

05/05/08

AGENDA SHEET FOR COUNCIL MEETING OF: March 31, 2008

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CITY CLERK'S OFFICE
SPOKANE, WA



Submitting Dept.
Regional Solid Waste System

Contact Person/Phone No.
Russ Menke/625-6524

Council Sponsor
Public Works Committee

ADMINISTRATIVE SESSION

- X Contract
- o Report
- o Claims

LEGISLATIVE SESSION

- o Emergency Ord
- o Resolution
- o Final Reading Ord
- o First Reading Ord
- o Special Consideration
- o Hearing

CITY PRIORITY

- o Communications
- o Economic Development
- o Growth Management
- o Human Services
- o Neighborhoods
- o Public Safety
- X Quality Service Delivery
- o Racial Equity/Cultural Diversity
- o Rebuild/Maintain Infrastructure

CLERK'S FILE
RENEWS
CROSS REF
ENG
BID
REQUISITION

OPR 2008-0303
OPR 2006-0944

STANDING COMMITTEES

(Date of Notification)

- o Finance _____
- o Neighborhoods _____
- o Planning/Community & Econ Dev _____

o Public Safety _____
X Public Works 03/10/08

Neighborhood/Commission/Committee Notified:
Action Taken:

AGENDA

WORDING:

(If contract, include the term.)

Contract with the Washington State Department of Ecology (Ecology) for Coordinated Prevention Grant (CPG) funding for the 2008-2009 biennium on behalf of the Spokane Regional Solid Waste System (System). Revenue \$914,427 (75% reimbursement).

BACKGROUND:

(Attach additional sheet if necessary)

This grant will provide up to \$914,427 in reimbursement over a two-year period on expenditures of \$1,219,236 for county-wide programs managed by the System such as

- Household hazardous waste training, collection, disposal; small quantity generator (hazardous waste) training and education;
- Residential waste reduction, reuse, recycling programs, planning and education; and
- Commercial waste reduction and recycling programs.
- The grant also provides funding for the City of Cheney and City of Medical Lake recycling centers.

RECOMMENDATION: Approval

Fiscal Impact: o N/A

Budget Account: o N/A

o Expenditure: \$ #
 X Revenue: \$914,427 (for 2- #4490-94402-37079-33431
 year period 2008-2009)
 o Budget Neutral

ATTACHMENTS: Include in Packets: Coordinated Prevention Grant
On file for Review in Office of City Clerk:

SIGNATURES:

Department Head

Division Director

Finance MRL

Legal

Chief of Staff for Mayor

Council President

DISTRIBUTION:

Finance
Contract Accounting
Dept. of Ecology, NancyLucas
(nluc461@ecy.wa.gov)

Regional Solid Waste System
(stresko@spokanecity.org)
(jsmee@spokanecity.org)

COUNCIL ACTION:

APPROVED BY
SPOKANE CITY COUNCIL:

MARCH 31, 2008
CITY CLERK

PROCUREMENT CERTIFICATION FORM**Recipient:** Spokane Regional Solid Waste System**Grant Name:** Coordinated Prevention Grant**Grant No.:** G0800484**The undersigned, on behalf of the Recipient, certifies that the Recipient:****(check and complete one of the following)**

will follow Recipient's own adopted procurement procedures and applicable state law in procuring grant-related public works contracts, professional and personal services contracts, and purchase agreements. The procurement procedures were adopted ongoing (date) by City Council (adopting authority) and are recorded in chapter 7.06 of the Spokane Municipal Code (document name).

having no applicable, adopted procurement procedures, will follow the Standards for Competitive Solicitation found in the Administrative Requirements for Recipients of Ecology Grants and Loans, WDOE 91-18 (Revised September 2005) (the "Yellow Book"), and applicable state laws in procuring grant-related public works contracts, professional and personal services contracts, and purchase agreements.

[Signature] 3/8/08
 AUTHORIZED SIGNATURE DATE

Executive Director, SRSWS
 TITLE

[Signature] 3-3-08
 LEGAL COUNSEL SIGNATURE DATE
WSBA # 11345
Asst. City Attorney
 TITLE

(APR 2008 0303)

RECEIVED

MAY 05 2008

CITY CLERK'S OFFICE
SPOKANE, WA

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

SPOKANE REGIONAL SOLID WASTE SYSTEM

Grant No: G0800484, Coordinated Prevention Grant Regular Cycle Agreement.

