

**AGENCY:** Environmental Protection Agency (EPA)  
**TITLE:** FY 2022 and FY 2023 Pollution Prevention Grant Program  
**ACTION:** Request for Applications (RFA) Amendment No. 1  
**RFP NO:** EPA-I-OCSP-OPPT-FY2022-001  
**CFDA:** 66.708  
**DATE:** February 17, 2022

**SUMMARY:** This notice amends the language provided under National Emphasis Area (NEA) #6 and updates the web links to the NAICS codes in Appendix A.

Accordingly, with this amendment, the page numbering has been updated as well.

Amended language to NEA #6 can be found on pages 10 and A-11 and reads: **NEA #6: Supporting Pollution Prevention in Indian Country and for Alaska Native Villages: This NEA is available only to federally-recognized tribes and intertribal consortia:** Carry out P2 technical assistance and projects with businesses in Indian country and Alaska Native Villages. Projects under this NEA should facilitate and encourage businesses and their facilities in Indian country or in Alaska Native Villages to identify, develop and adopt P2 practices and do not need to support the previous five NEAs or any other specific industrial sector. *Note: Technical assistance may also be provided to businesses operated by the federally-recognized tribe or intertribal consortium and/or to businesses located in Indian country or in Alaska Native Villages.*

The updated web links to the NAICS codes can be found on pages A-1 through A-11.

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## **OVERVIEW**

**FEDERAL AGENCY:** U.S. Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention, Office of Pollution Prevention and Toxics, EPA Regional Pollution Prevention Program Offices

**FUNDING OPPORTUNITY TITLE:** **FY 2022 – FY 2023 Pollution Prevention Grant Program Funded by the Bipartisan Infrastructure Law**

**ANNOUNCEMENT TYPE:** Request for Applications (RFA). This is the initial announcement of this funding opportunity.

**FUNDING OPPORTUNITY NUMBER:** EPA-I-OCSPP-OPPT-FY2022-001

**ASSISTANCE LISTING NUMBER:** 66.708

### **KEY DATES:**

<b>FEBRUARY 9, 2022</b>	<b>RFA OPENS</b>
<b>APRIL 11, 2022</b>	<b>RFA CLOSSES – <u>APPLICATIONS ARE DUE BY 11:59 PM (EDT)</u></b>
<b>JUNE 30, 2022</b>	<b>ANTICIPATED NOTIFICATION OF FUNDING SELECTION</b>
<b>SEPTEMBER 30, 2022</b>	<b>ANTICIPATED AWARD</b>

**APPLICATION SUBMISSION DEADLINE:** EPA will receive applications electronically through [Grants.gov](https://www.grants.gov). Applications will be electronically date and time stamped. Please refer to [Section IV](#) of this announcement for full information on the submission process. Applications must be submitted on time in order to be considered for funding.

**SUMMARY:** EPA is announcing a grant competition to fund two-year Pollution Prevention assistance agreements for projects that provide technical assistance (e.g., information, training, tools) to businesses<sup>1</sup> to help them develop and adopt source reduction practices (also known as “pollution prevention” or “P2”). P2 means reducing or eliminating pollutants from entering any waste stream or otherwise being released into the environment *prior to recycling, treatment, or disposal*. In keeping with the Pollution Prevention Act of 1990, EPA is encouraging P2 because implementing these practices can result in reductions in pollutants, and the use of water, energy, and other raw materials, while also lowering business costs. States, state entities, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S., federally-recognized tribes and intertribal consortia are eligible to apply.

**FUNDING AND AWARDS:** The total estimated funding for this competitive opportunity is approximately \$13.9 million. EPA anticipates awarding up to 50 assistance agreements. The maximum individual award ceiling is \$350,000 for the expected two-year grant period. Awards will be funded in full upon issuing the assistance agreements. EPA will release awards in the form of grants or cooperative agreements under the authority of Section 6605 of the PPA of 1990 and the Bipartisan Infrastructure Law. See [Section II](#) of this announcement for more information.

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<sup>1</sup> For the purposes of this announcement, the term “businesses” may represent for-profit or not-for-profit entities.

**NOTE: Applicants are strongly encouraged to read this announcement in its entirety. It provides important information on the goals and priorities of the program, explains statutory program requirements and explains agency grant policies and procedures.**

**In addition to this RFA, EPA is publishing a second P2 grant RFA using ongoing appropriated P2 State and Tribal Grant (STAG) funds. The RFAs are identical except the ongoing STAG-funded RFA grants will have a fifty (50) percent cost share/match requirement as required by section 6605(c) of the Pollution Prevention Act, a larger award funding ceiling, will be eligible for inclusion in performance partnership grant agreements, and will be incrementally funded over a two-year funding period. More information on this second P2 grant announcement may be found on [EPA’s P2 Grant Program page](#).**

**Applicants are welcome to apply to one or both RFAs. However, applicants should clearly indicate that the work described in each application and workplan is either separate from or in addition to the work described in the application and workplan submitted under the other P2 grant announcement.**

**COVID-19 UPDATE:**

**EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the Flexibilities Available to Organizations Impacted by COVID-19 clause in Section IV of [EPA’s Solicitation Clauses](#).**

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## SECTION I. FUNDING OPPORTUNITY DESCRIPTION

### A. Programmatic Description:

Under the authority of the Pollution Prevention Act of 1990 (PPA), and with funding provided by the Bipartisan Infrastructure Law, EPA is announcing a two-year competitive funding opportunity for awards to the fifty states, state entities,<sup>2</sup> the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S., federally-recognized tribes and intertribal consortia to provide technical assistance (e.g., information, training, tools) to businesses to encourage the development and implementation of source reduction practices (also known as “pollution prevention” or “P2”). Source reduction practices can help businesses save money by reducing their resource use, expenditures, waste and liability costs, while at the same time reducing their environmental footprint and helping to protect human health and the environment. The priorities for P2 technical assistance, or national emphasis areas (NEAs), are described in [Section I.G.](#) below. In addition, where feasible and appropriate, EPA strongly encourages applicants to emphasize P2 technical assistance that can address environmental justice for underserved communities and/or climate change impacts.

Under this funding opportunity, EPA is emphasizing the importance of grantees documenting, reporting and sharing information on P2 best practices they identify and develop through their grant so that others can replicate those P2 practices and outcomes. Therefore, as described in [Section VI.C.3](#) and [Appendix E](#) of this RFA, award recipients must document and report on P2 recommendations they provide to facilities<sup>3</sup> as part of the technical assistance, and later, report on P2 actions adopted by those facilities and results achieved from their P2 implementation. Alternative reporting methods are described in [Section VI.C.3.c](#) if technical assistance is broadly provided to multiple facilities, such as providing P2 training courses, webinars, developing and distributing P2 outreach materials, tools or conducting roundtables. EPA is requiring grantees to develop P2 case studies on P2 practices that are new, not widely known or adopted, or where the grantee believes detailed information on the P2 practices could benefit other facilities or P2 technical assistance providers (see [Appendix F](#)). EPA expects that each grantee will develop at least one of these case studies during the grant period. Case studies submitted by grantees will be used to build and share a body of knowledge about P2 practices that could be implemented at other similar facilities. In addition to case studies, we also encourage other means to document and widely share P2 best practices and lessons learned through the technical assistance provided through these grants (e.g., outreach, training, videos). Awardee budgets and workplans may set aside funds from the potential two years of federal funding to allow time for a third-year to perform the required follow-up with business facilities for reporting on P2 actions implemented and developing case studies on the P2 practices adopted.

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<sup>2</sup> State entities refers to state agencies, state colleges or universities. Colleges or universities that are agencies or instrumentalities of a state government are eligible. Colleges and universities must be chartered, commissioned or publicly-owned/operated by the state in order to be eligible.

<sup>3</sup> For purposes of this announcement, a facility represents a business. For grant reporting purposes, grant recipients will be required to report grant data at the facility level.

EPA anticipates the grants awarded under this announcement will provide beneficial P2 practices to businesses receiving technical assistance (information, training and tools) and will allow those businesses to reduce pollution from air, water and land affecting all communities and address pollution concerns that may disproportionately impact overburdened and vulnerable communities. EPA also views these grants as a critical component of the Justice40 initiative which is to provide a meaningful benefit to communities impacted by legacy pollution issues.

EPA will fund P2 awards in the form of grants or cooperative agreements under the authority of Section 6605 of the PPA of 1990, public law 101-508, 42 USC 13104, 40 CFR 35.340 et. seq. and 35.660 et. seq. Refer to <https://www.epa.gov/p2/pollution-prevention-act-1990> for more information. See [Section II.C](#) for more information on types of grant agreements.

**B. Statutory/Regulatory Authority Criteria:** Pursuant to Section 6605(b) of the PPA and EPA's P2 regulations at 40 CFR 35.342 and 35.661, a P2 grant application must address at least **one** of the following:

1. Makes specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses and to assist in the development of source reduction plans;
2. Targets assistance to businesses for whom lack of information is an impediment to source reduction; or
3. Provides training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

**C. Pollution Prevention Definition:** The Pollution Prevention Act (PPA) of 1990, section 6603(5)(A), defines source reduction, also called pollution prevention or P2, as any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling of discarded material, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of those substances, pollutants, or contaminants. EPA has also interpreted P2 to include practices that may protect natural resources through conservation methods, or in-process recycling (i.e., process improvements to reuse materials within the same business/facility in the production process). Reducing the amount of pollution in the environment means producing less waste to control, treat, or dispose. Less pollution means fewer hazards posed to public health and the environment. P2 practices may involve but are not limited to: making equipment or technology modifications to reduce the amount of chemicals used or released into the environment, using environmentally preferable materials to reduce or eliminate the use of raw materials or more hazardous chemicals, making process or procedure modifications to conserve energy or natural resources, reformulating or redesigning products to reduce or eliminate hazardous materials or pollutants, retooling/retrofitting (accessorizing) equipment or improving inventory control to reduce the likelihood of the release of pollutants. See [Section I.E](#) and [Appendix B](#) for examples of P2 approaches and technical assistance projects.

**D. Practices that are not P2:** As described in the PPA section 6603(5)(B) and 40 CFR 35.343 and 35.662, P2 does not involve practices which alter the physical, chemical, or biological characteristics or the volume of a pollutant, hazardous substance or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or in providing a service. Technical assistance on practices that are not considered P2 cannot serve as the basis for P2 grant funding. These non-P2 practices include:

recycling of discarded materials, waste clean-up, disposal activities, managing or processing of non-hazardous solid waste (e.g., paper, cardboard, glass, plastics), and the implementation of Lean manufacturing activities that do not involve reductions in the use/release of hazardous substances, pollutants, contaminants, greenhouse gas releases or water use. If any of these activities represent more than a small and ancillary part of the proposed project, EPA will not consider the application for an award. For assistance with recycling of discarded materials, waste clean-up, disposal and management or processing of non-hazardous solid waste activities, please refer to [EPA's Reduce, Reuse, Recycle website](#).

**E. Technical Assistance Approaches:** All applications must describe how the P2 technical assistance will be provided. Approaches may include, but are not limited to:

1. **P2 Best Practices** – Promoting, identifying, developing, researching, and documenting P2 best practices or new P2 tools for businesses and disseminating the practices and outcomes for others to replicate.
2. **On-site Technical Assistance** – Conducting technical assistance on source reduction practices at businesses.
3. **Off-site Technical Assistance** – Providing information on P2 practices to businesses remotely, such as by phone, video conferencing, e-mail or through on-demand video instruction.
4. **Safer Chemical Use** – Helping businesses assess and redesign their operations, processes and supply-chain practices to replace harmful toxic chemicals with safer chemical alternatives and environmentally preferable products.
5. **Training** – Conducting introductory, intermediate and/or advanced P2 trainings on use of P2 tools, adopting P2 practices on preventing or reducing the release of hazardous materials or adopting environmental management system protocols.
6. **Community-based P2** – Enhancing existing or creating new community-initiated or community-based projects on P2 to help businesses decrease their environmental footprints.
7. **P2 Themed Roundtables, Collaborations and Meetings** – Organizing business, regional, or community collaborations where P2 opportunities and solutions for businesses are identified, developed, enhanced, and shared.
8. **Leadership or Certification Programs** – Providing awards or certifications to businesses which recognize the adoption of P2 practices, *provided these programs are driving the adoption of newly implemented P2 practices as a result of P2 technical assistance provided under the grant.*

**F. Engaging Partners in Technical Assistance:** Applicants are strongly encouraged to develop partnerships to strengthen their ability to provide technical assistance to businesses and facilitate the development, adoption and dissemination of P2 solutions.<sup>4</sup> Partnerships may include university-based technical assistance and cooperative extension programs, environmental assistance programs offered within a State, Tribe or community, nonprofit or for-profit organizations, businesses, communities with environmental justice concerns to ensure equity in participation, and others. Partnerships are also encouraged among trade organizations, federal programs, and with regional and national programs such as with EPA's Office of Enforcement and Compliance Assurance (OECA) Compliance Assistance Centers, EPA's Small Business Environmental Assistance Programs (SBEAPs), the Department of Commerce's National Institute of

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<sup>4</sup> If partnerships will involve contracts and/or subawards, applicants are strongly advised to consult the applicable rules for using contracts and issuing subawards in federal assistance agreements. Applicants will find a discussion of the applicable rules in *Section IV of the EPA Solicitation Clauses* website at: <https://www.epa.gov/grants/epa-solicitation-clauses>. For additional information, applicants may consult the P2 Grant Programs' List of Frequent Questions [here](#).



Standards and Technology (NIST) Manufacturing Extension Partnership Program, the Department of Energy's (DOE) Industrial Assessment Centers, etc. *Note: Engaging in partnerships to help carry out project tasks will not absolve applicants to comply with applicable agency guidance and regulatory provisions, including competitive procurement, if applicable.*

**G. P2 National Emphasis Areas and Program Priorities:** EPA's P2 Program has adopted six (6) program priorities referred to as P2 National Emphasis Areas (NEAs), which are described below. Focusing technical assistance on these NEAs provides the opportunity for synergies among P2 grantees, businesses and other partners/stakeholders affiliated with similar sectors or communities. By encouraging this collaborative engagement, information, expertise, lessons learned, training, and tools can be more easily shared among grantees working in similar NEAs.

Under this grant competition, five of the P2 Program NEAs address industrial sectors and the sixth is available to federally-recognized tribes and intertribal consortia working in Indian country. EPA has posted fact sheets on each of the five industrial sector NEAs which help characterize some P2 opportunities which may exist within that sector. The fact sheets can be found at: <https://www.epa.gov/p2/p2-national-emphasis-areas-neas>.

