \$320,400 for this supplemental cycle is available only for projects that are new or that add value to existing programs. Ecology won't fund project applications if they are set up for Ecology to pay a higher share of existing operating costs or replacement costs of capital equipment. The supplemental funds won't offset a local jurisdiction's present contributions.

Projects should fit one of the following three categories:

1. Litter Pickup and Illegal-Dump Cleanup
2. Litter Prevention Education and Outreach
3. Capital Purchases and Equipment

Below are examples of eligible and ineligible projects for each category. *These examples aren't exhaustive; for questions or clarifications about potential projects, contact your regional project officer.*

Litter Pickup and Illegal-Dump Cleanup

Eligible

- Establishing an additional or new local litter and illegal-dump cleanup crew.
- Establishing an additional or new EYC cleanup crew.
- Establishing an additional or new volunteer cleanup coordinator or program (adopt-a-road, adopt-a-beach etc.).

Ineligible

- Transferring to Ecology a community investment cost under an existing contract. For example, if you currently pay disposal fees, supplemental funds won't cover those costs.
- A second paid staff supervisor or crew member if you use correctional, volunteer, or community service labor for an existing crew (unless you are establishing a new crew).

Litter Prevention Education and Outreach

Eligible

- Purchase or develop new litter prevention campaign material (for example, billboards, signs, advertisements).
- Targeted litter enforcement (for example, emphasis patrols for covered loads at transfer stations).
- Establishing new litter educational events (for example, school assemblies, county fairs).

Ineligible

- Purchasing or stockpiling educational materials that were previously CLCP-funded.
- Ecology paying a higher percentage of staff time on existing litter prevention activities.

Capital Purchases and Equipment

Eligible

- A new crew vehicle or trailer if Ecology hasn't paid for one previously through Tools & Trucks (T&T).
- A new crew vehicle or trailer if establishing an additional or new crew.
- Equipment that supports an additional or new crew.
- Equipment or tools that increase the operational efficiencies of existing crews (for example, a winch, knuckle-crane, lift gate, etc.).

Ineligible

- Purchase or stockpile of equipment and supplies for an existing effort (for example, purchase of 30,000 litterbags that would last a jurisdiction well beyond the contract period).
- Replacement of equipment or tools that were previously purchased with CLCP funds, including T&T.
- Replacement of vehicle or trailer previously purchased through T&T.

Scoring Criteria

In reviewing applications, Ecology will use the following criteria:

Environmental Results:

- Will the project increase cleanup or prevention of litter and illegal dumps?
- Will purchase of the item(s) improve the efficiency of litter collection or lead to prevention of litter and illegal dumps?
- Are there any special or new environmental problems the project or purchase will address?

Demonstrated need:

- Is the project or purchase an integral part of the recipient's overall litter cleanup strategy?
- Are other resources available for the recipient to acquire this item?
- Can the recipient still accomplish the project or purchase if money isn't made available?

Track Record of Recipient:

- Has the recipient spent at least 90 percent of contracted funds in each of the past two cycles?
- Is the cost estimate reasonable?
- Reporting history?
- Output history?
- Cooperation or involvement with litter coordination efforts (for example, attending regional litter meetings)?

Capacity of usage:

- How often will this item be used (for example, if a van, will it be used five days a week or only twice a week)?
- Is a recipient ready to begin the project or purchase the new equipment in a timely fashion?

Other:

- Is the recipient making any contribution to the costs?
- Did the recipient fill out the form correctly and completely?
- Has the recipient been denied similar funding requests in the past?
- For capital purchases and equipment, will use be exclusively for litter-related activities?

Schedule/Calendar

Ecology mails the Guidelines in December 2007. Signed applications are due to the attention of your regional project officer by the end of business on February 15, 2008. Ecology will reject late applications.

Ecology's regional project officers will meet by March 1, 2008, to recommend applications for funding.

Ecology's Solid Waste and Financial Assistance Program Management Team will make final decisions by mid-March and Ecology will notify all applicants thereafter.

Amendments and Contracts may become effective as soon as April 1, 2008.

The ending date of all amendments and contracts will be June 30, 2009.

Additional Details/Reminders

Matching funds aren't required.

Supplemental funding isn't an entitlement program. Ecology will evaluate supplemental proposals to ensure they invest litter funds in projects that are new or add value to existing efforts.