This is a binding agreement entered into by and between the State of Washington Department of Ecology, hereinafter referred to as ECOLOGY, and Spokane Regional Solid Waste RECIPIENT, hereinafter referred to as the RECIPIENT, to carry out the activities described herein.

JURISDICTION:	Spokane Regional Solid Waste System
MAILING ADDRESS:	808 West Spokane Falls Boulevard
CITY, STATE, ZIP:	Spokane, WA 99201-3333
RECIPIENT GRANT COORDINATOR:	Suzanne Tresko
TELEPHONE:	509-625-6529
FAX:	509-625-6537
E-MAIL:	stresko@spokanecity.org
RECIPIENT BILLING/INVOICE COORDINATOR:	Eric Larson
TELEPHONE:	509-625-6527
FAX:	509-625-6537
E-MAIL:	elarson@spokanecity.org
ECOLOGY GRANT OFFICER:	Nancy Lucas
TELEPHONE:	509-329-3432
FAX:	509-329-3572
E-MAIL:	nluc461@ecy.wa.gov
FUNDING SOURCE	Local Toxics Control Account
MAXIMUM ELIGIBLE COST	\$ 1,219,236
STATE GRANT SHARE	\$ 914,427
LOCAL SHARE	\$ 304,809
STATE MAXIMUM GRANT PERCENT	75 %
FEDERAL TAX IDENTIFICATION NO.	91-6001280

For the purpose of this agreement, the RECIPIENT will be allowed to match the state grant share with cash and Interlocal in-kind costs in accordance with application instructions.

This agreement is effective on **January 1, 2008**. Any work performed prior to the effective date of this agreement without prior written authorization and specified in the Scope of Work will be at the sole expense and risk of the RECIPIENT. This agreement shall expire no later than **December 31, 2009**.

REGULAR CYCLE SCOPE OF WORK

The project(s) set forth below summarize the RECIPIENT's budget(s) tracked by **Category**, goals and expected outcomes, activities with timeline, method of evaluation, and estimated project cost.* The estimated project cost is for grant officer information only; it will not be used for budget tracking purposes.

RECIPIENT Responsibilities: The RECIPIENT is responsible for implementing activities identified in the local Comprehensive Solid Waste Management Plan and the Hazardous Waste Management Plan.

A. CATEGORY: Moderate Risk Waste (MRW)

TOTAL CATEGORY COST CPG-BASE: \$ 514,000

1. PROJECT TITLE: Household Hazardous Waste Implementation

Summary Description: This task provides for the ongoing training of all Moderate Risk Waste (MRW) staff, which includes in-house hazardous materials training (24-hour course), and the hazardous materials refresher training (8-hour course). MRW training will be provided to neighboring counties, as well, to assist in maintaining their MRW operations. Training will also be provided to the community for special Household Hazardous Waste (HHW) events during the year. New MRW staff will receive initial refrigerant recovery certification training and testing. Technical and administrative staff will continue to receive training and updating to stay current on applicable rules and regulations as they change or are modified with an increased emphasis on recycling or re-use of hazardous materials.

The RECIPIENT will partner with the Spokane Aquifer Joint Board to conduct local collection events, "Spring House Greening", to promote proper HHW diversion, reduction of toxic home products, and reference to the RECIPIENT's permanent year-round facilities at the WTE and Transfer Stations. The RECIPIENT will also provide a HHW collection event, each year for Senior Citizen Households.

Goal Statement: The goal of this task is to protect the health and environment in Spokane County by providing training programs for household hazardous waste (HHW) recycling and disposal.

Outcome Statement: Over the two year grant period, the RECIPIENT expects to provide HHW training to at least 70 MRW staff, plus an additional 10 – 15 staff from 5 adjacent counties and 5-10 staff will receive initial refrigerant certification training. The RECIPIENT will also provide training to at least 60 volunteers, in partnership with Spokane Aquifer Joint Board, for the event Spring Greening, which expects to collect 4 tons of HHW from 80 households. Initial refrigerant recovery certification, training and testing will be provided to 5-10 staff.