Within the five industrial sector NEAs, where feasible and appropriate, EPA strongly encourages applicants to emphasize P2 technical assistance that can address environmental justice (EJ) concerns in underserved communities and/or climate change impacts, and applicants should describe in their application narrative how they will do this. To help applicants identify underserved communities and facilities that are in or adjacent to those communities within each industrial sector NEA, tools are suggested and described within [Section IV.C.3.e.iii](#).

The EPA describes environmental justice (EJ) as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected.

For purposes of this announcement, the term "underserved community" refers to a community with environmental justice concerns and/or vulnerable populations, including low-income citizens, communities of color, and tribal and Indigenous peoples.

Climate change impacts may be addressed by providing P2 technical assistance to businesses to reduce or eliminate greenhouse gas (GHG) emissions and/or energy efficiency to benefit the environment and health of large, populous areas and/or regions.

**Note: Applicants may refer to Appendix A for NAICS codes covered by the NEAs, and to Appendix B for examples of possible P2 grant projects that can support an NEA. The project examples in**



**Appendix B are provided for illustrative purposes only.**<sup>5</sup>

**Applications must address at least one of the following NEAs to be eligible for award. Addressing more than one NEA or all NEAs will not give an applicant ranking preference in EPA’s selection process:**

**NEA #1: Food and Beverage Manufacturing and Processing:** Carry out P2 technical assistance and projects with food and beverage manufacturing and processing businesses normally associated with NAICS codes [311](#) and [3121](#) for the purpose of reducing toxic air emissions or water discharges, water or energy usage, hazardous materials generation and use. Technical assistance projects or activities associated with entities that are not included under NAICS codes 311 or 3121, such as restaurants, grocery stores and other retail establishments, do not qualify for this NEA.

**NEA #2: Chemical Manufacturing, Processing and Formulation:** Carry out P2 technical assistance and projects with businesses normally associated with NAICS code [325](#) and associated subsectors (4-6 digit NAICS codes under 325). Projects under this NEA should facilitate and encourage businesses within this NAICS code to identify, develop, and adopt P2 practices in the production of chemical products and formulations. Projects can also include working with businesses within this NAICS code to promote research, development, and marketing of green chemistry products and processes that reduce or eliminate the generation of hazardous substances.

**NEA #3: Automotive Manufacturing and Maintenance:** Carry out P2 technical assistance and projects with businesses in the automotive industry, normally associated with NAICS codes [3361](#), [3362](#), [3363](#), and [8111](#) and associated subsectors. Projects under this NEA should facilitate and encourage businesses within these NAICS codes to identify, develop and adopt P2 practices in manufacturing and maintenance of automobiles and automotive products.

**NEA #4: Aerospace Product and Parts Manufacturing and Maintenance:** Carry out P2 technical assistance and projects with businesses in the aerospace industry, normally associated with NAICS codes [3364](#) and subsectors for manufacture and [488190](#) for maintenance. Projects under this NEA should facilitate and encourage businesses within these NAICS codes to identify, develop and adopt P2 practices in any aspect of aerospace product and parts manufacturing and maintenance.

**NEA #5: Metal Manufacturing and Fabrication:** Carry out P2 technical assistance and projects with businesses normally associated with NAICS codes [331](#) and [332](#), (primary metal manufacturing and/or fabricated metal manufacturing and subsectors). Primary metal manufacturing is associated with smelting and/or refining ferrous and nonferrous metals from ore, pig or scrap, using electrometallurgical and other process metallurgical techniques. Fabricated metal product manufacturing includes transforming metal into intermediate or end products, such as forging, stamping, bending, forming, and machining, used to shape individual pieces of metal; and other processes, such as electroplating, polishing, coating, welding and assembling. Projects under this NEA should facilitate and encourage businesses within these NAICS codes to identify, develop and adopt P2 practices in any aspect of primary metal manufacturing and/or fabricated metal manufacturing and subsectors.

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<sup>5</sup> North American Industry Classification System, or “NAICS” is the “standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.” Refer to <https://www.census.gov/naics>.

**NEA #6: Supporting Pollution Prevention in Indian Country and for Alaska Native Villages: This NEA is available only to federally-recognized tribes and intertribal consortia:** Carry out P2 technical assistance and projects with businesses in Indian country and Alaska Native Villages. Projects under this NEA should facilitate and encourage businesses and their facilities in Indian country or in Alaska Native Villages to identify, develop and adopt P2 practices and do not need to support the previous five NEAs or any other specific industrial sector. *Note: Technical assistance may also be provided to businesses operated by the federally-recognized tribe or intertribal consortium and/or to businesses located in Indian country or in Alaska Native Villages.*

**H. Program Goals and Objectives:** Pursuant to Section 6a of EPA Order 5700.7a1, “[Environmental Results under EPA Assistance Agreements](#),” EPA must review the linkage of proposed assistance agreements with the Agency’s Strategic Plan. The activities funded under this announcement will support EPA’s Draft FY 2022-2026 Strategic Plan (<https://www.epa.gov/planandbudget/strategicplan>), under Goal 7: Ensure Safety of Chemicals for People and the Environment, Objective 7.2: Promote Pollution Prevention. The Sam.gov Assistance Listing linked to this grant program is 66.708. The program anticipates that assistance agreements (grants and cooperative agreements) awarded under this announcement will achieve the agency’s goal and objective for P2 by addressing the required output and outcome performance measured provided directly below in [Section I.I](#). *Note: Application narratives must explain how the work proposed will support the EPA Strategic Plan goal and objective identified above.*

**I. Measuring and Reporting Environmental Results: Output & Outcome Performance Measures:**

Pursuant to Section 6a of [EPA Order 5700.7a1](#), “[Environmental Results under EPA Assistance Agreements](#),” EPA requires that grant applicants and recipients describe environmental outputs (e.g., activities, products) and outcomes (results achieved from the outputs, e.g., reduction in pounds of hazardous material used and of hazardous substances, pollutants and contaminants released, reductions in gallons of water used) expected under the assistance agreements. Applicants must provide an estimate of expected outputs and outcomes, as well as a plan for reporting outputs and outcomes during the grant period.

- 1. Requirements for Estimating Outputs and Outcomes:** Grant applicants must describe and estimate their expected outputs and, to the maximum extent practicable, their expected outcomes as described in [Section I.I.2](#). below. To estimate anticipated outcomes, applicants may refer to [EPA’s P2 calculators](#); click on “Calculators to Measure Outcomes” or use another identified means of their choosing.
- 2. Requirements for a Reporting Plan:** Applicants must provide a comprehensive plan for gathering and reporting on the outputs and outcomes described below. Grant recipients will be expected to report on grant output and outcome measures for each grant project and report on outcome measures for each facility receiving P2 technical assistance, as described in [Section VI.C.3](#), and [Appendix E](#). Grantees are encouraged to report outputs and outcomes in table or spreadsheet form. For the convenience of the grantees, EPA is providing (2) two facility-level reporting templates in [Appendix E](#) for the reporting needed for the various types of P2 grant projects. Additionally, [Excel spreadsheet templates](#) are available from EPA’s P2 Program [Grant Reporting page](#), and may be used for the required reporting. EPA will use this required reported information to determine if workplan requirements are being met and to build a repository of P2 practices that can be widely shared and replicated.<sup>6</sup>

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<sup>6</sup> Note: For purposes of grant reporting (e.g., counting, tracking, documenting, and sharing information), grant recipients will be

Grant recipients will be expected to follow up with all facilities that were provided P2 technical assistance over the course of the grant period to determine, as feasible, what P2 practices were adopted or implemented, and the benefits achieved from that implementation. Reporting on that follow-up will vary depending on the nature of the project (see [Section VI.C.3](#) and [Appendix E](#) for specific requirements). Therefore, grant applicants must include in their project narrative a comprehensive reporting plan on how they intend to follow-up with the facilities they provided P2 technical assistance to determine what P2 actions that they have recommended have been implemented.

**Listed below are the output and outcome elements that P2 grant recipients are required to report to EPA. See [Section VI.C.3](#) for specific requirements according to the type of grant projects conducted.**

**Note: New output and outcome measures have been added to record and measure P2 project activity that help address environmental justice in underserved communities. Also, applicants may consider tools that were developed to help identify facilities that are in or adjacent to underserved communities for each industrial sector NEA – please see Section IV.C.3.e for more information.**

**a. Required P2 Output Measures:**

1. Number of facilities provided P2 technical assistance.
  - EJ: Number of facilities in or adjacent to underserved communities provided P2 technical assistance.
2. Percentage of facilities provided P2 technical assistance that the grantee follows-up with (e.g., phone call, visit, letter, or email) to determine which P2 practices were implemented (should be 100%).
3. Percentage of facilities that implement at least one new P2 practice as a result of the technical assistance provided by the grantee.
  - EJ: Percentage of facilities in or adjacent to underserved communities that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee
4. Number of case studies and other P2 documentation products describing specific P2 best practices identified, developed, or implemented through the grant.
5. Number of amplification activities (i.e., training, webinars, videos, other outreach) that widely share P2 practices and P2 documentation products.

Note: For each amplification activity, grantees will also be asked to report on:

- topic(s) covered,
- number of facilities attending training or webinars, or receiving outreach materials,
- percentage of participants reporting increased understanding of topics covered.
- EJ: Number of amplification activities that target underserved communities.

**b. Optional P2 Output Measures: In addition to the required output measures listed above, grant recipients may report optional project outputs, such as:**

- Number of stakeholder groups involved in the process.
- Number of stakeholder groups addressing environmental justice concerns and/or

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required to report back output and outcome data at the facility-level (place of business).

representing underserved communities.

- Number of technical assistance assessments or visits.
- Number of P2 recommendations made to facilities.
- Number of P2 recommendations implemented by facilities.
- Number of innovations and/or best practices developed.
- Number of workshops, trainings and courses conducted.
- Number of workshops, trainings and courses attended.
- Number of outreach materials developed (e.g., fact sheets, leaflets).
- Types of skills and abilities achieved by training participants.
- Number of people served by outreach.
- Number of outreach materials made available in multiple languages to assist linguistically-isolated communities nearby.
- Number of people in underserved communities served by outreach.

**c. Required Outcome Measures:**

1. Reduction in pounds of hazardous materials used and of hazardous substances, pollutants and contaminants released at facilities as a result of implementing P2 actions.
  - EJ: Reduction in pounds of hazardous materials used and of hazardous substances, pollutants and contaminants released at facilities in or adjacent to underserved communities.
2. Reductions in metric tons of carbon dioxide equivalent (MTCO<sub>2e</sub>) resulting from implementing the P2 actions.
  - EJ: Reductions in metric tons of carbon dioxide equivalent (MTCO<sub>2e</sub>) resulting from P2 actions implemented at facilities in or adjacent to underserved communities.
3. Reductions in gallons of water used at facilities resulting from implementing P2 actions.
  - EJ: Reductions in gallons of water used at facilities in or adjacent to underserved communities.
4. The dollar savings associated with implementing P2 actions at facilities (e.g., reductions in costs from use or disposal of hazardous and non-hazardous materials, water use, energy use, and savings from reduced regulatory burden).
  - EJ: The dollar savings associated with implementing P2 actions at facilities in or adjacent to underserved communities.

**J. Additional Provisions for Applicants Incorporated into the Solicitation:** Additional provisions that apply to this solicitation and/or awards made under this solicitation, include, but are not limited to: those related to confidential business information, contracts and subawards under grants, proposal assistance and communications, reporting and use of information concerning recipient integrity and performance, unique entity identifier/DUNS, SAM, disputes, and administrative capability can be found on [EPA's Solicitation Clauses](#) website. These and the other provisions are important for applying to this announcement and applicants must review them when preparing applications under this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in [Section VII](#) of this solicitation to obtain the provisions.

## SECTION II. AWARD INFORMATION

**A. Number of Expected Awards and Funding Amounts:** It is anticipated that EPA may award a total of approximately \$13.9 million in federal P2 grant funding provided by the Bipartisan Infrastructure Law. EPA anticipates awarding up to 50 assistance agreements. The maximum individual award funding ceiling is \$350,000 for the expected two-year grant period. Awards will be funded in full upon issuing the assistance agreements. EPA will release awards in the form of grants or cooperative agreements under the authority of Section 6605 of the PPA of 1990 and the Bipartisan Infrastructure Law.

The awardee's budget and workplan may allot time and set aside funds from the two-year award to allow time for a third year for the purpose of obtaining and reporting required information on the adoption of P2 practices by businesses to whom they provided technical assistance under the grant, as described in [Section VI.C.3](#) of this RFA.

In their application, applicants should identify what region their project will be performed in. For a list of EPA regions and states within each region refer to [Section VII](#). The number and dollar amount of P2 grants issued will depend upon the factors noted above including funding availability, Congressional appropriations, satisfactory performance, the quality of applications received and other applicable considerations. Funding is not guaranteed. EPA anticipates that final selections will be made 180 days after this announcement is published. EPA reserves the right to reject all applications and issue no awards or issue fewer awards than anticipated, under this solicitation. All awards will be consistent with applicable EPA regulations and grant policies. In addition, EPA reserves the right to issue additional awards under this announcement, if additional funding becomes available. Any additional awards will be made no later than six (6) months from the date of the original selections.

**B. Partial Funding:** In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicant or affect the basis upon which an application or a portion thereof, was evaluated or selected for an award, therefore maintaining the integrity of the competition and selection process.

**C. Funding Agreement Types:** Successful applicant(s) will be issued funds in the form of a grant or cooperative agreement under the authority of PPA Section 6605 to cover a two-year funding period<sup>7</sup> as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the recipient's performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements, reviewing qualifications of key personnel, and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

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<sup>7</sup> Awardee budgets and workplans may set aside funds from the potential two years of federal funding to allow time for a third-year to perform the required follow-up with facilities for reporting on P2 actions implemented and developing case studies on the P2 practices adopted.



