

A Quick Look: Public Participation Grants

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 July 1, 2013.

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 in the program guidelines.

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. July 18, 2017 through August 11, 2017 at 5:00 p.m. Find information on EAGL here: <http://www.ecy.wa.gov/funding/EAGL.html>.

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 in the program guidelines.

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 in the program guidelines.

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 here: <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

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.

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.