Work Plan and Activities with Timeline:

Activity	Timeline
1. Provide system staff, volunteers and neighboring communities with hazardous materials training, staff with initial refrigerant recovery certification and testing, and training for technical and administrative staff.	On going, as needed
2. Schedule events and prepare announcements	Spring, 08-09
3. Hold events	Annually, 08-09

Coordinated Prevention Grant Regular Cycle Agreement
with Spokane Regional Solid Waste System

Method of Evaluation: The RECIPIENT will track the hours and types of training, hours of staff providing training, and number of people trained and certified (and from what jurisdiction they come from), and quantities of material collected.

* **Estimated Project Cost:** \$ 106,000

2. **PROJECT TITLE:** Household Hazardous Waste Collection and Disposal

Summary Description: This is an on-going project where the RECIPIENT will continue to collect and recycle, reuse, or responsibly dispose of Household Hazardous Waste (HHW). This project will provide for the operation and maintenance of the facilities. Household Hazardous Waste facilities are located in the Recycling Areas of the Waste to Energy (WTE) facility and two outlying transfer stations. The recycling areas at the Waste to Energy facility and transfer stations are open 7 days a week, 7:00 a.m. to 4:30 p.m.

The RECIPIENT will train workers and the public in responsible reuse, recycling, and disposal of HHW. The RECIPIENT will inspect and sort used oil and filters, antifreeze, auto batteries, household batteries, pesticides, latex and oil paint, solvents, flammable liquids and solids, acids, and bases brought in by residents. The RECIPIENT will collect, lab pack and properly dispose of all MRW material that can not be recycled.

The RECIPIENT will strongly promote the reuse of materials through the re-use program for household chemicals and latex paint. The sale of used oil for reblending into tanker fuel helps offset the cost of recycling used antifreeze. Other non-reusable or recyclable materials are properly packed for shipment and disposal. The project will also recover refrigerant on refrigerant units brought into the facilities. Refrigerant recovery costs include maintenance and repair or replacement of refrigerant recovery equipment.

Goal Statement: The RECIPIENT will provide a convenient disposal option that diverts (HHW) from being otherwise improperly managed.

Outcome Statement: The RECIPIENT expects to collect at least 600 tons of HHW per year.

Work Plan and Activities with Timeline:

Activity	Timeline
1. Provide training	As needed
2. Update advertisements and educational materials and distribute	On-going
3. Collect and properly dispose of HHW	As needed

Method of Evaluation: The RECIPIENT will track the volumes of HHW collection at facilities.

* **Estimated Project Cost:** \$ 400,000

3. PROJECT TITLE: Small Quantity Generator Implementation

Summary Description: The Small Quantity Generator (SQG) program includes staff time and support needs for technical assistance, coordination of collection, and enforcement notification. The program provides space at the Valley Transfer Station for a hazardous waste contractor to accept SQG material from businesses that have prescheduled appointments with that hazardous waste contractor. This program also includes staff time and support needs to assist area businesses gain awareness of proper management of SQG or questionable waste in Spokane County, and opportunities to divert SQG hazardous waste from improper disposal.

Goal Statement: The goal of this project is to protect human health and the environment by providing a safe and convenient option for disposal of SQG waste.

Outcome Statement: The RECIPIENT expects to provide technical assistance to approximately 400 businesses and have 100 business use the MRW facility for disposal per grant year.

Work Plan and Activities with Timeline:

Activity	Timeline
1. Provide technical assistance to businesses regarding regulation and environmental impacts of hazardous waste, options for managing hazardous and universal waste, collection and opportunities to divert SQG hazardous waste from improper disposal.	Ongoing
2. Provide facility space at the Valley Transfer Station for SQG's to bring in material for a hazardous waste contractor to collect and manage.	Ongoing

Method of Evaluation: The RECIPIENT will track the numbers and types of business requesting technical assistance, and the numbers and types of businesses using the Valley Transfer Station to deliver SQG material to the hazardous waste contractor. The RECIPIENT will also track the number of businesses using the MRW facility and the types and quantities of materials being disposed.