## SECTION III. ELIGIBILITY INFORMATION

- A. Eligible Applicants:** Section 6605 of the PPA and applicable parts of 40 CFR Part 35, Subparts A and B (40 CFR 35.340 et seq. and 35.660 et seq.) authorize EPA to award grants and/or cooperative agreements to the fifty states, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S. (40 CFR 35.345), any agency or instrumentality of a state, including colleges and universities of states, federally-recognized Indian tribes that meet the requirements as described in 40 CFR 35.663, and Intertribal Consortia that meet the requirements in 40 CFR 35.504.<sup>8</sup> Colleges and universities must be chartered, commissioned or publicly-owned/operated by the state or the federally-recognized tribe in order to be eligible. Colleges and universities must include documentation within their applications, which may include, but is not limited to a: state constitutional reference, college/university charter, W-7 tax form that has confirmed the college or university to serve as an instrumentality of a state or a federally-recognized tribe. *Note: Local governments, private universities, for-profit organizations, nonprofit organizations, private businesses, and individuals are not eligible to apply for funding under this announcement.*
- B. Cost Sharing and Matching Requirement:** There is no cost share/match requirement under this program as authorized under the Bipartisan Infrastructure Law – [Pub. L. 117-58, 135 Stat. 1404](#).
- C. Requirements for Applicants Using Performance Partnership Grant (PPG) Agreements:** Because of the budget accounting that is required for Bipartisan Infrastructure Law-appropriated funds, assistance agreements issued under this program are ineligible for inclusion in PPGs.
- D. Threshold Eligibility Criteria:** Each application must meet the Threshold Eligibility Criteria provided below at the time of submission in order to be considered for funding. These are requirements that if not met by the time of submission will result in elimination of the application from consideration for funding. Only applications from eligible entities ([Section III.A](#)) that meet all threshold criteria will be evaluated against the evaluation criteria in [Section V.A](#) of this RFA. Applications deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within **15 calendar days** of the ineligibility determination.
1. Applications must adhere to the statutory criteria of P2 grants by addressing one or more of the criteria in – [Section I.B](#) and the definition of P2 in [Section I.C](#).
  2. The preponderance of work described in applications must support: **a)** providing technical assistance (e.g., information, training and tools) to businesses on P2, and **b)** documenting and widely sharing the P2 best practices and innovations that have been identified or developed through the grant – [Section I.A](#). Non-P2 technical assistance, training and information may only represent a small and ancillary part of the proposed work and must be funded from other sources that will support the P2 grant. If applications include ineligible tasks or activities (i.e., those not considered to be pollution prevention/source reduction) then those activities may be found ineligible for funding and may,

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<sup>8</sup> Under this grant program, federally-recognized tribes and intertribal consortia are not required to have “treatment in a manner similar to a state” (TAS) authorization in order to apply or receive grant funding. The requirements as noted in the code of federal regulations (CFR) and in the preamble to 40 CFR Part 35 provide that the grant program shall have the authority and discretion to evaluate based on the evaluation criteria the extent to which federally-recognized tribes or intertribal consortia have the capacity to successfully execute the proposed grant activities.

depending on the extent of the ineligible activities, render the entire application unsuitable for funding—[Section I.D.](#)

3. Applications must support at least one of the P2 National Emphasis Areas (NEAs) – [Section I.G.](#)
4. Applications must specify with written explanation how the grant activity links to and supports the goal and objective of EPA’s Strategic Plan for P2 and must explain how the grant activities will support expected outputs and outcomes – [Section I.H](#) and [Section I.I.](#)
5. Applications must be from eligible applicants – [Section III.A.](#)
6. Application packages must substantially comply with the submission instructions and requirements set forth in [Section IV.C](#) of this announcement in order to be considered for funding or else they will be rejected. Where a page limit is indicated for the project narrative section of the application, pages in excess of the **15-page** limitation will not be reviewed.
7. Applications must be submitted electronically through [Grants.gov](#) as stated in [Section IV.A](#) of this announcement (except in limited circumstances where another mode of submission is specifically allowed for as explained in [Section IV.A](#) and [Appendix C](#)) on or before the submission deadline.
8. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or the System for Award Management (SAM) website at <https://www.sam.gov/SAM/>. An applicant’s failure to submit their application on-time through Grants.gov because they did not timely or properly register in SAM.gov and Grants.gov will not be considered an acceptable reason to consider a late submission. The applicant should confirm receipt of their application package with the applicable EPA region noted in [Section VII](#) of this announcement as soon as possible after the submission deadline – failure to do so may result in the application not being reviewed.

## SECTION IV. APPLICATION AND SUBMISSION INSTRUCTIONS

- A. Application Submission Deadline:** The submission deadline is **Monday, April 11, 2022, 11:59 pm (EDT)**. In order to apply, the applicant’s Authorized Organizational Representative (AOR) must submit a complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>). Instructions for applying through Grants.gov are provided in [Appendix C](#) of this announcement.

Please reserve enough time to successfully submit your application in the event unexpected errors require you to resubmit your application.

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not Grants.gov) within 30 days of the application deadline, please contact, EPA representative listed [Section VII](#). Failure to do so may result in your application not being reviewed.



## B. Prior to Applying through Grants.gov – Applicants must:

1. Designate an Authorized Organizational Representative (AOR) as the individual who will submit the application through Grants.gov.
2. Have an active System for Award Management (SAM) account (<https://www.sam.gov/SAM/>).
3. Be registered in Grants.gov (<http://www.grants.gov>).

**Note:** The registration process for applying through Grants.gov **may take a month or more to complete. Please register early.** The electronic submission of your application must be made by the AOR of the organization who is registered with Grants.gov and is authorized to sign applications for federal funding assistance. If you do not have the technical capability to apply electronically through [Grants.gov](http://www.grants.gov) because of limited or no Internet access which prevents you from being able to upload the required application materials to [Grants.gov](http://www.grants.gov), an alternate submission exception request may be made – see [Appendix C](#) for instructions.

If you submit more than one application for the identical project (either in error or to replace a previously submitted application), EPA will only review the most recently submitted application, unless you notify Michele Amhaz ([amhaz.michele@epa.gov](mailto:amhaz.michele@epa.gov)) and specify which application you want EPA to review.

## C. Content and Forms for Application Submission:

1. **Mandatory Forms and Supporting Documents:** Instructions for *preparing* forms are provided under item #3 below. Please see [Appendix C](#) of this announcement for instructions on *submitting* your application.
  - a. Standard Form 424 – Application for Federal Assistance (SF-424).
  - b. Standard Form 424A, Budget Information – Non-Construction Programs.
  - c. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance.
  - d. EPA Key Contacts Form 5700-54.
  - e. Project Narrative, including cover page. Preparation is described [below](#).
2. **Optional Documents:** The following documentation, while not required, is encouraged to be submitted:
  - a. Letters of Support.
  - b. Staff resumes.
3. **Instructions for Preparing Mandatory Forms and Supporting Documents:**
  - a. **Application for Federal Assistance (SF-424):** To properly prepare and submit this form – **PLEASE READ: Applications submitted prior to April 4, 2022, must follow these instructions when preparing and submitting SF-424:** When filling out this form, applicants must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. To obtain a DUNS number, at no cost, call the toll-free DUNS Number request line at 1-866-705-5711 or visit the D&B website: <http://fedgov.dnb.com/webform>.

**Applications submitted on April 4, 2022 or thereafter, but by the submission deadline of April 11, 2022, must follow these instructions when preparing and submitting SF-424:** Existing and new SAM.gov registrants will be assigned a free SAM-issued Unique Entity Identifier (UEI). Applicants must use their UEI, not their DUNS number, when filling out forms in the package for this funding opportunity. Please see the [RAIN-2021-G01](#) for information about EPA's implementation of the upcoming Government-wide transition from DUNS to UEI.

- b. SF-424A, Budget Information, Non-Construction Programs:** Prepare form as indicated to address the budget categories of grant work.
- c. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance:** Prepare form as indicated.
- d. Key Contacts Form (5700-54):** Identify key personnel who will file and manage the paperwork, fund activities and direct funded work.
- e. Project Narrative:** The Project narrative is a critical part of the application. It must: **1)** describe how grant activities link to and support the agency's strategic goal and objective for P2; and **2)** thoughtfully and succinctly describe how the project activities will provide P2 technical assistance to businesses by addressing the evaluation criteria in [Section V.A.](#)

The project narrative, including the cover page, cannot exceed **15** single-spaced pages, with a minimum font size of 11.5. Any pages submitted in excess of the page limit will not be reviewed.

To assist in the review of applications, applicants are advised to organize their applications as indicated below.

- i. Include a Cover Page (with project narrative) containing items 1-7 below:**
  - 1.** Grant Name and Funding Opportunity Number.
  - 2.** Title of project.
  - 3.** National Emphasis Area (NEA) supported by project.
  - 4.** Region where project will be performed and a short description of project.
  - 5.** Total funding of project and requested EPA funding of project.
  - 6.** Contact information (i.e., name of applicant, name of organization, mailing address, phone number, fax number, and email address).
  - 7.** System for Award Management (SAM) registration date.

**Note: Sample Cover Page provided in [Appendix D](#).**

- ii. Organize the content of your project narrative by addressing items 1 and 2 below.**
  - 1. Linkage to Agency's Strategic Plan.** Explain how the grant activities are linked and support the agency's strategic plan, goals and objectives – see [Section I.H](#).
  - 2. Linkage to Evaluation Criteria.** Explain how your grant activities will address the evaluation criteria in [Section V.A](#). With each explanation, please reference the number of

the criterion and its' title in parentheses. **Note: The criteria described below have been abbreviated for brevity and reference. Please see [Section V.A](#) for the complete descriptions.**

**a. Strategy and Approach:**

- i. Environmental and/or Human Health Concern – Describe the anticipated environmental and/or human health concerns at or in the proximity of the targeted businesses and describe how the adoption of P2 approaches could help address those concerns ([Section V.A.1.a](#)).
- ii. NEA Alignment – Identify and describe the grant activities used to support the NEA(s), describe the targeting strategies used to support the NEAs, and succinctly and briefly describe the work planned ([Section V.A.1.b](#)).
- iii. Environmental Justice and Underserved Communities Emphasis – Where appropriate and feasible, EPA strongly encourages applicants to address how P2 technical assistance to businesses can be utilized to address disproportionate and adverse human health and environmental impacts affecting underserved communities. The project description should: 1) clearly describe the technical assistance (information, training, tools) provided to businesses that will help to address the disproportionate human health and environmental impacts affecting underserved communities, and 2) applicants are also encouraged to describe as appropriate and feasible, activities that will encourage or enhance partnerships or generate participation from underserved communities to carry out the project ([Section V.A.1.c](#)).

Applications from federally-recognized tribes and intertribal consortia addressing NEA #6 will be considered as emphasizing P2 technical assistance to benefit EJ and underserved communities and will receive full points for this evaluation criteria.

**Note:** Applicants are encouraged to use [EPA's P2-EJ Facility Mapping Tool](#), which will be available beginning on **February 17**. The tool was developed to help prospective applicants identify facilities located in or adjacent to underserved communities within the five industrial sector NEAs. EPA plans to demo this tool during its' upcoming public webinars, see [here](#) for additional information. Additionally, applicants are encouraged to use EPA's Environmental Justice Web-based Screening Tool called [EJSCREEN](#), or may use other EJ-focused geospatial mapping tools (e.g., studies, census, and third-party reports) to reference data in their project narratives to help characterize and describe the underserved community or other geographical areas.

- iv. Climate Change Impacts – Explain how project activities will address climate change, where feasible and appropriate, to achieve significant reductions in greenhouse gas emissions to benefit the environment and health of large, populous areas and/or regions ([Section V.A.1.d](#)).

- v. Description of P2 Technical Assistance – Describe how technical assistance will be provided ([Section V.A.1.e](#)).
  - vi. Effectiveness of P2 Technical Assistance Approach – Describe how the project will be effective in encouraging businesses to adopt P2 practices ([Section V.A.1.f](#)).
  - vii. Leveraging, Resources, and Expertise of Partners – Describe how the project will leverage resources and enlist expert partners to assist the grantee in carrying out the work. ([Section V.A.1.g](#)).
  - viii. Documenting P2 Best Practices – Describe how the project intends to develop case studies and other outreach materials to document P2 practices consistent with [Section I.A](#) and [Appendix F](#), ([Section V.A.1.h](#)).
  - ix. Amplifying P2 Best Practices – Describe how P2 information, practices and products developed under this grant will be disseminated and shared with others ([Section V.A.1.i](#)).
- b. Environmental Results, Measurement & Reporting P2 Recommendations and Actions Implemented:** Provide a plan for tracking, measuring, and reporting outputs and outcomes for grant activities as described in [Section I.I](#), [Section VI.C.3](#) and [Appendix E](#). Within the plan, describe the approaches that will be used to document the P2 recommendations provided to each facility, follow-up with the facilities to determine what P2 recommendations were implemented and what outcomes resulted from that implementation, and if P2 actions were not implemented, what P2 actions are planned for implementation within the next five years, or the barriers to implementing P2 recommendations ([Section V.A.2](#)).
- c. Programmatic Capability & Environmental Results Past Performance Criteria ([Section V.A.3](#)):**
- i. Describe achievements made under past work plans to illustrate your past performance in successfully *completing and managing* previous assistance agreements.
  - ii. Describe achievements made under past work plans to illustrate your history of meeting the *reporting* requirements under previous assistance agreements. Also, describe your history of providing *timely* progress reports under past work plans to illustrate your progress in achieving expected environmental outputs and outcomes. And if results were not achieved under the work plans, then describe if the reasons for not achieving those results were reported to others, and if not describe why not.
  - iii. Describe your organization’s prior experience in planning and carrying out grant activities that resulted in successfully achieving the project’s objectives that proved to be effective and timely.
  - iv. Describe staff expertise and qualifications, staff knowledge, and your organization’s resources to successfully achieve the goals of the proposed project.

- d. **Timeline.** Provide project timeframes and milestones for completing project tasks, tools, roundtables/meetings, product deliverables, e.g., case studies, trainings, tools ([Section V.A.4](#)).

**Note:** The timeline must account for two years of federal grant funding with a project period of up to three years. The timeline must include a breakout of: project tasks; anticipated dates (from start to completion of each task); milestone markers (including the timing and approaches used to follow up with business); development of case studies and other outreach materials; and a brief explanation for achieving project goals and objectives by the end of the project.

- e. **Budget.** Provide budget estimates by budget category to describe why budget costs are integral and necessary to carry out the proposed project(s) and explain the procedures and controls that will be put in place to ensure awarded grant funds will be expended in a timely and efficient manner.

**Note:** Applicants are also to explain costs set aside for grant activities related to reporting, following up on P2 implementation, and the development of case studies. ([Section V.A.5](#)). Applicants should itemize costs associated under each project task and should identify activities and corresponding estimated costs. Describing the budget plan is separate from and is meant to supplement information provided on **SF-424A, Budget Information – Non-Construction Programs. This form is noted above under Mandatory Documents.**

- iii. Applicants are encouraged to supplement their project narratives with the following (optional) documentation. These items **are not** included in the **15-page** limit.