Supplemental projects won't interfere with existing cleanup efforts (for example, Ecology Youth Corps or Department of Corrections, etc.).

Success of the legislatively required 2008-2009 Litter Survey (RCW 70.93) requires that neither CLCP recipient nor any other groups clean litter survey sites unless Ecology specifically requests them to. If your project involves roadside cleanup, you will need to coordinate and schedule roadside pickup with Ecology. Ecology will provide you a list of survey sites. If you clean a survey site or know of a site being cleaned, you must save the collected material and contact Ecology immediately.

Results must be tangible, and recipients must report results in accordance with the terms of each respective contract.



Appendix A

Department of Ecology
Solid Waste and Financial Assistance Program

FOR ECOLOGY USE ONLY Application # _____
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Application for Supplemental Community Litter Cleanup Program Funds

2007-2009

Submit a single copy of this application to your project officer.

Submit only one application for all projects

Section 1: Applicant/Recipient Information

Federal I.D. Number			
Applicant/Recipient Name	Jurisdiction		
Address/City/State/Zip			
Preparer's Name and Title	Phone	E-Mail	Fax
Billing Contact Name	Phone	E-Mail	Fax
Address Payments Should be Mailed to			
PROJECT	AMOUNT REQUESTED		
Litter Pickup and Illegal-Dump Cleanup			
Litter Prevention Education / Outreach			
Capital Purchases & Equipment			
Total			
<i>The undersigned agrees that if a contract is executed on the basis of this application, the recipient will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology.</i>			
Signature of official authorized to obligate applicant/recipient's resources			Date

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Section 2 - Project Information

Applicant/Recipient Name (from Section 1)

Please put an X by one project below (fill out a separate Section 2 for each project):

- Litter Pickup and Illegal-Dump Cleanup
- Litter Prevention Education/Outreach
- Capital Purchases & Equipment

Amount of Funds Requested

Project Start Date

Project End Date

You may attach 1 - 2 additional sheets of paper, if needed, to describe your project.

GOAL STATEMENT – Describe the general goal you wish to accomplish through this contract.

PROJECT DESCRIPTION – Identify all partners in the project and the roles they play. Also demonstrate readiness to proceed by detailing how each phase of the project will occur: collection, schedule, transport, disposal, etc. For public education and outreach projects, describe the activities planned that will affect litter control. If producing materials or brochures, provide a description and identify who will receive the materials.

ELIGIBLE COSTS – Identify what costs you are requesting the CLCP to reimburse.

COMMUNITY INVESTMENTS - List all partners committed to the project, including volunteers and other participants, donated goods and services, waived tipping fees, etc. These demonstrate the degree of local cooperation and investment.

EXPECTED OUTCOMES - Estimate what the project will accomplish. These are the same measures you must track and report regularly.

For Litter Pickup and Illegal-Dump Cleanup*:

- | | |
|--|--|
| <input type="checkbox"/> Road miles to be cleaned | <input type="checkbox"/> Pounds of litter collected |
| <input type="checkbox"/> Acres to be cleaned | <input type="checkbox"/> Pounds of debris from illegal dumps |
| <input type="checkbox"/> Illegal dumpsites to be cleaned | <input type="checkbox"/> Supervisor hours |
| <input type="checkbox"/> Pounds of material recycled | <input type="checkbox"/> Total crew hours |

For Education and Information:

Describe what you will accomplish through educational efforts. For example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped. Be sure to pick something you can measure.

Capital & Equipment Purchases:

Section 3 Proposed Budget

Applicant/Recipient Name (from Section 1)

Use this section to show your estimated costs and contributions. Show the total value of community investment, the total amount of Ecology funds requested, and the total cost of all projects. Please call your Ecology project officer if you have questions.

Estimated Costs and Contributions

Cost Categories	Litter & Illegal-Dump Cleanup Activities		Education / Outreach		Capital & Equipment Purchases		Totals	
	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment
Administration (Ecology share not to exceed 10% of total contract amount)								
Equipment, Tools, and Supplies (List individually- should not include T&T purchases)								
Disposal Costs								
Crew Supervisor Salaries/Benefits								
Paid Crew Salaries/Benefits (cannot include correction crews)								
Non-Crew Salaries/Benefits								
Litter Prevention Education / Outreach (List individual costs if known)								
Other (Please describe)								
TOTALS	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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