* Estimated Project Cost: \$ 8,000

B. CATEGORY: Waste Reduction and Recycling (WRR)

TOTAL CATEGORY COST CPG-BASE: \$ 705,236

As of January 1, 2009, when implementation of the Electronics Products Recycling Law (70.95N) begins, collection and processing costs of items covered under the law will not be eligible for CPG reimbursement. The only costs eligible for CPG reimbursement related to electronics include:

- *Public information and involvement*
- *Expansion of e-waste recycling beyond covered electronic products*
- *Staff time for technical assistance, coordination and collaboration*

4. **PROJECT TITLE:** City of Cheney Recycling Project

Summary Description: The RECIPIENT will use grant funds to pay for a portion of the operation and maintenance costs associated with the Cheney Recycling Facility, including a portion of the salary and benefits of the Recycling/Solid Waste Operator position. This position is responsible for facilitating the collection, processing, and shipment of recyclable materials received at the Cheney Recycling Facility. The RECIPIENT will also develop informational brochures, advertising, and informational displays about recycling.

Goal Statement: The goal of the Cheney Recycling Project is to provide an effective and efficient means for the processing and collection of recyclable materials in the community through the operation of the city owned recycling facility.

Outcome Statement: The RECIPIENT expects to collect and recycle at least 600 tons of material each year during the grant period.

Work Plan and Activities with Timeline:

Activity	Timeline
1. Develop or update informational brochures, advertising and informational displays	Jan-Mar, 08, 08
2. Continue collect and recycle commodities at the facility.	Ongoing

Method of Evaluation: The City of Cheney will continue to measure the volume and types of recyclable materials collected at the recycling facility on a monthly basis.

* **Estimated Project Cost:** \$ 27,858

5. **PROJECT TITLE:** City of Medical Lake Recycling Facility

Summary Description: The RECIPIENT will use grant funds to build the recycling infrastructure for the City of Medical Lake Recycling Facility. Purchases include additional material handling carts, informational signs, seamless gutter for recycling building, pavement installation around compost trailer loading area, replacement of old fencing in receiving area with a higher fence, small handling baskets, one hand cart, and other materials and supplies, as needed, for use in the operation and maintenance of the recycling facility.

Goal Statement: The Medical Lake Recycling Facility will provide an effective and efficient means for processing and collection of recyclable materials in the community through the operation of the city owned recycling facility.

Outcome Statement: The City of Medical Lake expects to collect at least 450 tons of material for recycling per year.

Work Plan and Activities with Timeline:

Activity	Timeline
1. Purchase and install materials for infrastructure.	As needed throughout the grant cycle
2. Continue to operate and maintain facility	Ongoing

Method of Evaluation: The RECIPIENT will track the quantity and types of materials collected for recycling.

* **Estimated Project Cost:** \$ 12,403

6. PROJECT TITLE: Spokane Regional Solid Waste System

As of January 1, 2009, when implementation of the Electronics Products Recycling Law (70.95N) begins, collection and processing costs of items covered under the law will not be eligible for CPG reimbursement.

The only costs eligible for CPG reimbursement related to electronics include:

- *Public information and involvement*
- *Expansion of e-waste recycling beyond covered electronic products*
- *Staff time for technical assistance, coordination and collaboration*

Summary Description: The RECIPIENT will have three full time employees dedicated to administering and implementing regional waste reduction, reuse, and recycling programs. In addition, two other part time employees spend a significant portion of their time assisting with waste reduction and recycling education activities. The RECIPIENT uses a variety of informational materials and advertising media, including a web site, and hands-on presentations and activities to promote its programs. The *Recycling RAP* will be distributed to some 3,000 elementary school teachers and staff three times per year to assist educators with environmental education integration. The *kids' enviro* page will be published in *kids' news* ten times during the school year and will be taken home by some 30,000 elementary students. *One Man's Trash* is a 4-page quarterly newsletter distributed as an insert in local newspapers and placed at regional public venues with 80,000 copies will be produced quarterly. RECIPIENT staff will purchase space in the *Recycling Guide of the Spokane County/Coeur d'Alene QwestDex*, with 450,000 copies will be printed and distributed to County residents each year.

The RECIPIENT will place over 100 ads in regional media to promote specific Waste Reduction and Recycling (WRR) programs and concepts. The RECIPIENT will provide 50 waste reduction, reuse and recycling presentations through schools, public events, shows and exhibits, and conferences for youth and adults through presentations and all-school programs to promote waste reduction and recycling as requested by schools and school associated groups such as Boy and Girl Scouts and Campfire Boys and Girls, Ecology Youth Corps, child care programs, church youth groups, etc, as well as community,

citizen and public interest groups, broadcast presentations through television and radio, and city, town and county legislative sessions. The presentations reach a live audience of at least 5,000 citizens, plus an uncounted number through broadcasts.