- **Letters of Support:** Describe the service(s) the grant partner(s) will provide to help carry out and enhance the project activity.
- **Staff resumes:** Reflect the knowledge, experience and/or expertise to conduct proposed work.

**D. Opportunity for Questions and Answers Regarding this Announcement:** EPA’s national P2 Program will host three informational webinars for potential applicants and interested stakeholders on this announcement, the Bipartisan Infrastructure Law-funded P2 Grant program announcement and provide a demonstration of the P2 Program’s P2-EJ facility mapping tool. The webinars will be held from **1:30 – 3:30 pm (EST)** on the following dates:

- **February 17, 2022**
- **February 22, 2022**
- **February 24, 2022**

To register, please go to: [https://www.zoomgov.com/webinar/register/WN\\_06CC5Nw5RbSlam9gT2yfpw](https://www.zoomgov.com/webinar/register/WN_06CC5Nw5RbSlam9gT2yfpw).

For each webinar, attendees are advised to connect five (5) minutes prior to the scheduled time indicated to ensure proper connection. The webinar link works best when using the Google Chrome browser. Connection problems may result when using Internet Explorer or Microsoft Edge. For those unable to

attend, a recording of the webinar will be made available and Frequently Asked Questions and Answers from the webinar will be posted to [EPA’s Pollution Prevention Grant Program website](#). For details on the types of questions EPA can respond to, please refer to the grant solicitation clause on [Pre-Proposal/ Application Assistance and Communication](#).

Additionally, interested applicants are encouraged to refer to the P2 grant guidance that provides answers to frequently asked questions on P2 grants. Please refer to EPA’s P2 Program grant web page for information: [https://www.epa.gov/system/files/documents/2022-02/general\\_p2\\_grant\\_guidance.pdf](https://www.epa.gov/system/files/documents/2022-02/general_p2_grant_guidance.pdf).

## Section V. APPLICATION REVIEW INFORMATION:

Only applications that meet the threshold eligibility criteria in [Section III.D](#) of this announcement will be reviewed against the evaluation criteria provided below. Each application will be rated using the points-scale system described below. The maximum number of total points possible is 100 points.

EPA will review project narratives for clarity, concise form, logical flow of information, and clear responsiveness and support for all evaluation criteria. Project narratives must provide enough detail to allow for an evaluation of the merits of the application and response to the evaluation criteria. **To assist EPA reviewers, applicants are strongly encouraged to reference the numbers and titles of the evaluation criteria in their project narratives to help identify where the criteria are being addressed.**

**A. Evaluation Criteria:** Applications will be evaluated based on the following:

Criteria	Description	Points
<b>1. Strategy &amp; Approach</b>	a) <u>Environmental and/or Human Health Concern.</u> The quality and extent to which the narrative describes the anticipated environmental and/or human health concerns related to the businesses and how the adoption of P2 approaches could help improve or resolve those concerns.	7
	b) <u>NEA Alignment.</u> The quality and extent to which the narrative demonstrates how the project will support the NEA(s) selected for this grant, including: whether the application describes the types of facilities to be targeted for technical assistance (the North American Industry Classification System (NAICS) code); how those facilities are identified; how the targeting will support the NEA(s); and, the specific work planned that will support the NEA. <b>NOTE:</b> Applications will not be awarded additional evaluation points under this criterion or given added preference for addressing multiple NEAs. Refer to <a href="#">Section I.G</a> and <a href="#">Appendix A</a> .	7
	c) <u>Environmental Justice and Underserved Communities Emphasis:</u> The quality and extent to which the narrative describes how the applicant intends to emphasize P2 technical assistance that will address the disproportionate and adverse human health, environmental, climate-related and other cumulative impacts affecting underserved communities, as appropriate and feasible; including as appropriate	5



	<p>and feasible, activities that will encourage or enhance partnerships or generate participation from underserved communities in carrying out the project.</p> <p><b>NOTE:</b> Applications from federally-recognized tribes and intertribal consortia addressing NEA #6 will be considered as emphasizing P2 technical assistance to benefit EJ and underserved communities and will receive full points for this evaluation criterion.</p>	
	<p><b>d) <u>Climate Change Impacts.</u></b> The quality and extent to which the narrative describes how the applicant intends to provide and emphasize P2 technical assistance to address the climate change impacts of businesses.</p>	<b>5</b>
	<p><b>e) <u>Description of P2 Technical Assistance.</u></b> The quality and extent to which the narrative describes how well the P2 technical assistance will be provided, such as through direct on-site technical assistance to businesses; off-site or remote technical assistance to facilities; referring businesses to other P2 resources; planning collaborative opportunities for business sectors or communities to explore and develop P2 solutions; providing broad technical assistance, like a workshop or training to multiple businesses, or a mix of approaches.</p>	<b>10</b>
	<p><b>f) <u>Effectiveness of P2 Technical Assistance Approach.</u></b> The extent to which the narrative provides a clear and logical rationale for how the proposed P2 technical assistance project(s) and approach are likely to encourage the targeted businesses to adopt P2 practices.</p>	<b>10</b>
	<p><b>g) <u>Leveraging Resources, and Expertise of Partners.</u></b> The quality and extent to which the narrative describes a plan to leverage the resources and expertise of partners and stakeholders in the project. <b>NOTE:</b> Partners may include States, Tribes, other technical assistance providers, businesses, communities, trade associations, nonprofit organizations, etc.</p>	<b>6</b>
	<p><b>h) <u>Documenting P2 Best Practices.</u></b> The quality and extent to which the narrative describes how the applicant will meet the requirements to develop case studies and other materials (e.g., training, videos, outreach) to document adopted P2 practices, as specified in <a href="#">Section IA</a>, and consistent with <a href="#">Appendix F</a>.</p>	<b>7</b>
	<p><b>i) <u>Amplifying P2 Best Practices.</u></b> The quality and extent to which the applicant describes a plan and commitment to widely share P2 best practices and products developed during the grant (e.g., toolkits, assessment checklists, training modules, videos, outreach materials), and share lessons learned from the grant implementation (e.g., insights, challenges, successes, recommendations).</p>	<b>7</b>



<p><b>2. Environmental Results, Measurement &amp; Reporting P2 Recommendations and Actions Implemented</b></p>	<p>Applicants will be evaluated based on the quality and extent of the reporting plan for tracking, measuring and reporting outputs and outcomes for each type of grant project as described in <a href="#">Section I.I</a> and <a href="#">Section VI.C.3</a>.</p> <p><b>Reporting plans should describe the requirements for the project type addressed and carried out in the project narrative:</b></p> <p><u>For direct P2 technical assistance to individual business facilities:</u> Document and report P2 recommendations for each facility receiving technical assistance, as well as basic facility information; document follow-up after the required time with each facility and report on which recommendations the facility implemented, which it intends to implement within 5 years, or why recommendation(s) will not be implemented; and, document the required environmental and cost outcomes achieved from each P2 practice implemented. Report required outputs.</p> <p><u>For leadership and green certification programs:</u> Report the P2 practices implemented at each facility and the required outcomes achieved from each P2 practice implemented. Include basic facility information and required outputs.</p> <p><u>For P2 technical assistance provided to multiple businesses at a time, e.g., P2 training, webinars, roundtables, and outreach materials:</u> Report required outputs (number of amplification events, standard outputs associated with each event, etc.); and follow-up with facility attendees, as feasible, to report on any P2 practices that a facility has since implemented as a result of the technical assistance and the outcomes achieved.</p> <p><u>Development of P2 Tools or Products:</u> Report on the development of product(s) intended, any pilot testing conducted, the stakeholder input collected, any documenting/amplifying of the product(s) developed, and whether outcomes will be achieved from using the tool/product developed.</p>	<p>14</p>
<p><b>3. Programmatic Capability &amp; Environmental Results Past Performance Criteria</b></p>	<p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed projects by considering their: (See <a href="#">NOTE</a> below):</p> <p>a) Past performance in successfully completing and managing the assistance agreements identified in response to <a href="#">Section IV.C.3</a> of this announcement.</p>	<p>3</p>

	<p>b) History of meeting the reporting requirements under the assistance agreements identified in response to <a href="#">Section IV.C.3</a> of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.</p>	3
	<p>c) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project (<a href="#">Section IV.C.3</a>).</p>	3
	<p>d) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (<a href="#">Section IV.C.3</a>).</p>	5
<b>4. Timeline</b>	<p>Under this criterion, applications will be evaluated based on the quality and extent to which applicants set forth a reasonable time schedule for executing tasks associated with the project. <b>NOTE:</b> The timeline must account for two years of federal grant funding with a project period of up to three years. The timeline must include a breakout of: project tasks; anticipated dates (from start to completion of each task); milestone markers (including the timing and approaches used to follow up with business); development of case studies and other outreach materials; and a brief explanation for achieving project goals and objectives by the end of the project.</p>	4
<b>5. Budget</b>	<p>Under this criterion, applications will be evaluated based on the extent to which:</p> <p>a) The proposed estimated costs are eligible, appropriate, reasonable and realistic to implement the project and clearly correlate with the proposed tasks and activities; and</p>	2
	<p>b) The applicant’s approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. <b>NOTE:</b> The budget must account for two years of federal grant funding with a project period of up to three years. Applicants should itemize costs associated under each project task and should identify activities and corresponding estimated costs. Applicants are also to explain costs set aside for grant activities related to reporting, following up on P2 implementation, and the development of case studies. Refer to <a href="#">Appendix G</a>.</p>	2

**Note: In evaluating applicants under these factors in [Section V.A.3](#) above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in your application and you will receive a neutral score for this factor (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for this factor.**

## **B. Review and Selection Process:**

- 1. Review:** Applications meeting the Threshold Eligibility Criteria in [Section III.D](#) will be reviewed through a national EPA review process under which there will be multiple EPA review panels that will review applications for projects submitted to be performed in the applicable regions. Reviewers on each regional review panel will include P2 program staff from that EPA region, P2 program staff from other EPA regions and EPA Headquarters. Some EPA regional review panels may also include staff from other agency program offices. Applications will be evaluated and ranked based on the evaluation criteria and point allocation scale provided in [Section V.A](#).
- 2. Selection:** Each EPA review panel will recommend applications for funding to the applicable Grant Selection Official based on their evaluations and rankings. The Grant Selection Official may also consider geographic diversity and P2 programmatic priorities in making selection decisions. Selection(s) and funding decisions will be sent to the National P2 Program Director in EPA Headquarters for review, concurrence, and to ensure that the project(s) meet the objectives of this RFA. EPA anticipates final funding decisions will be made by September 30, 2022.

## **SECTION VI. AWARD ADMINISTRATION INFORMATION**

- A. Award Notification:** EPA anticipates that award notifications will be made via electronic mail (email) to the successful applicants by September 30, 2022. The notifications will be sent to the original signer of the application or to the project contact listed on the Key Contact form of the application package. This notification will inform the applicant that their application has been selected and is being recommended for an award, but it is not an authorization to begin work. The official notification of an award will be made by the appropriate EPA grants office in the region. Applicants are cautioned that only an EPA grants officer is authorized to bind the Federal Government to the expenditure of funds. Selection of a P2 grant does not guarantee an award will be made. For example, statutory authorization questions, funding issues or other discoveries found during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to amend or submit additional documents and forms which must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.
- B. Submission Requirements:** All application forms must be filled out in their entirety, prior to being considered for an award (refer to 2 CFR Part 200, as applicable). Successful applicants will be required to certify that they have not been debarred or suspended from participation in federal assistance awards in accordance with 2 CFR Part 108.
- C. Administrative Requirements:**
  - 1. Award Management:** Awards will be issued in FY 2022 and FY 2023 and managed by the applicable EPA Regional P2 Program.
  - 2. Quality Assurance and Quality Control (QA/QC):** Certain quality assurance and/or quality control (QA/QC) and peer review requirements apply to the collection, monitoring or sampling of environmental data. Environmental data are measurements or information that describe environmental

processes and conditions, ecological or health effects and consequences, or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models and obtained from other sources such as databases or published literature. Regulations pertaining to QA/QC requirements can be found on [EPA's Quality Program Related Regulations](#) website. Additional guidance can be found at <http://www.epa.gov/quality/>.

If environmental data are to be collected and used for calculating measures of the P2 grant activity, then P2 grant recipients will be required to submit a workplan-specific Quality Assurance Project Plan (QAPP) or equivalent to EPA at the time of award. For additional assistance on what is required, please refer to the Quality Assurance Guidance on Reporting Outcomes for P2 projects ([Appendix H](#)).

P2 grant activities that will involve monitoring and/or sampling of environmental data will require additional steps to satisfy the QA/QC process. To help plan your QA/QC process, please review these three steps: **1)** Please be aware that sufficient time and resources will be needed to set up a Quality Management System (QMS) for the proposed projects. If there is not a QMS in place, one must be developed. A QMS is the mechanism or process for managing the quality of environmental data collected and used; **2)** For a QMS to be utilized, a Quality Management Plan (QMP) needs to be written. A QMP is the document that describes the applicant's organization or program in terms of its organizational structure, policy, procedures, functional responsibilities of management and staff, lines of authority, and required interfaces for those planning, implementing, documenting, and assessing all activities conducted under the assistance agreement; and **3)** The final component to QA/QC planning is writing a workplan-specific Quality Assurance Project Plan (QAPP) or functional documenting equivalent. The QAPP is the document that describes the workplan-specific information on quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. The QAPP must be submitted and approved by EPA prior to receiving the P2 grant award.

**Note: Applicants are not required to verify that a QMS is in place or provide a QMP or QAPP when submitting applications under this RFA. However, if the applicant intends to collect, monitor or sample environmental data or requires businesses to do so, verification of the applicant's QA/QC's procedures will be required at the time of award. The terms and conditions of the official award document will provide details on monitoring the grant recipient's QAPP.**

- 3. Guidance on Reporting Requirements Based on the Type of Grant Work Performed:** The reporting requirements for grant recipients are specified below according to the type of grant work performed.
  - a. Grant Work Providing Direct P2 Technical Assistance to Individual Facilities:** Report as described below in sections i.-iii.
    - i. Report on P2 recommendations provided to each facility:** Within the grant year that the grantee provided the P2 recommendations to a facility, the grantee will need to report to EPA:
      - o The facility identifier information, including:
        - Business or facility name.
        - EPA facility ID number.
        - Facility contact.