The RECIPIENT's education program at the Waste to Energy Facility (WTE) will provide at least 200 waste reduction, reuse and recycling tours for 1,100 students and 300 adults from throughout the county and the nation. The RECIPIENT will expand the program to include a grant program to interested teachers to provide for bus transportation to the WTE plant for the facility tour. The RECIPIENT also plans to expand the curriculum materials that support the WTE tour.

The RECIPIENT will continue to support the Recycling Hotline that answers questions from the public regarding regional solid waste reduction, recycling, and proper disposal programs. The Hotline responded to more than 13,500 calls in 2006 and 12,000 in 2007. Since its inception in 1989, the Hotline has responded to nearly 209,645 calls from Spokane County residents.

The RECIPIENT expects 150 students will attend the Spokane Youth Environmental Conference. The Spokane Youth Environmental Conference involves middle and high school students in projects related to sustainable environmental issues. The RECIPIENT will work in partnership with Avista Utilities, Spokane Regional Clean Air Agency (Clean Air), Spokane County Water Quality Program, Spokane County Conservation District (SCCD), National Weather Service, Washington Department of Ecology, Spokane Aquifer Joint Board, Educational Service District #101, and Washington Department of Ecology's Eastern Regional Office by providing staff time and printing services. Regional educators will be encouraged to incorporate environmental education in their curriculum by involving their classes in this competitive event. Business sponsors will be solicited to provide cash, which will be used toward rewards for the students' presentations and school science departments.

The RECIPIENT will promote www.2good2toss.com, increasing membership to over 2000 members by the end of the grant cycle. The RECIPIENT will conduct at least 6 home composting presentations through the Master Composter Program and distribute at least at least 800 home compost bins. The RECIPIENT will participate in at least two events at the Green Zone, with 200 participants at each event. RECIPIENT staff will coordinate activities to promote America Recycles Day (ARD), producing an ARD calendar from selections from the artwork of 275 students from 24 schools through Spokane County. Curbside collection of recyclables continues to expand, with the purchase and distribution of 17,000 bins each grant year to new customers and replacing worn out bins of current customers each year. The RECIPIENT will purchase and distribute 500 office recycling bins per grant year.

The Waste Reduction Assessment Program (WRAP) will contact over 1,300 businesses and conduct 155 assessments each grant year. The RECIPIENT will facilitate public event recycling to 6 major events and 12 large venues per grant year. The RECIPIENT will pursue tasks regarding Electronics Recycling, Commingled Recycling, CDL/I; Rural Recycling, and Product Stewardship through committee facilitation or participation, consultant services, and regional collaboration projects will be documented through progress reports of activities, and will prepare reports to document findings and progress.

Goal Statement: The goal of this project is to raise awareness of Spokane residents about solid waste issues and to encourage participation in sustainable waste reduction, recycling, and disposal activities.

Outcome Statement: As a result of this project, the RECIPIENT expects to increase recycling from 568,000 tons from the 2006-2007 grant cycle to 576,520 tons for the 2008-2009 grant cycle.

Work Plan and Activities with Timeline:

Activity	Timeline
<p>1. <u>Publications:</u> The <i>Recycling RAP</i> will be distributed to 3,000 elementary school teachers and staff, <u>three times per year</u> to assist educators with environmental education integration.</p> <p>The <i>kid's enviro page</i> will be published in <i>kid's news</i> <u>ten times during the school year</u> and will be taken home by some 30,000 elementary students.</p> <p><i>One Man's Trash</i> is a 4-page <u>quarterly newsletter</u> distributed as an insert in local newspapers and placed at regional public venues, with 80,000 copies produced quarterly.</p> <p>RECIPIENT staff will purchase space in the Recycling Guide of the Spokane County/Coer d'Alene QwestDex and <u>450,000 copies will be printed and distributed to County residents each year.</u></p>	<p>Unless otherwise noted, <u>all</u> the activities outlined in this project section are on-going throughout the grant cycle.</p>
<p>2. <u>Advertising:</u> The RECIPIENT will place ads to promote specific WRR programs and concepts in <i>Journal of Business</i>, <i>Spokesman-Review</i>, <i>Fig Tree</i>, <i>Out There</i>, <i>The Inlander</i>, <i>Catalyst</i>, and various other regional periodicals, as opportunities present themselves.</p>	
<p>3. <u>Youth Activities:</u> The RECIPIENT will provide classroom presentations and all-school programs to promote waste reduction and recycling as requested by schools and school associated groups such as Boy and Girl Scouts and Campfire Boys and Girls, Ecology Youth Corps, child care programs, church youth groups, etc.</p>	
<p>4. <u>Master Composters:</u> The RECIPIENT staff will continue to educate adults and children in the community on home composting and other organic waste reduction and recycling methods. The RECIPIENT will conduct at least 6 backyard composting presentations, update the booth display for community events, prepare quarterly volunteer newsletters, conduct a volunteer training program; provide at least 800 compost bins; and reach thousands of residents at community events such as the Home and Garden Show, the Home Idea Show, the Inland Empire Gardeners Garden Fair, and many other community fairs, Farmer's Markets, and public events throughout the grant cycle.</p>	
<p>5. <u>The Green Zone:</u> Provide staff time and print material. Upcoming projects include the purchase and installation of recycled-material picnic benches, host events such as mini-workshops, Master Composter presentations displays and activities.</p>	
<p>6. <u>America Recycles Day:</u> Coordinate activities to promote America Recycles Day, participate in Washington Recycles Every Day (WRED) events with staff time and print materials in partnership with the Washington State Recycling Association.</p>	

<p>7. <u>Collection bins</u>: Purchase at least 17,000 curbside recycling containers (bingees), purchase at least 1000 office recycling containers and purchase 800 home composting bins.</p>	
<p>8. <u>Buy Recycled Directory</u>: Update the <i>Buy Recycled Directory</i>, collaboration with local vendors and publishers of the <i>Go Green Directory</i> to make best use of staff and funds.</p>	
<p>9. <u>Education and promotional material</u>: Develop, update, or reproduce educational media regarding waste reduction reuse, and recycling activities.</p>	
<p>10. <u>Public Event Recycling</u>: Provide education material and a brochure to the organizers and vendors on how to set up successful recycling at their event, purchase additional public event recycling containers (to be able to loan containers to event organizers), and a trailer and/or carts to facilitate transporting the recycling containers.</p>	
<p>11. <u>Electronics Recycling</u>: Work with Ecology and the Materials Management and Financing Authority to develop clear and consistent informational materials for local transporters, collectors, processors, and generators to understand how to participate in the program and develop a local Take-It-Back Network for electronics.</p>	
<p>12. <u>Commingled Recycling</u> : Facilitate meetings with local generators, collectors, processors, and disposal interests. Develop a scope of work and published within an RFQ/P for further study through consultant services on the impacts of single or dual stream collection on recycling within the Spokane region.</p>	<p>Unless otherwise noted, <u>all</u> the activities outlined in this project section are on-going throughout the grant cycle.</p>

Method of Evaluation: The RECIPIENT will track number of publications produced and their distribution; the number of advertisements in regional media; the number of presentations and estimates of teachers and/or students that are given presentation and involved in WRR activities through the RECIPIENT; the number of tours and attendees through the WTE tour program; the number of calls received through the Recycling Hotline; the number of members and pounds diverted through 2good2toss; the number of participants at Master Composter activities and home composting bins distributed; the number of events and attendees at the Green Zone; the number of students participating in America Recycles Day, and the number of calendars distributed; the number of curbside recycling bins distributes; the number of Buy Recycled or Go Green directories distributed; the number of brochures distributed; the number of contacts made and assessments conducted through WRAP.

The RECIPIENT will compare the previous recycling rate with the current recycling rate to evaluate the recycling rate increase.

* **Estimated Project Cost:** \$ 664,975

COMMUNICATION

ECOLOGY's regional grant officer will contact the RECIPIENT grant coordinator as needed to monitor progress toward goals and check consistency with Work Plans and Timelines. It is the responsibility of the RECIPIENT to

contact his or her grant officer with any other questions or concerns regarding the grant. Grant officers are available to provide technical assistance at any time during the grant cycle.

BILLING AND REPORTING

The RECIPIENT has elected the following options:

- **Submit a Regular Payment Request that consists of Forms A-19, B2, C2 and a Progress Report.** Unless stated otherwise in this agreement, the RECIPIENT must submit a payment request (with a progress report) at least quarterly, but no more often than once per month.
- **Budget by Category** and therefore shall itemize by category elements on the B2 and C2 forms and as laid out in the following CPG Budget Table. Itemized costs in payment requests must be by Category.
- **Submit all supporting documentation as back-up with each payment request.** The RECIPIENT must also keep a record of supporting documents in accordance with the requirements outlined, as required by the most recent revision of Administrative Requirements for Recipients of Ecology Grants and Loans and make these documents available to ECOLOGY staff upon request.

The RECIPIENT must also complete a Final Performance Analysis (FPA) form online through the Information Clearinghouse. The FPA must be submitted before ECOLOGY can process the final payment request. The final payment request and the FPA are due no later than **February 15, 2010** for Regular Cycle grants.

REGULAR CYCLE CPG BUDGET

CATEGORY/PROJECT	TOTAL CATEGORY/PROJECT COST: CPG BASE (174/I17)
CATEGORY - MRW	\$ 514,000
1. MRW – Household Hazardous Waste Implementation	
2. MRW – Household Hazardous Waste Collection and Disposal	
3. MRW – Small Quantity Generator Implementation	
CATEGORY - WRR	\$705,236
4. WRR – City of Cheney Recycling Project	
5. WRR – City of Medical Lake Recycling Facility	
6. WRR – Spokane Regional Solid Waste System	
TOTAL MAXIMUM ELIGIBLE COST	\$ 1,219,236

FUND SOURCE: CPG BASE (174/I17)

MAXIMUM ELIGIBLE COST:		\$ 1,219,236
FUND	GRANT PERCENT (%)	STATE GRANT SHARE
Local Toxics Control Account (LTCA)	75 %	\$ 914,427
MATCH REQUIREMENT	MATCH PERCENT (%)	LOCAL SHARE
Cash Match	25 %	\$ 304,809

ADDITIONAL BUDGET CONDITIONS

- Overhead is eligible; the RECIPIENT may charge 25 percent of salaries and benefits for time devoted specifically to projects outlined in this agreement.
- The RECIPIENT contact for billing and invoice questions is:

RECIPIENT BILLING/INVOICE COORDINATOR: Eric Larson
 TELEPHONE: 509-625-6527
 FAX: 509-625-6537
 E-MAIL: elarson@spokanecity.org

3. Grant payments should be made payable to: City of Spokane, Spokane Regional Solid Waste System.
4. Grant payments should be mailed to this address:

JURISDICTION: City of Spokane, Spokane Regional Solid Waste
ATTN: Eric Larson
MAILING ADDRESS: 808 West Spokane Falls Boulevard
CITY, STATE, ZIP: Spokane, WA 99201-3333

SPECIAL TERMS AND CONDITIONS

A. INTERLOCAL AGREEMENTS

If parties other than the RECIPIENT are contributing to the local share of project costs, memoranda of understanding or other written agreements confirming the contribution must be negotiated. These agreements must specify the exact work to be accomplished and be signed by all parties contributing to the local match of this project. Copies of these agreements shall be submitted to ECOLOGY.

B. PROCUREMENT AND CONTRACTS

1. The RECIPIENT shall follow their standard procurement procedures and/or applicable state law in awarding contracts; RECIPIENTS with no formal procurement procedures must comply with the "Standards for Competitive Solicitation", found in the most recent revision of Administrative Requirements for Recipients of Ecology Grants and Loans.
2. Following execution, at the request of ECOLOGY, the RECIPIENT shall submit a copy of all requests for qualifications (RFQs), requests for proposals (RFPs), and bid documents relating to this grant agreement to ECOLOGY.
3. The RECIPIENT may use existing contracts that conform to adopted procurement procedures and applicable state laws. The RECIPIENT shall notify ECOLOGY if it used contracts entered into prior to the execution of the grant agreement for performance of grant funded activities.

C. SEPA COMPLIANCE

To ensure that environmental values are considered by the state and local government officials when making decisions, the RECIPIENT shall comply with the provisions of the State Environmental Policy Act (SEPA), Chapter 41.23C RCW, and the SEPA Rules, Chapter 197-11 WAC. Copies of the SEPA documents shall be sent to:

ECOLOGY's Environmental Review and Transportation Section
P.O. Box 47703
Olympia, WA 98504-7703

D. WETLANDS PROTECTION

To comply with the directive of Executive Order 90-04, Protection of Wetlands, all local governments are requested and encouraged to make all of their actions consistent with the intent of this executive order; specifically, (1) to avoid, to the extent possible, adverse impacts associated with the destruction or modification of wetlands, and (2) to avoid direct or indirect support of new construction in wetlands wherever there is a practical alternative.