- Facility location (city, state and region).
- Facility NAICS code.
- Indicate if the facility is located in or adjacent to an underserved community.

**NOTE: If a facility raises confidentiality concerns or there are confidentiality constraints under state law, report a generic facility name such as Facility A and omit the EPA facility ID, contact, and the city.**

- The date when the grantee provided P2 recommendations to the facility.
  - The specific P2 recommendations the grantee provided to the facility (e.g., specific equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of chemicals or raw materials in a named process). Do not report recommendations not considered P2 ([Section I.D](#)).
- ii. Report on P2 recommendations implemented at each facility:** A year after the P2 recommendations were provided to a facility<sup>9</sup> or by the end of the grant, grant recipients must follow-up with each facility provided technical assistance and report to EPA:
- The date when the grantee followed up with the facility to determine the implementation status of the P2 recommendations previously provided.
  - The specific P2 recommendations implemented by the facility and comments on implementation details.
  - The gross cost of implementation for each P2 action if this information can be obtained from the facility. Do not indicate any savings at this stage.
  - The annualized outcomes achieved from implementation of each P2 action at the facility, expressed in:
    - reductions of pounds of hazardous material used,
    - reductions in hazardous substances, pollutants and contaminants released,
    - reductions in gallons of water used,
    - reductions in MTCO<sub>2</sub>e released, and
    - the dollar savings associated with implementing the P2 actions.

**NOTE: Do not include savings from lean manufacturing activities not associated with implementing the P2 actions.**
  - For P2 recommendations not implemented by a facility, indicate whether:
    - the facility intends to implement the recommendation within the next 5 years or identify the implementation barrier.

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<sup>9</sup> If implementation occurs the same year as recommendations were made, grantees can report it that year.

**iii. Report on P2 outputs:**

- Number of facilities provided P2 technical assistance.
  - EJ: Number of facilities in or adjacent to underserved communities provided P2 technical assistance.
- Percentage of facilities provided P2 technical assistance that the grantee follows-up with (e.g., phone call, visit, letter, or email) to determine which P2 practices were implemented (should be 100%).
- Percentage of facilities that implement at least one new P2 practice as a result of the technical assistance provided by the grantee.
  - EJ: Percentage of facilities in or adjacent to underserved communities that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.
- Number of case studies and other P2 documentation products describing specific P2 best practices identified, developed, or implemented through the grant.

**b. Grant Work Involving Green Certification or Leadership Programs:**

**i. Report on P2 outcomes:** Report the specific P2 actions implemented by each facility as a result of participation in the Green Certification or Leadership Program.

- Report the same facility identifier information described in (a)(i) above.
- Include the cost of implementation for each P2 action implemented at each facility if this information is obtainable.
- Include the annualized outcomes achieved from each implemented P2 action, expressed in:
  - reductions of pounds of hazardous material used,
  - reductions in hazardous substances, pollutants and contaminants released,
  - reductions in gallons of water used,
  - reductions in MTCO<sub>2e</sub> released, and
  - the dollar savings as a result of the P2 actions implemented.

**ii. Report P2 outputs:**

- Number of case studies and other P2 documentation products describing specific P2 best practices identified, developed, or implemented through grant work involving green certification or leadership programs.
- Number of certification/ leadership amplification activities (i.e., training, webinars, other outreach) that widely share P2 practices and documentation.
  - EJ: Number of these amplification activities that widely share P2 practices and documentation in underserved communities.
  - EJ: Number of program participant facilities that are in or adjacent to an underserved community.

c. **Grant Work Providing P2 Technical Assistance to Multiple Facilities at a Time (e.g., P2 training, webinars, roundtables, and other outreach).**

i. EPA expects good faith efforts to follow-up with facilities one-year after the technical assistance was provided, or by the end of the grant period to learn the following information and report as available:

- Facility identifier information, including:
  - Facility name.
  - EPA facility ID number.
  - Facility contact.
  - Facility location (city, state and region).
  - Facility NAICS code.
  - Indicate if the facility is located in or adjacent to an underserved community

**NOTE: If the facility raises confidentiality concerns or there are confidentiality constraints under state law, report a generic name such as Facility A and omit the EPA facility ID, contact, and the city.**

- The date of follow-up with the facility to determine the P2 actions implemented.
  - Specific P2 actions implemented by the facility as a result of the technical assistance.
  - The total cost of implementation for each P2 action implemented, if obtainable. Do not indicate any savings at this stage.
  - The annualized outcomes achieved from implementation of each P2 action at each facility, expressed in:
    - Reductions of pounds of hazardous material used.
    - Reductions in hazardous substances, pollutants and contaminants released.
    - Reductions in gallons of water used.
    - Reductions in MTCO<sub>2e</sub> released.
    - The dollar savings associated with the P2 implementation.
- NOTE: Do not include savings from lean manufacturing not associated with the P2 action implemented.**
- For P2 recommendations not implemented by a facility, indicate whether the facility intends to implement the recommendation within the next 5 years or identify the implementation barrier.

ii. **Report P2 outputs:**

- Number of case studies and other P2 documentation products describing specific P2 best practices identified, developed, or implemented through the grant.



- Number of amplification activities (i.e., training, webinars, roundtables, or other outreach) that widely share P2 practices and documentation.
  - EJ: Number of these amplification activities that widely share P2 practices and documentation in underserved communities.
- Standard outputs associated with each amplification event:
  - Topic(s) covered.
  - Number of businesses attending each event.
  - Increased participant understanding of topics and types of skills achieved during these events.

**d. Grant Work using P2 Technical Assistance to Develop P2 Tools or Products, report on:**

- i. Description of product(s) developed.
- ii. Any information on pilot testing or stakeholder input.
- iii. Any information on documentation and amplification approaches for product developed.

- 4. Progress Reports and Final Technical Reports:** P2 grant recipients will be required to submit annual progress reports and a final technical report. Some regions may also require a semi-annual progress report, e.g., sharing information on milestones.

In the annual performance report and final technical report, grant recipients will be expected to report on the outputs and outcomes of the grant as described in [Section I.I](#) of this RFA, “Measuring and Reporting Environmental Results: Output & Outcome Performance Measures,” and in [Section VI.C.3.](#), “Guidance on Reporting Requirements Based on the Type of Grant Work Performed.”

If the outputs planned in the assistance agreement work plan differ from the actual outputs for the reporting period, the grantee should explain the reason for those differences.

Grantees are expected to submit annual performance reports on outputs and environmental outcomes achieved electronically to the EPA Project Officer within 60 days after the anniversary of the grant award, and a final technical report within 90 days after the grant activities have concluded. Grant recipients are encouraged to use a table and text to report outputs and outcomes (see the business facility-level reporting template examples offered in Appendix E). Additionally, [Excel spreadsheet templates](#) are available from EPA’s P2 Program [Grant Reporting page](#) and EPA Regional P2 Program Offices. EPA will use this information to determine if workplan requirements are being met and to build a repository of pollution prevention lessons learned that can be widely shared and replicated.

- 5. Disputes:** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at Grant Competition Dispute Resolution Procedures (<https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>). Copies of these procedures may also be requested by contacting the person listed in [Section VII](#) of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

## SECTION VII. AGENCY CONTACTS

Primary EPA HQ Contact	Michele Amhaz U.S. EPA 1200 Pennsylvania Ave, NW Mail code 7406M Washington, DC 20460 202-564-8857 <a href="mailto:amhaz.michele@epa.gov">amhaz.michele@epa.gov</a>
EPA Region 1 CT, MA, ME, NH, RI, VT	Lee Fiske U.S. EPA Region 1 5 Post Office Square, Suite 100 (OES04-1) Boston, MA 02109-3912 Phone: 617-918-1847 Email: <a href="mailto:fiske.lee@epa.gov">fiske.lee@epa.gov</a>
EPA Region 2 NJ, NY, PR, VI	Alex Peck U.S. EPA Region 2 290 Broadway, 25th Floor (PSPMMB) New York, NY 10007-1866 Phone: 212-637-3758 Email address: <a href="mailto:peck.alex@epa.gov">peck.alex@epa.gov</a>
EPA Region 3 DC, DE, MD, PA, VA, WV	Peter Piergiovanni U.S. EPA Region 3 1650 Arch Street (3LC40) Philadelphia, PA 19103-2029 Phone: 215-814-3442 Email: <a href="mailto:piergovanni.peter@epa.gov">piergovanni.peter@epa.gov</a>
EPA Region 4 AL, FL, GA, KY, MS, NC, SC, TN	Christina Bitten U.S. EPA Region 4 61 Forsyth Street SW Atlanta, GA 30303 Phone: 404-562-8569 Email: <a href="mailto:bitten.christina@epa.gov">bitten.christina@epa.gov</a>
EPA Region 5 IL, IN, OH, MI, MN, WI	Christine Clark U.S. EPA Region 5 77 West Jackson Boulevard (LM-8J) Chicago, IL 60604-3590 Phone: 312-886-9749 Email: <a href="mailto:clark.christine@epa.gov">clark.christine@epa.gov</a>

EPA Region 6  
AR, LA, NM, OK,  
TX

Stephanie Cheaney  
U.S. EPA Region 6  
1201 Elm Street, Suite 500 (LCRPT)  
Dallas, TX 75202  
Phone: 214-665-8057  
Email: [cheaney.stephanie@epa.gov](mailto:cheaney.stephanie@epa.gov)

EPA Region 7  
IA, KS, MO, NE

Lisa Dunning  
U.S. EPA Region 7  
11201 Renner Blvd  
Lenexa, KS 66219  
Phone: 913- 551-7964  
Email: [dunning.lisa@epa.gov](mailto:dunning.lisa@epa.gov)

EPA Region 8  
CO, MT, ND, SD,  
UT, WY

Melissa Payan  
U.S. EPA Region 8  
1595 Wynkoop Street Attn: 8P-P3T  
Denver, CO 80202  
Phone: 303-312-6511  
Email: [payan.melissa@epa.gov](mailto:payan.melissa@epa.gov)

EPA Region 9  
AZ, CA, HI, NV,  
AS, GU

Jessica Counts-Arnold  
U.S. EPA Region 9  
75 Hawthorne Street (WST-7)  
San Francisco, CA 94105  
Phone: 415-972-3288  
Email: [counts-arnold.jessica@epa.gov](mailto:counts-arnold.jessica@epa.gov)

John Katz  
U.S. EPA Region 9  
75 Hawthorne Street (WST-7)  
San Francisco, CA 94105  
Phone: 415-972-3283  
Email: [katz.john@epa.gov](mailto:katz.john@epa.gov)

EPA Region 10  
AK, ID, OR, WA

Kathleen Compton  
U.S. EPA Region 10  
1200 Sixth Avenue, Suite 900 (AWT-128)  
Seattle, WA 98101  
Phone: 206-553-0290  
Email: [compton.kathleen@epa.gov](mailto:compton.kathleen@epa.gov)

## APPENDIX A

### NEAs With Applicable NAICS<sup>10</sup> Codes

- 1. Food and Beverage Manufacturing and Processing:** Carry out P2 technical assistance and projects to support more sustainable food and beverage manufacturing and processing entities in North American Industry Classification System (NAICS) codes [311](#) and [3121](#) resulting in reduced toxic air emissions or water discharges, water or energy usage, hazardous materials generation and use. Technical assistance projects or activities associated with entities that are not included under NAICS codes [311](#) or [3121](#), such as restaurants, grocery stores and other retail establishments do not qualify for this NEA.

#### NAICS Codes:

#### **[311](#) Food Manufacturing**

#### **[3111](#) Animal Food Manufacturing**

[31111](#) Animal Food Manufacturing

[311111](#) Dog and Cat Food Manufacturing

[311119](#) Other Animal Food Manufacturing

#### **[3112](#) Grain and Oilseed Milling**

[31121](#) Flour Milling and Malt Manufacturing

[311211](#) Flour Milling

[311212](#) Rice Milling

[311213](#) Malt Manufacturing

[31122](#) Starch and Vegetable Fats and Oils Manufacturing

[311221](#) Wet Corn Milling

[311224](#) Soybean and Other Oilseed Processing

[311225](#) Fats and Oils Refining and Blending

[31123](#) Breakfast Cereal Manufacturing

[311230](#) Breakfast Cereal Manufacturing

[3113](#) Sugar and Confectionery Product Manufacturing

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<sup>10</sup> North American Industry Classification System, or “NAICS” is the “standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.” Refer to <https://www.census.gov/eos/www/naics/>

- [31131](#) Sugar Manufacturing
- [311313](#) Beet Sugar Manufacturing
- [311314](#) Cane Sugar Manufacturing
- [31134](#) Nonchocolate Confectionery Manufacturing
- [311340](#) Nonchocolate Confectionery Manufacturing
- [31135](#) Chocolate and Confectionery Manufacturing
- [311351](#) Chocolate and Confectionery Manufacturing from Cacao Beans
- [311352](#) Confectionery Manufacturing from Purchased Chocolate
- [3114](#) Fruit and Vegetable Preserving and Specialty Food Manufacturing**
- [31141](#) Frozen Food Manufacturing
- [311411](#) Frozen Fruit, Juice, and Vegetable Manufacturing
- [311412](#) Frozen Specialty Food Manufacturing
- [31142](#) Fruit and Vegetable Canning, Pickling, and Drying
- [311421](#) Fruit and Vegetable Canning
- [311422](#) Specialty Canning
- [311423](#) Dried and Dehydrated Food Manufacturing
- [3115](#) Dairy Product Manufacturing**
- [31151](#) Dairy Product (except Frozen) Manufacturing
- [311511](#) Fluid Milk Manufacturing
- [311512](#) Creamery Butter Manufacturing
- [311513](#) Cheese Manufacturing
- [311514](#) Dry, Condensed, and Evaporated Dairy Product Manufacturing
- [31152](#) Ice Cream and Frozen Dessert Manufacturing
- [311520](#) Ice Cream and Frozen Dessert Manufacturing
- [3116](#) Animal Slaughtering and Processing**
- [31161](#) Animal Slaughtering and Processing
- [311611](#) Animal (except Poultry) Slaughtering
- [311612](#) Meat Processed from Carcasses
- [311613](#) Rendering and Meat Byproduct Processing

[311615](#) Poultry Processing

**[3117](#) Seafood Product Preparation and Packaging**

[31171](#) Seafood Product Preparation and Packaging

[311710](#) Seafood Product Preparation and Packaging

**[3118](#) Bakeries and Tortilla Manufacturing**

[31181](#) Bread and Bakery Product Manufacturing

[311811](#) Retail Bakeries

[311812](#) Commercial Bakeries

[311813](#) Frozen Cakes, Pies, and Other Pastries Manufacturing

[31182](#) Cookie, Cracker, and Pasta Manufacturing

[311821](#) Cookie and Cracker Manufacturing

[311824](#) Dry Pasta, Dough, and Flour Mixes Manufacturing from Purchased Flour

[31183](#) Tortilla Manufacturing

[311830](#) Tortilla Manufacturing

**[3119](#) Other Food Manufacturing**

[31191](#) Snack Food Manufacturing

[311911](#) Roasted Nuts and Peanut Butter Manufacturing

[311919](#) Other Snack Food Manufacturing

[31192](#) Coffee and Tea Manufacturing

[311920](#) Coffee and Tea Manufacturing

[31193](#) Flavoring Syrup and Concentrate Manufacturing

[311930](#) Flavoring Syrup and Concentrate Manufacturing

[31194](#) Seasoning and Dressing Manufacturing

[311941](#) Mayonnaise, Dressing, and Other Prepared Sauce Manufacturing

[311942](#) Spice and Extract Manufacturing

[31199](#) All Other Food Manufacturing

[311991](#) Perishable Prepared Food Manufacturing

[31211](#) Soft Drink and Ice Manufacturing

[312112](#) Bottled Water Manufacturing

[312113](#) Ice Manufacturing

[31212](#) Breweries  
[312120](#) Breweries  
[31213](#) Wineries  
  
[312130](#) Wineries  
[31214](#) Distilleries  
[312140](#) Distilleries

2. **Chemical Manufacturing, Processing and Formulation:** Carry out P2 technical assistance and projects with businesses normally associated with NAICS code [325](#) and associated subsectors (4-6 digit NAICS codes under [325](#)). Projects under this NEA should facilitate and encourage businesses within this NAICS code to identify, develop, and adopt P2 practices in the production of their chemical products and formulations. Projects can also include working with businesses within this NAICS code to promote research, development, and marketing of green chemistry products and processes that reduce or eliminate the generation of hazardous substances.