E. FAILURE TO COMMENCE WORK

ECOLOGY reserves that right to terminate this agreement in the event the RECIPIENT fails to commence work on any of the projects funded herein within six (6) months after the effective date.

F. PROJECT INCOME

Any income directly generated as a result of the activities funded by this grant shall be reported as a credit against the expenses of that activity, as required by the most recent revision of Administrative Requirements for Recipients of Ecology Grants and Loans.

G. GRANT REPORTING

1. The RECIPIENT, in conjunction with submission of payment requests, or at the request of the grant officer, shall prepare Progress Reports and submit them to ECOLOGY. The RECIPIENT must also complete and submit a Final Performance Analysis (FPA).
2. The RECIPIENT must submit all backup documentation paperwork along with each payment request.

H. PROMOTIONAL AND EDUCATIONAL MATERIALS

A copy of all promotional and educational materials developed as part of this agreement shall be submitted electronically to ECOLOGY concurrent with public distribution. ECOLOGY shall have the right to use any printed materials developed as part of this agreement in any manner ECOLOGY deems appropriate. The Washington State Department of Ecology will be acknowledged for providing funding in all published material and oral presentations that result from this agreement.

I. AMENDMENTS AND MODIFICATIONS

No subsequent modification(s) or amendment(s) of this grant agreement shall be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made part of this agreement; *except* a letter of amendment will suffice to redistribute the budget without increasing the total maximum eligible cost or to change ECOLOGY's grant officer or the RECIPIENT's grant coordinator or to extend the period of performance as set forth in this grant agreement.

J. MINORITY AND WOMEN'S BUSINESS PARTICIPATION *(It is not mandatory for the RECIPIENT to abide by Part J of the Special Terms and Conditions; however, it is highly encouraged.)*

The RECIPIENT agrees to solicit and recruit, to the maximum extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this Agreement.

In the absence of more stringent goals established by the RECIPIENT's jurisdiction, the RECIPIENT agrees to utilize ECOLOGY's goals for minority- and women-owned business participation in all bid

packages, request for proposals, and purchase orders. These goals are expressed as a percentage of the total dollars available for the purchase or contract and are as follows:

Construction/Public Works	10% MBE	6%WBE
Architecture/Engineering	10% MBE	6%WBE
Purchased Goods	8% MBE	4%WBE
Purchased Services	10% MBE	4%WBE
Professional Services	10% MBE	4%WBE

No contract award or rejection shall be made based on achievement or non-achievement of the goals. Achievement of these goals is encouraged, however, and the RECIPIENT and ALL prospective bidders or persons submitting qualifications may take the following affirmative steps in any procurement initiated after the effective date of this agreement:

1. Include qualified minority and women's businesses on solicitation lists.
2. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
3. Divide the total requirements, when economically feasible, into smaller projects or quantities to permit maximum participation by qualified minority and women's businesses.
4. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
5. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

The RECIPIENT may report to ECOLOGY payments made to qualified firms at the time of submitting each invoice and on forms provided by ECOLOGY; the information should include:

- Name and State OMWBE certification number of any qualified firm receiving funds under the voucher, including any sub-and/or sub-subcontractors.
- The total dollar amount paid to qualified firms under this invoice.

K. ALL WRITINGS CONTAINED HEREIN This agreement, the "General Terms and Conditions", and the most recent revision of Administrative Requirements for Recipients of Ecology Grants and Loans, contain the entire understanding between the parties, and there are no other understandings or representations except as those set forth or incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereby execute this Grant Agreement:

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

SPOKANE REGIONAL SOLID
WASTE SYSTEM

Laurie M. Davies 4-21-08

Laurie Davies
Program Manager
Solid Waste and Financial Assistance

Date

Authorized Official

Date

Mark M. Earley 3 April 2008

Print Name of Authorized Official

(Mark M. Earley, Chief of Staff)

Title

APPROVED AS TO FORM ONLY
Assistant Attorney General

Approved as to form
B Burns



Attest:

Clar
Acting Spokane City Clerk