NAICS Codes:

**[325](#) Chemical Manufacturing**

**[3251](#) Basic Chemical Manufacturing**

[32511](#) Petrochemical Manufacturing  
[325110](#) Petrochemical Manufacturing  
[32512](#) Industrial Gas Manufacturing  
[325120](#) Industrial Gas Manufacturing  
[32513](#) Synthetic Dye and Pigment Manufacturing  
[325130](#) Synthetic Dye and Pigment Manufacturing  
[32518](#) Other Basic Inorganic Chemical Manufacturing  
[325180](#) Other Basic Inorganic Chemical Manufacturing  
[32519](#) Other Basic Organic Chemical Manufacturing  
[325193](#) Ethyl Alcohol Manufacturing  
[325194](#) Cyclic Crude, Intermediate, and Gum and Wood Chemical Manufacturing  
[325199](#) All Other Basic Organic Chemical Manufacturing  
**[3252](#) Resin, Synthetic Rubber, and Artificial and Synthetic Fibers and Filaments Manufacturing**  
[32521](#) Resin and Synthetic Rubber Manufacturing



- [325211](#) Plastics Material and Resin Manufacturing
- [325212](#) Synthetic Rubber Manufacturing
- [32522](#) Artificial and Synthetic Fibers and Filaments Manufacturing
- [325220](#) Artificial and Synthetic Fibers and Filaments Manufacturing

**[3253](#) Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing**

- [32531](#) Fertilizer Manufacturing
- [325311](#) Nitrogenous Fertilizer Manufacturing
- [325312](#) Phosphatic Fertilizer Manufacturing
- [325314](#) Fertilizer (Mixing Only) Manufacturing
- [32532](#) Pesticide and Other Agricultural Chemical Manufacturing
- [325320](#) Pesticide and Other Agricultural Chemical Manufacturing

**[3254](#) Pharmaceutical and Medicine Manufacturing**

- [32541](#) Pharmaceutical and Medicine Manufacturing
- [325411](#) Medicinal and Botanical Manufacturing
- [325412](#) Pharmaceutical Preparation Manufacturing
- [325413](#) In-Vitro Diagnostic Substance Manufacturing
- [325414](#) Biological Product (except Diagnostic) Manufacturing

**[3255](#) Paint, Coating, and Adhesive Manufacturing**

- [32551](#) Paint and Coating Manufacturing
- [325510](#) Paint and Coating Manufacturing
- [32552](#) Adhesive Manufacturing
- [325520](#) Adhesive Manufacturing

**[3256](#) Soap, Cleaning Compound, and Toilet Preparation Manufacturing**

- [32561](#) Soap and Cleaning Compound Manufacturing
- [325611](#) Soap and Other Detergent Manufacturing
- [325612](#) Polish and Other Sanitation Good Manufacturing
- [325613](#) Surface Active Agent Manufacturing
- [32562](#) Toilet Preparation Manufacturing

**[3259](#) Other Chemical Product and Preparation Manufacturing**

- [32591](#) Printing Ink Manufacturing
- [325910](#) Printing Ink Manufacturing
- [32592](#) Explosives Manufacturing
- [325920](#) Explosives Manufacturing

- [32599](#) All Other Chemical Product and Preparation Manufacturing
- [325991](#) Custom Compounding of Purchased Resins
- [325992](#) Photographic Film, Paper, Plate, and Chemical Manufacturing
- [325998](#) All Other Miscellaneous Chemical Product and Preparation Manufacturing

- 3. Automotive Manufacturing and Maintenance:** Carry out P2 technical assistance and projects with businesses in the automotive industry, normally associated with NAICS codes [3361](#), [3362](#), [3363](#), and [8111](#) and associated subsectors. Projects under this NEA should facilitate and encourage businesses within these NAICS codes to identify, develop and adopt P2 practices in manufacturing and maintenance of automobiles and automotive products.

NAICS Codes

- [3361](#) Motor Vehicle Manufacturing
- [33611](#) Automobile and Light Duty Motor Vehicle Manufacturing
- [336111](#) Automobile Manufacturing
- [336112](#) Light Truck and Utility Vehicle Manufacturing
- [33612](#) Heavy Duty Truck Manufacturing
- [336120](#) Heavy Duty Truck Manufacturing
- [3362](#) Motor Vehicle Body and Trailer Manufacturing
- [33621](#) Motor Vehicle Body and Trailer Manufacturing
- [336211](#) Motor Vehicle Body Manufacturing
- [336212](#) Truck Trailer Manufacturing
- [336213](#) Motor Home Manufacturing
- [336214](#) Travel Trailer and Camper Manufacturing
- [3363](#) Motor Vehicle Parts Manufacturing
- [33631](#) Motor Vehicle Gasoline Engine and Engine Parts Manufacturing
- [336310](#) Motor Vehicle Gasoline Engine and Engine Parts Manufacturing
- [33632](#) Motor Vehicle Electrical and Electronic Equipment Manufacturing
- [336320](#) Motor Vehicle Electrical and Electronic Equipment Manufacturing
- [33633](#) Motor Vehicle Steering and Suspension Components (except Spring) Manufacturing
- [336330](#) Motor Vehicle Steering and Suspension Components (except Spring) Manufacturing

- [33634](#) Motor Vehicle Brake System Manufacturing
- [336340](#) Motor Vehicle Brake System Manufacturing
- [33635](#) Motor Vehicle Transmission and Power Train Parts Manufacturing
- [336350](#) Motor Vehicle Transmission and Power Train Parts Manufacturing
- [33636](#) Motor Vehicle Seating and Interior Trim Manufacturing
- [336360](#) Motor Vehicle Seating and Interior Trim Manufacturing
- [33637](#) Motor Vehicle Metal Stamping
- [336370](#) Motor Vehicle Metal Stamping
- [33639](#) Other Motor Vehicle Parts Manufacturing
- [336390](#) Other Motor Vehicle Parts Manufacturing

**[8111](#) Automotive Repair and Maintenance**

- [81111](#) Automotive Mechanical and Electrical Repair and Maintenance
- [811111](#) General Automotive Repair
- [811112](#) Automotive Exhaust System Repair
- [811113](#) Automotive Transmission Repair
- [811118](#) Other Automotive Mechanical and Electrical Repair and Maintenance
- [81112](#) Automotive Body, Paint, Interior, and Glass Repair
- [811121](#) Automotive Body, Paint, and Interior Repair and Maintenance
- [811122](#) Automotive Glass Replacement Shops
- [81119](#) Other Automotive Repair and Maintenance
- [811191](#) Automotive Oil Change and Lubrication Shops
- [811192](#) Car Washes
- [811198](#) All Other Automotive Repair and Maintenance

4. **Aerospace Product and Parts Manufacturing and Maintenance:** Carry out P2 technical assistance and projects with businesses in the aerospace industry, normally associated with NAICS codes [3364](#) and subsectors for manufacture and [488190](#) for maintenance. Projects under this NEA should facilitate and encourage businesses within these NAICS codes to identify, develop and adopt P2 practices in any aspect of aerospace product and parts manufacturing and maintenance.

NAICS Codes:

**[3364](#) Aerospace Product and Parts Manufacturing**

[33641](#) Aerospace Product and Parts Manufacturing

[336411](#) Aircraft Manufacturing

[336412](#) Aircraft Engine and Engine Parts Manufacturing

[336413](#) Other Aircraft Parts and Auxiliary Equipment Manufacturing

[336414](#) Guided Missile and Space Vehicle Manufacturing

[336415](#) Guided Missile and Space Vehicle Propulsion Unit and Propulsion Unit Parts Manufacturing

[336419](#) Other Guided Missile and Space Vehicle Parts and Auxiliary Equipment Manufacturing

[488190](#) Other Support Activities for Air Transportation

5. **Metal Manufacturing and Fabrication:** Carry out P2 technical assistance and projects with businesses normally associated with NAICS codes [331](#) and [332](#), which are businesses associated with primary metal manufacturing and/or fabricated metal manufacturing and subsectors. Primary metal manufacturing is associated with smelting and/or refining ferrous and nonferrous metals from ore, pig or scrap, using electrometallurgical and other process metallurgical techniques. Fabricated metal product manufacturing includes transforming metal into intermediate or end products, such as forging, stamping, bending, forming, and machining, used to shape individual pieces of metal; and other processes, such as electroplating, polishing, coating, welding and assembling. Projects under this NEA should facilitate and encourage businesses within these NAICS codes to identify, develop and adopt P2 practices in any aspect of primary metal manufacturing and/or fabricated metal manufacturing and subsectors.

NAICS Codes:

**[331](#) Primary Metal Manufacturing**

**[3311](#) Iron and Steel Mills and Ferroalloy Manufacturing**

[33111](#) Iron and Steel Mills and Ferroalloy Manufacturing

[331110](#) Iron and Steel Mills and Ferroalloy Manufacturing

### **3312 Steel Product Manufacturing from Purchased Steel**

[33121](#) Iron and Steel Pipe and Tube Manufacturing from Purchased Steel

[331210](#) Iron and Steel Pipe and Tube Manufacturing from Purchased Steel

[33122](#) Rolling and Drawing of Purchased Steel

[331221](#) Rolled Steel Shape Manufacturing

[331222](#) Steel Wire Drawing

[3313](#) Alumina and Aluminum Production and Processing

[33131](#) Alumina and Aluminum Production and Processing

[331313](#) Alumina Refining and Primary Aluminum Production

[331314](#) Secondary Smelting and Alloying of Aluminum

[331315](#) Aluminum Sheet, Plate, and Foil Manufacturing

[331318](#) Other Aluminum Rolling, Drawing, and Extruding

### **3314 Nonferrous Metal (except Aluminum) Production and Processing**

[33141](#) Nonferrous Metal (except Aluminum) Smelting and Refining

[331410](#) Nonferrous Metal (except Aluminum) Smelting and Refining

[33142](#) Copper Rolling, Drawing, Extruding, and Alloying

[331420](#) Copper Rolling, Drawing, Extruding, and Alloying

[33149](#) Nonferrous Metal (except Copper and Aluminum) Rolling, Drawing, Extruding, and Alloying

[331491](#) Nonferrous Metal (except Copper and Aluminum) Rolling, Drawing, and Extruding

[331492](#) Secondary Smelting, Refining, and Alloying of Nonferrous Metal (except Copper and Aluminum)

### **3315 Foundries**

[33151](#) Ferrous Metal Foundries

[331511](#) Iron Foundries

[331512](#) Steel Investment Foundries

[331513](#) Steel Foundries (except Investment)

[33152](#) Nonferrous Metal Foundries

[331523](#) Nonferrous Metal Die-Casting Foundries

[331524](#) Aluminum Foundries (except Die-Casting)

[331529](#) Other Nonferrous Metal Foundries (except Die-Casting)

### **332 Fabricated Metal Product Manufacturing**

#### **3321 Forging and Stamping**

[33211](#) Forging and Stamping

[332111](#) Iron and Steel Forging

[332112](#) Nonferrous Forging

- [332114](#) Custom Roll Forming
- [332117](#) Powder Metallurgy Part Manufacturing
- [332119](#) Metal Crown, Closure, and Other Metal Stamping (except Automotive)

**[3322](#) Cutlery and Handtool Manufacturing**

- [33221](#) Cutlery and Handtool Manufacturing
- [332215](#) Metal Kitchen Cookware, Utensil, Cutlery, and Flatware (except Precious) Manufacturing
- [332216](#) Saw Blade and Handtool Manufacturing

**[3323](#) Architectural and Structural Metals Manufacturing**

- [33231](#) Plate Work and Fabricated Structural Product Manufacturing
- [332311](#) Prefabricated Metal Building and Component Manufacturing
- [332312](#) Fabricated Structural Metal Manufacturing
- [332313](#) Plate Work Manufacturing
- [33232](#) Ornamental and Architectural Metal Products Manufacturing
- [332321](#) Metal Window and Door Manufacturing
- [332322](#) Sheet Metal Work Manufacturing
- [332323](#) Ornamental and Architectural Metal Work Manufacturing

**[3324](#) Boiler, Tank, and Shipping Container Manufacturing**

- [33241](#) Power Boiler and Heat Exchanger Manufacturing
- [332410](#) Power Boiler and Heat Exchanger Manufacturing
- [33242](#) Metal Tank (Heavy Gauge) Manufacturing
- [332420](#) Metal Tank (Heavy Gauge) Manufacturing
- [33243](#) Metal Can, Box, and Other Metal Container (Light Gauge) Manufacturing
- [332431](#) Metal Can Manufacturing

**[3325](#) Hardware Manufacturing**

- [33251](#) Hardware Manufacturing
- [332510](#) Hardware Manufacturing

**[3326](#) Spring and Wire Product Manufacturing**

- [33261](#) Spring and Wire Product Manufacturing
- [332613](#) Spring Manufacturing
- [332618](#) Other Fabricated Wire Product Manufacturing

**[3327](#) Machine Shops; Turned Product; and Screw, Nut and Bolt Manufacturing**

- [33271](#) Machine Shops
- [332710](#) Machine Shops
- [33272](#) Turned Product and Screw, Nut, and Bolt Manufacturing
- [332721](#) Precision Turned Product Manufacturing
- [332722](#) Bolt, Nut, Screw, Rivet, and Washer Manufacturing
- [3328](#) Coating, Engraving, Heat Treating, and Allied Activities**
- [33281](#) Coating, Engraving, Heat Treating, and Allied Activities
- [332811](#) Metal Heat Treating
- [332812](#) Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers
- [332813](#) Electroplating, Plating, Polishing, Anodizing, and Coloring
- [3329](#) Other Fabricated Metal Product Manufacturing**
- [33291](#) Metal Valve Manufacturing
- [332911](#) Industrial Valve Manufacturing
- [332912](#) Fluid Power Valve and Hose Fitting Manufacturing
- [332913](#) Plumbing Fixture Fitting and Trim Manufacturing
- [332919](#) Other Metal Valve and Pipe Fitting Manufacturing
- [33299](#) All Other Fabricated Metal Product Manufacturing
- [332991](#) Ball and Roller Bearing Manufacturing
- [332992](#) Small Arms Ammunition Manufacturing
- [332993](#) Ammunition (except Small Arms) Manufacturing
- [332994](#) Small Arms, Ordnance, and Ordnance Accessories Manufacturing
- [332996](#) Fabricated Pipe and Pipe Fitting Manufacturing
- [332999](#) All Other Miscellaneous Fabricated Metal Product Manufacturing

- 6. NEA #6: Supporting Pollution Prevention in Indian Country and for Alaska Native Villages: This NEA is available only to federally-recognized tribes and intertribal consortia:** Carry out P2 technical assistance and projects with businesses in Indian country and Alaska Native Villages. Projects under this NEA should facilitate and encourage businesses and their facilities in Indian country or in Alaska Native Villages to identify, develop and adopt P2 practices and do not need to support the previous five NEAs or any other specific industrial sector. *Note: Technical assistance may also be provided to businesses operated by the federally-recognized tribe or intertribal consortium and/or to businesses located in Indian country or in Alaska Native Villages.*

NAICS Codes:

*This NEA is not limited to any specific NAICS code.*



## APPENDIX B

### Examples of P2 Grant Projects

**This Appendix provides examples of P2 technical assistance projects. The project examples here are illustrative and do not represent all eligible project possibilities. Summaries of previously funded P2 grant projects can be found at <https://www.epa.gov/p2/grant-summaries>.**

The following are examples of technical assistance projects and activities for the NEAs (see [Section I.G](#), and [Appendix A](#)).

- Convene industry roundtables among sector manufacturers and experts to exchange information and ideas to identify, develop and document P2 practices that may be appropriate for implementation in the sector. Follow up to determine if any P2 practices identified or developed from the roundtables were implemented by businesses facilities in the sector.
- Conduct P2 technical assessments at a business facility in the sector to identify and develop P2 practices, including whether supply chain inputs can reduce or eliminate the use of hazardous substances, pollutants or contaminants in facility operations. Document P2 practices implemented to create transferable lessons for additional businesses. Assess the combination of all hazardous material use and hazardous substances, pollutants and contaminant releases to all media whenever possible.
- Provide information on P2 opportunities to businesses remotely (e.g., by phone, e-mail, or internet).
- In P2 technical assessments, look for opportunities to reduce air emissions and release of greenhouse gases (e.g., steps to prevent ammonia refrigeration leaks and other fugitive releases, institutionalize refrigeration maintenance and repair programs that include best management practices for leak minimization, substitute the use of aqueous materials for volatile materials, byproduct recovery and reuse within that business manufacturing processes).
- In P2 technical assessments, look for opportunities to reduce pollutants discharged to water (e.g., reduce quantity and toxicity of cleaning products which may contaminate water; recover food, dairy, chemical, and other product materials before wet cleaning manufacturing work surfaces to reduce discharges to water; reduce other processing chemicals that contribute to wastewater contamination).
- In P2 technical assessments, look for opportunities to reduce energy use and increase energy efficiency (e.g., heat transfer systems, equipment upgrades/innovations, process changes/innovations, cleaner fuels).

- In P2 assessments, look for opportunities to conserve water (e.g., use high-volume, low-pressure washing systems that reuse water; identify practices to minimize loadings to wastewater systems, extend production line times between cleanings to minimize water use).
- In P2 assessments, look for opportunities to use lower-toxicity products (e.g., for product ingredients, refrigerants, equipment cleaning, building cleaners, food-grade lubrication and processing techniques and equipment).
- Develop alternative lower-toxicity chemicals or procedures as [Green Chemistry](#) solutions (e.g., develop alternative chemical ingredients for 3D printing, for solvents, equipment clean-in-place products, building cleaning products).
- Implement a cohort model. In a cohort model, a group of businesses in the same sector will work on P2 steps in tandem, in an interactive and ongoing way. The cohort might begin with sharing information and then continue with group communication around the incremental steps to implementation, sharing experiences and lessons learned along the way.
- Conduct trainings for a large number of businesses on P2 best practices being applied in an NEA sector or to demonstrate a technology not widely known.
- Conduct training and P2 outreach to teach groups of businesses to identify and reduce the use of hazardous chemicals, water and energy.
- Promote business awareness, purchasing, use and manufacture of [Safer Choice-certified products](#), products conforming to the [EPA Recommendations of Specifications, Standards, and Ecolabels](#), using [EPA's Safer Chemical Ingredients List](#)).
- Work with manufacturers, including small and disadvantaged businesses, and their supply chains, to develop products with safer ingredients (e.g., are Safer Choice-certified). This work could include development and dissemination of educational materials, e.g., video, webinars, website to educate the supply chain on the benefits of developing safer products.
- Develop and conduct training for custodial workers at tribal hotels and casinos on the use of Safer Choice-certified cleaning products and Design for the Environment-certified disinfectants.
- Assist businesses with reducing or eliminating the manufacture and use of single-use plastics.
- Provide P2 awards or certifications to business facilities which recognize adoption of a set of P2 practices, provided these programs are driving the adoption of newly implemented P2 practices as a result of P2 technical assistance provided under this grant. Develop a special training or other outreach emphasis in a State leadership or green certification program to achieve sector-based results.

- Assist businesses within an NEA sector to improve material practices to reduce the risk of release of hazardous chemicals during a storm, flooding or other natural disaster event. (i.e., inventory practices to reduce the amount of hazardous material stored on-site).
- Identify and target NEA business facilities within environmental justice communities to provide P2 assessments focusing on hazardous materials and/or energy and water use reduction and training.
- Partner with trade associations relevant to the NEA to develop or provide training on P2 practices, or to host roundtables to develop P2 solutions.
- Develop a technical P2 analytic tool for an NEA sector.

## APPENDIX C

### Grants.gov Instructions and Limited Exception Procedures

- 1. Requirement to Submit Applications through Grants.gov and Limited Exception Procedures:** Applicants must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the Grants.gov instructions provided below. If your organization does not have access to the Internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined on EPA's Office of Grants and Debarment's Exceptions to Grant.gov web page at: <https://www.epa.gov/grants/exceptions-grantsgov-submission-requirement>. Please note that your request must be received at least 15 calendar days before the application deadline to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this announcement are addressed below under item #3 "Technical Issues with Submission."
- 2. Grants.gov Application Submission Instructions:** The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through Grants.gov, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the top of the page and then go to the "Organization Registration" link listed under the "Get Registered" section and follow the instructions. Please note, this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov, and obtaining a DUNS number assignment is FREE.

**NEW – PLEASE READ:** Applications submitted prior to April 4, 2022, must follow these instructions when preparing and submitting SF-424: When filling out this form, applicants must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. To obtain a DUNS number, at no cost, call the toll-free DUNS Number request line at 1-866-705-5711 or visit the D&B website: <http://fedgov.dnb.com/webform>.

**Applications submitted on April 4, 2022 or thereafter, but by the submission deadline of April 11, 2022, must follow these instructions when preparing and submitting SF-424:** Existing and new SAM.gov registrants will be assigned a free SAM-issued Unique Entity Identifier (UEI). Applicants must use their UEI, not their DUNS number, when filling out forms in the package for this funding opportunity. Please see the [RAIN-2021-G01](#) for information about EPA's implementation of the upcoming Government-wide transition from DUNS to UEI. Please note that until April 4, 2022, applicant organizations registering for the first time in SAM.gov will need a DUNS number. **If submitting an application after April 4, 2022, applicants MUST ONLY use their UEI number when filling out forms to submit their application package.**

- a. **AOR status:** Organizations interested in applying for funding need to designate an Authorized Organization Representative (AOR). Applicants need to ensure that the AOR who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM account. If not, the application may be deemed ineligible.
- b. **Application Process:** To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click the red “Apply” button at the top of the view grant opportunity page. If you encounter technical difficulties or the Apply button is grayed out, please contact Grants.gov for assistance at the Grants.gov support center at [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726 before the application deadline.

**NOTE: To apply through Grants.gov you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Software Compatibility Information on Grant.gov](#).**

- c. **Submission:** All applications must be submitted through [Grants.gov](https://www.grants.gov) using the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](#). Please submit *all* application materials described in this Appendix and in [Section IV.C](#) to submit your application through Grants.gov. Applicants are strongly encouraged to follow the instructions for preparing the mandatory forms and documents, see [Section IV.C.1](#).
- d. **Contents of Package:** Please submit all materials as described below.

**Mandatory Forms and Documents:** There are four (4) mandatory forms. There is also the project narrative that includes the cover page. Please use “Project Narrative Attachment” form in Grants.gov to load the mandatory forms and documents.

**NOTE: To assist with the distribution and processing of applications, applicants are strongly encouraged when using Adobe Reader software to combine their mandatory forms, project narrative and cover page into one (1) Adobe .pdf document file. Rename and save the file. Upload the one (1) Adobe .pdf file to the “Project Narrative Attachment” form in Grants.gov.**

- i. SF-424 – Application for Federal Assistance
- ii. SF-424A, Budget Information – Non-Construction Programs
- iii. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance
- iv. EPA Key Contacts Form 5700-54
- v. Project Narrative, including [cover page](#).

**Optional Attachments:** The following documentation, while not required, may benefit your application. Please use “Other Attachments” form in Grants.gov to load optional attachments.

- i. Letters of Support.
  - ii. Staff resumes.
- e. **Submission Deadline:** Applications are due **Monday, April 11, 2022, 11:59 pm (EDT)**. Applications submitted through [Grants.gov](https://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [Grants.gov](https://www.grants.gov) ) within 30 days of the application deadline, please contact Michele Amhaz at 202-564-8857. Failure to do so may result in your application not being reviewed.

### 3. Technical Issues with Submission:

- a. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted.
- b. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch, and a sign-in page will appear.

**NOTE: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in [Section IV.A](#) of this announcement. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.** A successful transfer will end with an onscreen acknowledgement. For documentation purposes, print or screen capture the acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.

- 4. **Transmission Difficulties:** If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem to ensure the application is submitted to Grants.gov by the deadline date and time, follow the guidance below.

The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Michele Amhaz ([amhaz.michele@epa.gov](mailto:amhaz.michele@epa.gov)) with the FON in the subject line. If you are unable to send an email,

contact Michele Amhaz at 202-564-8857. Be aware that EPA will only consider applications that were unable to transmit due to Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit their application package in a timely manner because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with Internet access, contact Michele Amhaz at 202-564-8857.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen or exigent circumstances, email Michele Amhaz ([amhaz.michele@epa.gov](mailto:amhaz.michele@epa.gov)) prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly email Michele Amhaz, ([amhaz.michele@epa.gov](mailto:amhaz.michele@epa.gov)) with the FON in the subject line within **1** (one) business day of the closing date of this announcement. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

**NOTE: Successful submission through Grants.gov or via email (using the approved alternative submission method noted in [Section IV.A](#) and within this Appendix) does not necessarily mean your application will be eligible for an award.**



## APPENDIX D

### Sample Cover Page

*[Grant Program Title]* **FY 2022 and FY 2023 Pollution Prevention Grant Program**  
*[Funding Opportunity Number]* **EPA-HQ-OPPT-2022-001**  
*[Application Title]* **NH DES Pollution Prevention Program**  
*[Region where it will be performed]* **EPA Region 1**  
*[National Emphasis Area(s) Addressed]* **NEA #3: Automotive Manufacturing and Maintenance**

*[Short Project Description – fewer than 900 characters]*

The proposed project will provide on-site technical assistance along with five targeted training pilots focused on reducing the environmental footprint and business costs of small businesses and maintenance facilities within the automotive sector. Project activities will identify and pilot to eight targeted businesses economically advantageous chemical alternatives to replace existing and highly toxic chemical solvents. In addition, the piloted trainings will deliver information on reducing energy costs and conserving water releases. At least three case studies will be developed and distributed through our website and various P2 listservs to targeted audiences representing small businesses and maintenance facilities within the auto sector throughout the New England states for the purpose of disseminating P2 best practices and replicating lessons learned to others.

*[Project funding]*

**Total Project Funding:** \$250,000

**Requested Funding:** \$125,000

*[Applicant's contact information. The contact information should include a primary contact, i.e., the person responsible for implementing the grant project and if desired an administrative contact, i.e., the person responsible for submitting the grant application]*

Jane Doe  
Pollution Prevention Program  
New Hampshire DES  
29 Hazen Drive, P.O. Box 123  
Concord, NH 03302  
Tel: 222-222-2222  
Fax: 222-222-2222  
Email: jane.doe@state.nh.us

John Doe  
NH DES Grants Office  
New Hampshire DES  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302  
Tel: 222-222-2222  
Fax: 222-222-2222  
Email: john.doe@state.nh.us

*[System for Award Management Registration]*

**System for Award Management Registration Date:** 1/12/2022

## APPENDIX E

### Table Formats and Optional Templates for Reporting Grant Outcomes

#### Directions for Outcome Performance Reporting

The following tables show how the outcome information described in [Section VI.C.3](#) can be reported for each facility receiving technical assistance. Separate tables should be used for each facility, and rows for each table can be expanded or added. For the convenience of the grantees, an [Excel spreadsheet template](#) version of each of the two tables is available from the [EPA's P2 Program Grant Reporting page](#) and EPA Regional P2 Program Offices and may be used for the required reporting.

**Do not report recommendations that are not considered P2;** see [Section I.D](#) for what is not considered P2.

# Sample Facility-Level Reporting Table 1

## For Bipartisan Infrastructure Law-funded Projects Providing Direct P2 Technical Assistance to Individual Facilities

### P2 Grant Information

<b>Grant Number:</b>		<b>Grant Period (FY-FY)</b>		<b>Grant Project Number (1, 2, etc.):</b>	
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### Facility Information

<b>Name (optional):</b>		<b>Contact (optional):</b>	
<b>EPA Identifier (optional):</b>		<b>City (optional):</b>	
<b>NAICS Code:</b>		<b>State:</b>	
<b>NEAs addressed:</b>		<b>Region:</b>	
<b>Date P2 recommendations were provided to the facility:</b>		<b>Date(s) of follow-up to see if P2 actions were implemented:</b>	
<b>Is the Facility located in or adjacent to an EJ Community? Y/N</b>			

### P2 Actions and Outcomes

Recommended P2 Actions*	May track preliminary estimates here. Replace with verified post-implementation values when you get them.								Implementation:		Case Study Developed	If Not Implemented:	
	\$		Annual Reductions						✓	Comments	Y or leave blank	Barrier to Implement	Plan within 5 yrs? Y/N
	One-time Cost* to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Materials used (lbs)	Hazardous waste (lbs)	Air emissions (lbs)	Water pollution (lbs)	MTCO <sub>2</sub> e emissions (tons)	Water use (gal.)	Y if Yes	Include customized quantities and qualities of actual implementation.	Y or leave blank	Barrier to Implement	Plan within 5 yrs? Y/N
Ex. Reduce water use for cleaning (in coating dept.)							9,000,000	Y	Washer optimization completed.				
Ex. Install overhead electrostatic painting eqpt. & use infrared curing					13,600				Estimated emissions are VOCs.		Awaiting permit amendment.	Y	
Ex. Install solar array						1,326		Y	Installed 1.2-megawatt solar array				

\* Note: please do not report actions recommended or implemented that are not considered P2. Refer to [Sections I.C](#) and [I.D](#) for guidance on what is and is not considered P2.

\*\* Please do not indicate savings here.

## Sample Facility-Level Reporting Table 2

### for Bipartisan Infrastructure Law-funded Projects Conducting a Green Certification or Leadership Program, or P2 Technical Assistance to Multiple Facilities at a Time (e.g., P2 training, webinars, roundtables, and other outreach)

Report on each type of work separately. For example, organize reporting on a leadership program in one set of matrices and organize reporting on technical assistance to multiple businesses at a time not associated with a leadership program in a separate set of matrices.

#### P2 Grant Information

<b>Grant Number:</b>		<b>Grant Period (FY-FY):</b>		<b>Grant Project Number (1, 2, etc.):</b>	
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#### Facility Information

<b>Name (optional):</b>	<b>Contact (optional):</b>
<b>EPA Identifier (optional):</b>	<b>City (optional):</b>
<b>NAICS Code:</b>	<b>State:</b>
<b>NEAs addressed:</b>	<b>Region:</b>
<b>Is the Facility located in or adjacent to an EJ Community? Y/N</b>	
<b><u>For Certification or Leadership Programs:</u> Date(s) facility reported its actions:</b>	<b><u>P2 Technical Assistance to Multiple Businesses at a Time:</u> Date(s) of follow-up to see if P2 actions were implemented:</b>

#### P2 Actions and Outcomes

P2 Actions Implemented	\$		Annual Reductions						Case Study Developed
	One-time Cost* to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Materials used (lbs)	Hazardous waste (lbs)	Air emissions (lbs)	Water pollution (lbs)	MTCO <sub>2</sub> e emissions (tons)	Water use (gal.)	Y or leave blank

\* Note: please do not report actions that are not considered P2 - refer to [Sections I.C](#) and [I.D](#) for guidance on what is and is not considered P2.

\*\* Please do not indicate savings here.

## APPENDIX F

### Guidance for Developing P2 Case Studies

**Purpose of P2 Case Studies:** To provide technical information on one or two specific P2 practices implemented by a facility, including the costs and benefits, so that other P2 technical assistance providers or interested businesses can learn from and replicate those P2 practices. Case studies will be used to build and share a body of knowledge about P2 practices that could be implemented at similar businesses.

Case studies are not the same as success stories, which are communications targeted for a broad audience. Success stories are meant to demonstrate the value of P2 and the success of the technical assistance provider, with only general information about the technologies and practices that may be of interest to other environmental professionals.

Case studies should not describe all P2 practices implemented at a facility. They should only describe one or two specific P2 practices that the grantee believes are new or not widely known or adopted, or where the grantee believes other businesses or P2 technical assistance providers would benefit from the additional technical detail that a case study would provide.

P2 case studies should provide information describing the P2 practice with enough detail that others could generally understand what was done, why it was implemented, and the costs and benefits so that others can determine if the practice is relevant to their circumstance and whether they could replicate the practice. If applicable, the case study should also provide information on the financing mechanism, model or approach used to implement the P2 practices if that information could be useful to others who may want to replicate the P2 practices described in the case study.

**Audience:** The target audience for these case studies are environmental professionals, such as State and Tribal P2 Technical Assistance Providers (TAPs) and similar businesses seeking to identify, assess and implement P2 best practices.

**Elements:** Generally, within 2-5 pages.

- Name and location of the facility (optional if confidentiality concerns).
- EPA Region.
- NAICS code and type of facility.
- General description of the facility (e.g., size of facility, annual revenues, number of employees).
- Why did the facility choose to explore P2? (e.g., company goals, EMS requirement)
- What problem(s) was identified through P2 technical assistance?
- What were the major or innovative P2 actions implemented at the facility (e.g., process change, chemical substitution, green chemistry solution, equipment changes)? Please provide detail.

- If applicable, what was the financing mechanism, model or approach used to implement the P2 practice.
- Results (to the extent that the information below applies to the P2 action implemented):
  - Narrative description of the human health or environmental benefits, cost savings, or regulatory relief achieved by implementing the P2 actions.
  - Simple payback period.
  - Numerical results and associated cost savings for each P2 action and outcome:
    - Reduction in hazardous materials used – measured in lbs.
    - Reduction in hazardous substances, pollutants and contaminants released to air, water and land – measured in lbs.
    - Reduction in metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e).
    - Water conserved – measured in gallons.
    - Include regulatory relief not covered in the above (e.g., waste hauling costs, reductions in permitting costs).
    - Other numerical outcomes.

## APPENDIX G

### Itemized Budget Detail Guidance and Template Example

Applicants must provide estimated budget amounts to reflect timeframe of grant funding. The budget detail allows the EPA region to determine if the costs are reasonable and necessary. The itemized budget must indicate the project costs paid by the applicant, EPA, and/or other partners to reflect timeframe of grant funding. A description of object class categories and a sample budget is provided below.

#### Description of Object Class Categories

**2 CFR 200.430 Personnel:** Indicate costs for the salaries and job title of the recipient employees who will perform work directly on the project. Personnel cost does not include: 1) costs for services contractors including consultants (Contractual), 2) employees of sub-recipients (Other), 3) personnel costs that are not directly in support of the proposed project which may be covered by the organization's indirect cost rate (Indirect), 4) participants supports costs such as costs for interns and fellows who are not employees of the recipient organization (Other).

**2 CFR 200.431 Fringe Benefits:** Indicate all mandated and voluntary benefits to be supplemented with the grant funds. Fringe Benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe Benefits may include 1) annual leave, 2) holiday pay, 3) health insurance, 4) retirement contributions, and 5) employer's portion of FICA Insurance.

**2 CFR 200.475 Travel:** Indicate the number of individuals traveling, destination of travel, number of trips, and reason for travel. Recipient's budget narrative should include the dollar amount of the expenses for transportation, lodging, subsistence, and related items. Travel for trainees and other program participants such as interns, fellows, and work group members who are not employees of the recipient are considered "participant support costs" and should be included in the "Other" budget category.

**2 CFR 200.1 Equipment:** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. It does not include rental or lease of equipment (this cost should be noted under the other category). Recipient's budget narrative should include 1) type of equipment, 2) cost of equipment; and 3) brief narrative on the intended use. Equipment includes accessories necessary to make equipment operational. Recipients should indicate in the budget narrative if their organization has established lower limits for equipment.

Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment. If your project requires the purchase of equipment, you are encouraged to check with the EPA Regional Pollution Prevention contact prior to submitting your application to ensure that the equipment purchases are allowable.



**2 CFR 200.1 Supplies:** Supplies are tangible personal property other than equipment. Recipients should indicate any items, other than equipment, that will be purchased to support the project. Supplies include such items such as: 1) office supplies, 2) computing devices (e.g., laptops and tablets), 3) monitoring supplies, 4) educational or field supplies, and 5) laboratory supplies.

**2 CFR 200.331 Contractual Costs:** Purchases of property or services that are necessary to the project or program and are carried out by an individual or firm. Contractual costs include 1) consultants, 2) speaker fees, 3) contracts for services such as audio visual, website development, and other services necessary for the project, 4) analytical services from laboratories. Recipients should indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives. State recipients must follow the procurement procedures found at 2 CFR 200.317.

**Participant Support Costs:** Applicants may include costs to use federal grant dollars to fund P2 implementation and/or certification activities as a way to incentivize business clients and/or beneficiaries to implement P2 without having them absorb the costs for taking this action. Costs must be reasonable and necessary for the performance of the P2 project activity.

**Travel and Event Hosting:** Applicants may include costs to use federal grant dollars to support the facilitation, hosting/co-hosting of P2 focused events and/or to attend in-person P2 focused events. Event must be regional or national in scale and scope and will need to address providing technical assistance (outreach, training, videos) to businesses and/or the sharing of P2 best practices and lessons learned with others. Federal dollars awarded under this program may not be used to facilitate or directly benefit EPA-led/sponsored events.

**Other:** Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan.

**Total Direct Charges:** Summary of all costs associated with each line-item category.

**2 CFR 200.414 Indirect Costs:** Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate. Examples of indirect cost includes 1) insurance, 2) publication costs, 3) occasional document reproduction at self service firms (staples), 4) communication costs, 5) rental/lease of equipment or supplies, 6) participant support costs such as stipends or travel assistance for trainees, interns or non-employee work group members, 7) subawards.

**Total amount of funds requested from EPA:** Add direct and indirect costs.

**Total cost of project:** The total amount requested from EPA.

**Measurement:** The category of "measurement" is not an Object Class Category; nonetheless, grant conditions require the inclusion of a short description of applicable measurement costs to complete the budget detail. A sample description has been included at the bottom of the sample itemized budget.

**Budget Example – Data input should reflect timeframe of grant funding.**

<b>Project Strategy/Task</b>	<b>Hours/Unit (Grant Request)</b>	<b>Hours/Unit</b>	<b>Hours/Unit Rate</b>	<b>Application Request</b>
<b>Task 1 – Launch XYZ Programs</b>				
				\$
<b>Task 1 Subtotal</b>				\$
<b>Task 2 - NEA #1 and #2 Technical Assistance &amp; Training</b>				
				\$
<b>Task 2 Subtotal</b>				\$
<b>Task 3 - Supplemental Research Work for Case Study Development</b>				
				\$
<b>Task 3 Subtotal</b>				\$
<b>Task 4 - Business Outreach &amp; Monitoring – Recording/Tracking Data</b>				
<b>Task 4 Subtotal</b>				\$
<b>Grant Administration: Reporting, Measurement &amp; Invoicing/Travel</b>				
Program Reporting				\$
Measurement Costs				\$
Program Administration and Invoicing				\$
Travel (mileage, airfare, lodging)				\$
<b>Program Administration</b>				
Personnel*				\$
Program’s Indirect Costs**				\$
Total Program Administration				\$
<b>Administration Subtotal</b>				\$
<b>Grand Total</b>				\$

\*Personnel costs = salary and fringe benefits

\*\* Indirect cost rate = indirect cost rate x personnel costs and fringe benefits

## Appendix H

### Quality Assurance Guidance for Environmental Outcome Reporting of P2 Grant Projects

This guidance is intended solely for P2 grant projects that expect to generate environmental data. Prospective grant recipients may use this guidance to develop a Quality Assurance Project Plan (QAPP) to fully evaluate the success of their proposed grant work. If this guidance is used to develop a QAPP, it may be used in conjunction with the grantee's workplan to satisfy P2 grant QAPP requirements. Note: Documentation provided using this guidance and the accompanying workplan must be submitted to the EPA Project Officer for review and approval prior to the prospective grant recipient receiving a P2 grant award.

#### Part A: Basic Project Information and Approvals

- Grant/Contract/IA Project Name & ID
- Organization Name
- Project Period
- QAPP Distribution List
- Name/Signature/Date of Individual Submitting Document
- Name/Signature/Date of EPA Project Officer

#### Part B: Identification of Environmental Outcomes to Be Reported

- Include a list and units of measure, (e.g., gallons of water saved, reductions in metric tons of carbon dioxide equivalent).
- Explain why calculation of these outcomes is appropriate for the project.

#### Part C: Calculations Used to Estimate Outcomes

- Fully describe the calculations you are using to estimate your project outcomes.
- Include references or descriptions for each factor used in the calculation. Example: What does *average restaurant* mean?
- Discuss the logic behind the selection of these factors.
- Discuss any assumptions associated with the use of the calculations and factors. Example: We are using the statistics associated with average restaurants because we assume, we will have a good mix of restaurant sizes participating in the project.

#### Part D: Data Collection Description

- Specify the data type, units and source(s) used in your calculations. Example: Pounds of hazardous waste reduced per month as determined by business self-reporting via project-specific survey.
- Discuss any limitations of the data. Example: Data is self-reported by a participating business and has not been independently verified.
- Discuss why you intend to use the data despite the existing limitations. Example: We will use the data because it is an informal industry standard and the only source available.

**Part E: Recordkeeping and Reporting Requirements**

- Discuss what records will be maintained for the project, by whom they will be maintained, where they will be maintained and for how long they will be maintained.
- Discuss project reporting procedures, schedules and content.